



# Building Permit Application

◆ The Town of University Park ◆

An incorporated municipality in Prince George's County, Maryland  
Town Hall, 6724 Baltimore Avenue, University Park, Maryland 20782  
**Phone:** (301) 927-4262 **Fax:** (301) 277-4548 **Email:** townhall@upmd.org

*For Office Use Only*

Ward # \_\_\_\_\_ Date Received: \_\_\_\_\_

Permit Application: Approved    
 Rejected

Check/Cash Amt.: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Home ( ) \_\_\_\_\_ Cell \_\_\_\_\_

Work: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_ Section Number: \_\_\_\_\_

Person/Company Doing the Work: \_\_\_\_\_

Address/Phone: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### Description of Work

Check all that apply:

**Fence:** Height: \_\_\_\_\_, Material: \_\_\_\_\_, Style: \_\_\_\_\_

**Outbuilding:** Dimensions: \_\_\_\_\_, Height at Apex: \_\_\_\_\_

Materials: \_\_\_\_\_

**Other:** *(Please Specify):*

Dimensions: \_\_\_\_\_, Height at Apex: \_\_\_\_\_

Materials: \_\_\_\_\_

Please Specify Reason for Structure: \_\_\_\_\_

**POD or Dumpster** (check one) Unit will be placed on the property: \_\_\_\_\_ or on the street: \_\_\_\_\_

Dates the unit will be delivered: \_\_\_\_\_ picked up: \_\_\_\_\_

Permit and Non-Refundable Filing Fee Paid (**\$50 + 10% of County permit fee (if applicable)**)= \$ \_\_\_\_\_

**Caution:** To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.

## **DO I NEED A BUILDING PERMIT?**

A Town building permit is required for almost all construction projects affecting the **exterior of a property or structure**.

**THE FOLLOWING IS A LIST OF SOME, BUT NOT ALL, OF THE PROJECTS FOR WHICH A PERMIT IS REQUIRED:**

- a new shed or a replacement shed,
- a new or expanded driveway or a replacement driveway,
- a new or expanded sidewalk or replacement sidewalk,
- a new or replacement deck,
- a new or replacement fence,
- a new addition or exterior alteration,
- a new or replacement retaining wall,
- a new or replacement privacy wall,
- a new or replacement drainage discharge pipe,
- a new or replacement garage or carport
- a new or replacement stoop, porch or patio,
- a new or replacement tub/spa/pool,
- a new or replacement fixed standby generator
- a new or replacement dog run,
- a new or replacement freestanding radio or TV dish or antenna,
- installation of solar panels
- substantial grading, and
- any work beyond the front property line within the public right-of-way

The list is not exhaustive, and residents are urged to contact Town Hall (301-927-4262) to inquire whether a permit is required.

**PRINCE GEORGE'S COUNTY** also requires a building permit for most all of the projects listed above. Residents are urged to contact the County's Information and Permits Section (301-636-2050) to inquire whether a County permit is required.

**PLEASE NOTE, PRINCE GEORGE'S COUNTY** requires permits for certain interior work, including, but not limited to, structural, safety, electrical, plumbing, etc. projects. Interior work does not require a Town building permit.

## **REQUIRED DOCUMENTS FOR BUILDING PERMIT APPLICATION**

A building permit application must be submitted along with the following documents:

- **Copy of the property survey/plat**-mark on the plat where proposed structure or modification is to be placed.
- **Copy of county permit, if applicable**
- **Copy of county receipt of payment, if applicable**
- **Copy of building/design plans, if applicable. We cannot accommodate plans larger than 11"X 17". Plans may be emailed to the Town Clerk at [townhall@upmd.org](mailto:townhall@upmd.org).**

*Applicants are encouraged to attach pictures and/or other documents to better describe their application.*

**\*FAILURE TO OBTAIN A REQUIRED TOWN BUILDING PERMIT SHALL CONSTITUTE A MUNICIPAL INFRACTION SUBJECT TO A \$200.00 PENALTY.**

**\*WHENEVER ANY WORK FOR WHICH A TOWN PERMIT IS REQUIRED HAS BEEN STARTED PRIOR TO OBTAINING A PERMIT, A SPECIAL REVIEW SHALL BE MADE AND A REVIEW FEE OF \$100.00 SHALL BE PAYABLE IN ADDITION TO ANY OTHER BUILDING PERMIT FEES.**