

# Town of Brookeville, Maryland – Application for Building Permit

Town of Brookeville  
Brookeville, MD 20833  
Phone: (301) 570-4465  
Fax: 301-570-0355  
www.townofbrookevillemd.org

## **Application Instructions:**

1. Plans and specifications (6 copies) shall be submitted with this application for any alteration affecting the exterior dimensions of existing structures or for the construction of any new structures. For any work that requires a Historic Work Area Permit (HAWP) from Montgomery County Historic Preservation Commission (HPC), a copy of the HAWP application must accompany this form. All of the documents will not be returned and will remain on file with the Town Clerk.
2. If you are building a fence or wall, please provide a diagram (6 copies) of the fence specifying the type of construction, height and location with respect to property lines.
3. A non-refundable fee of **\$25.00** shall be paid to the Town of Brookeville along with submission of this application for all items other than new buildings (including homes, garages and outbuildings) or additions to existing buildings. For all new buildings or additions, the permit fee is based on a rate of \$.50 per gross square foot of the building (not including unfinished basements and unfinished attic space) with a \$75 minimum filing fee.
4. Construction methods must conform to all Montgomery County codes and are subject to inspection by the County.
5. Set-backs from property lines will be in accordance with the Town of Brookeville’s Zoning Ordinance.
6. Applications must be submitted no later than 10 days prior to the Planning Commission meeting to be reviewed. If received in less than 10 days, the permit will not be reviewed until the following month’s meeting.

## **Applicant to fill out following section:**

1. Property Owner’s name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_
  
2. Applicant’s name (if different than Property owner): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Email \_\_\_\_\_

3. Type of Construction: (please check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> New Home   | <input type="checkbox"/> Add, remove, or change to exterior building materials |
| <input type="checkbox"/> New structure other than Home (garage, outbuilding, etc) | <input type="checkbox"/> Fence   |
| <input type="checkbox"/> Addition to existing structure                           | <input type="checkbox"/> Deck  |
| <input type="checkbox"/> Demolition of existing structure                         | <input type="checkbox"/> Swimming Pool   |
| <input type="checkbox"/> Tree Removal (greater than 6" in diameter)               | <input type="checkbox"/> Add, remove, or change architectural features         |
| <input type="checkbox"/> Other: (please describe) _____                           |  |

4. Will the construction require the placement of any obstruction or the taking up or excavation of parts of the sidewalk, curb and gutter, driveway apron or street?

- Yes    No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

5. Will any construction work be performed outside the hours of 8:00am and 6:00pm Mon - Fri?

- Yes    No

If yes, please describe hours of operation and nature of work: \_\_\_\_\_

\_\_\_\_\_

6. Estimated cost of improvement: \$ \_\_\_\_\_

7. Estimated date for work to commence: \_\_\_\_\_

8. Estimated completion date: \_\_\_\_\_

9. Architect Company Name (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone number: \_\_\_\_\_

10. Contractor Company Name (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email \_\_\_\_\_

11. Address of adjacent property owners (these must be provided):

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**Note:** Building permits are valid for 24-months following BPC approval. TBBPs may be resubmitted to the HPC, if needed. TBBPs are non-transferrable.

12. Signature of owner or applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For Town use only below this line**

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**Receipt of Application Fee**

Yes Town Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning Commission Approval:**

No exception taken

Approved as noted

Rejected as noted

**Notes:**

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**Planning Commission Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Town Commissioner:** \_\_\_\_\_ **Date:** \_\_\_\_\_