



The Town of University Park

APPLYING FOR A TOWN BUILDING PERMIT

A property owner may apply for a building permit by submitting the application and required documents to the Town Clerk's office **at least 5 calendar days before the next Council meeting**. All building permit applications are reviewed and considered by Town Council during public meetings.

If you propose to do work that will need a special exception from Council, fill out the "Building Permit Variance Request Application". For example, proposing a fence that is more than 4 feet tall would require a special exception or variance since our Town Code specifies that fences shall not exceed 4 feet in height (Section 4-110). For more information about our Town Code's Chapter 4 "Building and Construction", visit our online searchable [ecode360](#).

Use the checklist below to ensure you have all the necessary documents for your application.

- 1. A completed Building Permit Application.
- 2. A \$10.00 non-refundable filing fee. We accept cash or checks. Checks shall be made payable to *Town of University Park*. We do not accept credit cards.
 - If a County permit was obtained, an additional permit fee of 10% of the amount paid to the County is required (\$10 + 10%). **A copy of the County receipt is required to be included with the Town building permit application.**
- 3. A copy of the survey/property plat which shows the lot, property line and location of all existing structures. Please mark proposed work on the plat.
- 4. A copy of the County permit, if applicable. If you are unsure if a County permit is required, call the County permitting department at 301-636-2050.
- 5. A copy of the plans with specifications of proposed work. We cannot accommodate plans larger than 11"X 17". Large plans will need to be sized down or emailed to the Town Clerk. If a County permit was required, the plans must be stamped by the County.

Property owners or their designee should plan to attend the Council meeting and be prepared to discuss their application. If you have any questions or are unable to attend the meeting, contact the Town Clerk.

Applications shall be submitted to the Town Clerk's office. Business hours are Monday – Friday from 9 a.m. to 5 p.m. Submissions may also be emailed to the Town Clerk at townhall@upmd.org. For more information, call (301) 927-4262.