



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

Zoning Certificate Worksheet

Please bring this completed form with you to assist with the application process. Please also consult the Application Fee Schedule for zoning certificate filing fees.

★ If you are renting a space, please find out from the owner or property management company what the space was used for previously (was it a retail shop, an office, a barber shop). If the previous use is a different “code classification based on the building code,” a “change of use building permit” will need to be completed before the zoning certificate can be issued. Please contact the Permits Office at 301-739-8577, ext. 127 to get information on applying for a change of use building permit.

Regular Zoning Certificates:

*Address of Business (Include Unit #): _____

Name of Property Owner: _____

*Name of Tenant/Business: _____

*Tenant’s Address: _____

*Tenant/Business Phone No.: _____

Tenant/Business Email Address: _____

*Description of Business: _____

*Most Recent Use of this Space: _____

*Signature of Owner/Agent: _____

**Required information*