



◆ **The Town of University Park** ◆
6724 Baltimore Ave, University Park, MD 20782
(301) 927-4262

GUIDELINES FOR APPLYING FOR A BUILDING PERMIT

A Town resident may apply for a building permit by returning the following to the Town Clerk's Office, **by noon the Wednesday before a Council meeting at the very latest:**

1. A completed building permit application
2. A \$10.00 non-refundable filing fee (checks are made payable to *Town of University Park*)
3. A copy of the plans and specifications of work to be done
4. A survey/plat of the lot with location of all existing structures and planned structure indicated on it
5. A copy of a County permit if one is required. Please check to see if one is required by calling the County at 301-883-5776
6. If a County permit is required, the applicant must pay to the Town an additional permit fee of 10% of the cost of the County permit. Please bring in the receipt from the County.
7. It is the responsibility of the applicant to be prepared to discuss their application at the council meeting (unless you are excused, by the Town, for a simple replacement project) during which the application will be considered.

You may return the required materials to the Town Office by depositing it through the mail slot on the front door, or you may return it during normal office hours, Monday through Friday between 9am and 5pm.

**** Any time an outbuilding, a fence higher than 4 feet, or any structural work (such as an addition or deck) is being constructed, even if the work is a replacement – the Town Building Permit application and the stamped County plans **MUST** be received at the Town Hall no later than 5 calendar days before a Council meeting. There are **no exceptions!****