



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: _____

**Required information*