



Town of Berwyn Heights

Code Compliance Department

5700 Berwyn Road | Berwyn Heights, MD 20740

Tel. 301-513-9331 | FAX: 301.474.5002

code@berwynheightsmd.gov

BUILDING PERMIT APPLICATION

- (1) PROPERTY OWNER: _____ PHONE: () _____
- (2) ADDRESS: _____ EMAIL: _____
- (3) LOT: # _____ BLOCK: # _____
- (4) CONTRACTOR: _____ PHONE: () _____
- (5) ADDRESS: _____
- (6) WORK DESCRIPTION: _____
- (7) Project Value: ☐ Up to \$25,000 ☐ Greater than \$25,000
- (8) COUNTY FEE: _____ COUNTY PERMIT: # _____
- (9) Will heavy equipment such as tractors, bulldozers, etc., be used on this project? ☐ Yes ☐ No
- (10) Will any trucks (including cement mixers) have to cross the curb to deliver materials? ☐ Yes ☐ No
- (11) Will the curb, roadway, and/or gutter be cut for any reason? ☐ Yes ☐ No
- (12) Will utility work be done in the ground or in the roadway? ☐ Yes ☐ No

FEES AND CONDITIONS:

- 1) Include: Berwyn Heights Building Permit Application, Prince George's County Building Permit, a copy of stamped survey/site plans approved by Prince George's County and all other documents submitted to Prince George's County for permit issuance, invoice with estimated cost of project/ construction value, building permit fee
- 2) Building Permit fees: **\$25.00** for fence or deck installation only, **\$75.00** for value of construction under \$25,000, **\$125** for value of construction over \$25,000. **\$250.00** for new home construction.
Commercial Building Permit fee = **\$25 + \$3 per \$1,000 of construction costs** to \$1,500 max.
- 3) A minimum deposit of **\$250.00** may be required for each building permit issued in accordance with **Ordinance 104**, to cover damages which may occur to Town property while construction is being performed. If items #9, 10, 11, and/or 12 are "yes," a deposit will be required.
- 4) A late filing fee of **\$25.00** will be collected if construction is started before a Town permit is issued.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE APPLICANT DOES HEREBY AGREE TO ABIDE BY ALL TOWN OF BERWYN HEIGHTS ORDINANCES AND TO ESTABLISH PROPER DRAINAGE AS REQUIRED BY PRINCE GEORGE'S COUNTY CODE.

Applicant's Signature

Date

Date Rec'd: _____ | Rec'd By: _____ | Check No. _____ | Amount: \$ _____

TOWN PERMIT: # _____ Date Issued: _____ Town Fee: \$ _____

[OFFICE USE ONLY]