



Please note that some additions/buildings require the Planning Commission's approval. If necessary, the Commission meets on the fourth (4th) Wednesday of the month, as needed. (Nov/Dec meetings subject to change without notice due to the holidays)

The following items should be turned in with this application:

- (2) copies of the drawings OR specifications
- Copy of the PLAT showing where new building will sit

The Town will inspect after the build* is complete. Please call the office at (410) 634-2177 to schedule

****Footers, Plumbing and Electrical Inspections are done through Middle Department and should be pulled by your contractor, directly through them.***

Should you have any other questions, feel free to contact Melissa Leonard at (410) 634-2177

Ridgely, Maryland
Dream City

2 CENTRAL AVENUE, P.O. BOX 710, RIDGELY, MD 21660 * Phone: (410) 634-2177 Facsimile: (410) 634-1343 * www.ridgelymd.org
COMMISSIONERS OF RIDGELY

Type of Work (Circle)
New Building/Addition
Demolition
Fence/Swimming Pool
Siding/Roof/Window Replacement
Accessory Structure/Garage

APPLICATION FOR OCCUPANCY and/or BUILDING PERMIT

TOWN OF RIDGELY, MARYLAND

Application
No. _____
Date _____
Issued _____
Paid Fee _____
Other _____

APPLICATION is hereby made for an Occupancy Permit and/or Building Permit as follows:

LOCATION OF PROPERTY:

Street address _____ Subdivision _____
Tax Map: _____ Parcel: _____ Area: _____ acres/square feet

PROPOSED BUILDING OR STRUCTURE: Describe _____

No. of Families _____
Size: _____ by _____ feet = _____ square feet _____ feet height/stories

Estimated value of new work \$ _____
Setbacks from: Front lot line _____ ft. Rear lot line _____ ft.
(Attach Sketch) Side lot line (L) _____ ft. Side lot line (R) _____ ft.

USE: Present use of premises _____
Proposed use of Premises _____
Planning District/Zone _____
Plumbing Permit Issued _____, _____, Number _____
Sediment /Erosion Control Permit Issued _____, _____, Number _____
Entrance Permit Issued (State) (County) _____, _____, Number _____
Stormwater Management Permit Issued _____, _____, Number _____

NOTE: Contact Miss Utility before doing any digging

The applicant hereby agrees to comply with all regulations applicable hereto, and further agrees that any misstatement or misrepresentation of facts or any change without approval of the agencies concerned, shall constitute sufficient grounds for denial of a permit.

OWNER _____ Address _____
BUILDER _____ Address _____
Signature of Applicant _____ Date _____
Address _____ Phone _____

BUILDING PERMIT

No. _____

Application having been made, and the proposed structures and usage being in conformity with the Comprehensive Zoning Ordinance of The Town of Ridgely, I hereby issue this permit for a period of 6 months from the date hereof or upon completion of work. Subsequent to final inspection, a certificate of occupancy will be issued.

Subject to the following conditions: _____

Date

Zoning Administrator

OCCUPANCY PERMIT IS TO BE OBTAINED PRIOR TO USE OF STRUCTURE FOR WHICH THIS PERMIT IS ISSUED. PLEASE NOTIFY ZONING OFFICE WHEN READY FOR FINAL INSPECTION.

Tidal / Non Tidal wetlands may exist on this property. It is the responsibility of the applicant to comply with all applicable Federal, State and Local Laws, and Permits.

AFFIRMATION OF LANDOWNER

NAME OF LANDOWNER _____ PERMIT # _____

ADDRESS OF PROPERTY
COVERED BY PERMIT _____

The Maryland Home Builder Registration Act prohibits the issuance of building permits unless the home builder is registered with the State and the builder's registration number is included on the building permit. Later, a Home Builder Guaranty Fund was created to provide compensation to consumers who contract with a registered builder to construct their home and later encounter problems with the construction.

The purpose of the Home Builder Registration Act is to protect consumers. Only consumers whose homes are constructed by a registered builder are eligible for compensation from the Home Builder Guaranty Fund. Consumers who sign this Affirmation of Landowner may not be protected by consumer protection laws and will not be eligible to make a claim against the Home Builder Guaranty Fund.

The Act does permit a landowner to obtain a builder permit for construction to be performed directly by the landowner solely for the landowner's own use. In order to obtain a permit that does not contain the registration number of a builder, the landowner has to affirm as follows:

1. I understand that the Maryland Home Builder Registration Act was passed to provide landowners like me with certain protections and that I could lose the benefits of those protections if I ever entered into a contract with an unregistered builder.
2. I understand that builders of new homes in the State of Maryland must be registered with the Home Builder Registration Unit of the Consumer Protection Division of the Office of the Attorney General.
3. I understand that a permit can only be issued to a registered home builder for installation of a modular or mobile home.
4. I have title to property located in the State of Maryland and am seeking a building permit for that land.
5. I am requesting this building permit for construction to be performed directly me on my own land, solely for my own use.
6. I have not entered into a contract with any person or company to erect or otherwise construct the new home covered by this permit, including a contract for somebody to manage, oversee, or supervise in anyway the construction of the home. I will not enter into such a contract without first notifying the Department of Permits, Approvals and Inspections of the name of the person or company so that its builder registration status can be determined and, if registered, the builder's name and registration number can be added to the building permit. I understand that a builder cannot perform any work on the new home until this information has been added to the permit.

REQUIRED INSPECTIONS

.....for your building permit

MIDDLE DEPARTMENT INSPECTION AGENCY
8673 COMMERCE DR # 2
EASTON, MARYLAND 21601
PHONE: (410) 822-8300

ALL INSPECTIONS MUST BE SCHEDULED A MINIMUM OF **24 HOURS IN ADVANCE**. YOU MUST HAVE YOUR **BUILDING PERMIT NUMBER AVAILABLE** OR THE INSPECTION WILL NOT BE SCHEDULED.

PLEASE BE AWARE THAT ONE COMPLETE SET OF **APPROVED CONSTRUCTION PLANS** MUST BE AVAILABLE **ON THE JOB SITE** FOR THE INSPECTION AGENCY AT ALL TIMES. FAILURE TO HAVE CONSTRUCTION PLANS ON SITE WILL RESULT IN A FAILED INSPECTION AND A RE-INSPECTION FEE WILL BE APPLIED.

PRELIMINARY INSPECTION

A preliminary inspection is conducted by the Ridgely Codes Enforcement Officer for all permit applications. The site must have the proposed construction clearly staked so that the Inspector can verify the proposed construction with regard to size, location and setbacks shown on the building location plan. This inspection is conducted prior to the issuance of all building permits.

FOOTER & FOUNDATION

Footer and Foundation Inspections are required for all new dwellings, additions, and accessory structures. It is your responsibility to contact the Inspection Agency listed above.

FOUNDATION COMPLETION

Foundation Completion Inspections are required for all new dwellings and additions to dwellings **prior to backfilling or start of framing** but after placing of concrete for footings or floor slabs, perimeter insulation, moisture proofing, parging, and drain tile (where required). It is your responsibility to contact the Inspection Agency listed above.

FRAMING & INSULATION

Framing and Insulation Inspections are required for new dwellings and additions to dwellings. It is your responsibility to contact the Inspection Agency listed above.

ELECTRICAL & PLUMBING

Electrical and Plumbing Inspections are required for all electrical and plumbing work performed. Inspection Forms may be available at the Ridgely Town Hall. ***Electrical and Plumbing Inspection fees are paid separately to the Inspection Agency and are not included in your original application fees.***

FINAL INSPECTION

A final inspection is required for all new dwellings, additions, pools and accessory structures. It is your responsibility to contact the Inspection Agency listed above.

OCCUPANCY PERMIT

An occupancy permit is required for all new dwellings and additions to dwellings. It is your responsibility to contact the Inspection Agency above to schedule this inspection once all inspections listed above are completed.