



CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

**BUILDING PERMIT APPLICATION FOR COMMERCIAL STRUCTURES:
NEW STRUCTURES, TENANT FIT-OUT, ADDITIONS, ALTERATIONS, APARTMENTS**

Submittal Requirements

- If applicant is not the owner of the property, then an Affidavit from the owner authorizing the applicant to make an application for the permit is required.
- Completed Building Permit Application
- Historic District Commission Approval, if applicable
- Floodplain Administration Approval, if applicable
- Three copies of plot plan. When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. Plot plan must be on letter or legal size paper, and must include the following:
 - All property lines and property line dimensions.
 - Square footage or acreage of the property
 - Building Restriction Lines (BRL) and any utility easements (if known)
 - Scale of drawing
 - Property Owner name(s), if different than applicant
 - Street Address of Property
 - Show any existing dwellings and any other existing structures
 - Show existing or new driveway
 - Detailed dimensions of the proposed new construction
 - Proposed new construction location with setbacks from the proposed new construction to property lines and to the nearest structure in EACH DIRECTION.
- Construction drawings – see plan review checklist to determine what must be included. (A minimum of two paper copies and two electronic copies must be provided.)**
- All fees must be paid at time of application if the total fee is less than \$100.00 or if work was started prior to issuance of a building permit. If fee total is more than \$100.00, then a \$100.00 deposit must be made at the time of application.



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BUILDING PERMIT PLAN REVIEW CHECKLIST FOR COMMERCIAL STRUCTURES: NEW STRUCTURES, TENANT FIT-OUT, ADDITIONS, ALTERATIONS, APARTMENTS

TWO (2) Complete sets of scaled plans minimum $\frac{3}{16}$ " to one foot or $\frac{1}{4}$ " to one foot scale is required on minimum 24"x36" paper.

(Note: one set will be returned to you with the approved permit.)

- Building Code Analysis, must include the following information:
 - Code references used for design of structure
 - Type of construction to be used for structure
 - Building Design Use and Occupancy Classification
 - Building Design Occupant Load
 - Overall square footage and dimensions, including height, of structure
 - Fire alarm and sprinkler system requirements (if applicable)
 - Compliance with Maryland Accessibility Code
- Floor plans must be submitted, including foundation/crawl space/basement, first floor, second floor, attics/lofts. All rooms including unfinished areas must be labeled.
- Framing Details and Wall Cross Sections; including footing details, finish details and ceiling heights
- Fire Separation Details (if applicable)
- Structural Design and details, signed and sealed by a Maryland State licensed design professional
- Means of egress locations
- Elevation Plans showing all sides of the structure
- Window and Door sizes and material information
- Mechanical, Electrical, and Plumbing System drawings
- Building thermal envelope and insulation – indicate compliance method on plans, include reports or forms
- Apartment plans must be signed and sealed by a Maryland State licensed design professional

One East Franklin Street • Hagerstown, MD 21740

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Website: www.hagerstownmd.org

CITY OF HAGERSTOWN

Permits

1 East Franklin Street
 Hagerstown, Maryland 21740
 (301) 739-8577 ext 123



Type:	Commercial
Process Date:	
Appl #:	

**BUILDING PERMIT APPLICATION FOR COMMERCIAL:
 NEW STRUCTURES, TENANT FIT-OUT, ADDITIONS, ALTERATIONS, APARTMENTS**

FILL IN ALL APPROPRIATE SECTIONS – PLEASE PRINT – MUST BE LEGIBLE

SECTION I – PROJECT INFORMATION

Estimated Cost of Construction \$ _____ <i>includes electrical, plumbing, hvac, labor & materials</i> TYPE OF CONSTRUCTION <i>(select all that apply)</i> New Building: Shell only <input type="checkbox"/> Tenant Fit-Out <input type="checkbox"/> Both <input type="checkbox"/> Existing Building: Addition <input type="checkbox"/> Alterations <input type="checkbox"/> Change Of Use <input type="checkbox"/> Apartments <input type="checkbox"/> Other <input type="checkbox"/>	Gross Floor Area List total gross square footage of new or renovated area(s), which includes all finished and unfinished space and is measured by the exterior dimensions of the space: _____
Estimated Project Start Date: _____	Estimated Project Completion Date: _____

SECTION II – PROPERTY INFORMATION

Address of Jobsite	Property Owner(s) Name(s)
Lot No. _____ Suite No. _____ Subdivision Name: _____	Property Owner(s) Address _____ _____
	Phone: _____ Cell Phone: _____

SECTION III – CONTACT INFORMATION

Primary Contact	Contractor
Name	Company Name City License #
Current Mailing Address _____ _____	Current Mailing Address _____ _____
Phone No. _____ Cell No. _____	Phone No. _____ Cell No. _____
Email (required)	Email

SECTION IV – DESIGN PROFESSIONAL INFORMATION

Architect	Engineer
Name	Name
Company Name	Company Name
Current Mailing Address _____ _____	Current Mailing Address _____ _____
Phone No. _____ Cell No. _____	Phone No. _____ Cell No. _____
Email	Email

SECTION V – PROJECT DETAILS

Description of Work (describe in detail work to be performed, include floor level if multi-story structure):

Building Planning Details

Code Analysis

Please identify the Design Criteria used to design structure:

Building Code Edition	
Occupancy Classification	A B F H I M R S U
Construction Type	IA IB IIA IIB IIIA IIIB IV VA VB
Height & Area Limitations	
Design Occupant Load	
Length of max. travel distance	
# Exits required for Occ. Load	
Fire Resistance Ratings	

Building Height, Elevation, and Stories

Building Height _____
 Number of Levels Including Basement: _____
 Number of Stories Above Grade _____
 Number of Stories Below Grade _____
 Elevation _____

Dimensions of Building:

Front:	Rear:
Left Side:	Right Side:

Parking Information

Is there an existing parking lot, and will it be used? Yes No
 Will a new parking lot be constructed? Yes No
 If yes, please show proposed parking on your plot plan.
 Number of Accessible Parking space to be provided _____

Building Setbacks:

Front:	Rear:
Left Side:	Right Side:

Setbacks are measured to the shortest point

Construction Details

Basement Type

- Unfinished Area
- Finished Area
- Partial Basement
- Crawlspace
- No Basement

Egress Type

- Areaway
- Bilco Door
- Walk Out
- Window
- Other

Attic: Yes No Habitable? yes, _____ SF no

Foundation Size:	No. Bedrooms:
Porch Size:	No. Full Baths:
Deck Size:	No. Half Baths:
Stoop Size:	No. Accessible Restrooms:
Unit Types (provide no. of each type)	Garage/Carport Size:
EFF: 1BR: 2BR: 3BR:	Other:
Is there an existing elevator? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there an accessible entrance? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Accessible Restrooms? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Foundation Walls

- Block
- Concrete
- Manufactured Panels
- Other

Exterior Walls

- Masonry
- Wood Frame
- Steel
- Other

Fire Rated Construction – does the work involve any fire rated construction:

Yes No

- Garage/ dwelling separation
- Floor/ Ceiling separation
- Exterior walls
- Fire Rated corridors
- Core Wall systems
- Rated Penetrations
- Doors
- Other

Exterior Wall Covering

- Brick Veneer
- Masonry
- Aluminum Siding
- Steel Siding
- Wood Siding
- Vinyl Siding
- Stone Veneer
- Stucco/EFIS
- Brick/ Siding
- Other

Sprinklers & Fire Alarm Systems – are any of the following systems being provided:

Sprinkler System? Yes No Partial Existing? Yes No
 If yes, type of system: NFPA-13 NFPA-13R NFPA-13D
 Fire Alarm System? Yes No Partial Existing? Yes No

Roof Type

- Truss
- Rafter
- Other

Roof Covering

- Shingles
- Membrane
- Steel
- Other

Interior Walls & Ceilings

Drywall Other List:

Floor Covering:

Hardwood Carpet Vinyl Tile All

Chimney

- Brick
- Block
- Steel Duct
- Other

Fireplace

How Many?
 Propane Gas
 Natural Gas
 Wood
 Other

Mechanical Ventilation & Heating Systems:

- Oil Heat
- Electric Heat
- Heat Pump
- Central Air
- Other

Tanks:

- Oil
- Propane
- Other

Applicant Information	
Applicant's Name:	
Current Mailing Address:	

Phone No.	Cell No.
Email (required)	

Building Permits and Applications for Building Permits are Non-transferrable and Non-assignable.

IMPORTANT – PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all provisions of City of Hagerstown Regulations and State Laws whether herein specified or not, 4) that no work requiring permits will be performed on the referenced property that is not specifically described in this application prior to obtaining said permits, 5) that he/she understands that any and all electrical, plumbing, or mechanical work requires separate permits. Any changes made without approval of the agencies involved shall constitute a suspension of the building permit until revised plans are approved. A revision fee may be charged.

Signature of APPLICANT

Please print name

Date Signed

Association with project

Oct2025/pah