



Checklist for Permit Application

- Pre-Application
- Utility Bill (for when Excise Tax is in effect and Exemption is requested)
- Town permit/paperwork (if property is located in Brookview, Church Creek, East New Market, Eldorado, Galestown or Vienna)
- Recorded Deed (necessary if property is recently purchased)
- Site plan (showing all existing structures, driveway, well, septic, etc. and where proposed project is to be located including setbacks, etc.). If property is in a recorded subdivision or if there is an available survey, please use those resources to draw site plan. If site plan is larger than 11”x17”, please provide 5 copies for each permit application you’re submitting.
- (Mobile/Manufactured Homes)
 - Title to mobile/manufactured home
 - 2 copies – footer & floor plans
 - Letter stating manufactured home has minimum 4/12 pitch roof, permanent foundation, brick walls or lap or other conventional type of residential siding and shingle or other conventional type of residential roof.
- 2 sets - Building Plans including the R values (insulation) and U values (energy) for windows and doors, if applicable. (Be sure to include all IECC/IRC/IBC information on plans. U values may be submitted separately.)
- 2 copies - manual J (loads and calculations for HVACR installation, obtained from HVACR contractor)
- Builder contract/signed letter on letterhead (stating they’re performing the work at location for owner)
(Be prepared to provide MHIC (residentially related work/not new home), MHBR (new home), HUD Manufactured Housing Installer License, MDE Marine Contractor Registration (shoreline work) or State of Maryland Contractor license (commercial, ag or industrial) #'s)
- Electrician contract/signed letter on letterhead (stating they’re performing the work at location for owner)
(Electrician must be Dorchester County licensed; be prepared with this information.)
- Plumber contract/signed letter on letterhead (stating they’re performing the work at location for owner)
(Plumber must be Dorchester County licensed; be prepared with this information.)
- HVACR contract/signed letter on letterhead (stating they’re performing the work at location for owner)
(HVACR contractor must be State licensed; be prepared with this information.)
- Other _____
- Other _____
- Other _____

Please be prepared to pay any and all applicable fees at time of your application. These fees may include but are not limited to excise tax, MD Home Builder Guarantee Fund and permit fees.