Application for Building Permit

Town of Brookeville
5 High St., Brookeville, MD 20833
301-570-4465
www.townofbrookevillemd.org

Application Instructions:

1. Submit your Plans and specifications with this application electronically using PDF files 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 approved HAWP application must accompany this form. Submit your paperwork electronically using PDF files to clerk@townofbrookevillemd.org

2. If you are building a fence or wall, provide a property plat or site plan of the property in which the fence/wall is going to be installed, with the proposed location sketched onto the plat/site plan. Provide a diagram of the fence/wall specifying the type of construction and height.

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 structures. 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. Fees may be paid by check or PayPal invoice.

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. The deadline to submit a building permit application for approval by the Brookeville Planning Commission is ten (10) business days before a BPC meeting. If received in less than ten (10) business days, the permit will not be reviewed until the following month's meeting.

7. Building permits are valid for 24-months following BPC approval. Permits are non-transferable.

Applicant to fill out the following section:

Property Owner's name_____

Address:_____

phone number: _____ Email:_____

Applicant (if different from owner) _____

Address:_____

phone number: _____ Email:_____

Contractor _____

Address:_____

phone number: _____ Email:_____

Updated 2025-08

Type of Construction: (please check all that apply)

☐New Home

☐New structure other than Home (garage, outbuilding, etc.)

☐Addition/Alteration/Renovation to existing structure

☐Driveway or Parking Surface:

☐Demolition of existing structure

☐Add, remove, or change to exterior building materials

☐Fence or wall

☐Deck

☐Swimming Pool

☐Add, remove, or change architectural features

☐Other: (please describe):_____

Description of Work Proposed:

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1. 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:

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2. Is adequate on-site parking available for the construction crews?   ☐ Yes   ☐ No
   If no, please provide a plan for parking which minimizes inconvenience to neighboring residents.

3. Will any construction work be performed outside the hours of 8:00 am and 6:00 pm Mon - Fri?
   ☐ Yes   ☐ No
   If yes, please describe the hours of operation and nature of work:

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4. Anticipate Date for Work to Commence: _____

5. Anticipated Date for Work Completion: _____

6. Address of adjacent & confronting property owners (these must be provided):

   a. _____

   b. _____

   c. _____

   d. _____

   e. _____

Note: Building permits are valid for 24-months following BPC approval. Permits are non-transferable.

Signature of owner(s)

I certify that I am the owner(s) of the property for which I am applying for a permit, that the application is correct and that construction will comply with the plans submitted. I acknowledge this to be a condition of the issuance of this permit.

_____Date_____

_____Date_____

For Town use only below this line

Receipt of Application Fee: ☐ Yes: _____   Date: _____

Planning Commission Approval:

☐ Approved, no exception taken

☐ Approved as noted

☐ Rejected as noted

Notes:

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_____Date_____
Chair, Brookeville Planning Commission

_____Date_____
Town of Brookeville Commissioner-President

Updated 2025-08