

# CITY OF SALISBURY

Department of Building, Permits & Inspections  
125 N. Division St., Rm. #B-13  
Salisbury, MD 21801  
Ph: 410-548-3130 Fax: 410-548-3183  
[www.ci.salisbury.md.us](http://www.ci.salisbury.md.us)

Building Permit #: \_\_\_\_\_

## COMMERCIAL BUILDING PERMIT APPLICATION

### PROJECT INFORMATION

Application Date: \_\_\_\_\_ Est. Cost of Construction: \$ \_\_\_\_\_

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

Project Description: \_\_\_\_\_ Tenant Name: \_\_\_\_\_

Type of Construction: For New Buildings:  New  Shell Only  Tenant Fit-Out

Existing Buildings:  Addition  Alterations  Repairs  Tenant Fit-Out

### PROPERTY OWNER INFORMATION

Name of Property Owner(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### ARCHITECT/ENGINEER OF RECORD

Name of Architect/Engineer: \_\_\_\_\_ License# \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### CONTRACTOR'S INFORMATION

Contractor's Name: \_\_\_\_\_ GC Lic. #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### CONTACT PERSON

(Contact Person will receive ALL correspondence, notices and questions regarding permit processing and plan review)

Name of Contact: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

**Email:** \_\_\_\_\_

*I hereby certify that I have read & completed this application and know the same to be true & correct. All provisions of the law & ordinances governing the proposed work will be complied whether specified or not. The final lot grading will be in general conformance with the approved site plan and erosion control measures shall be installed and properly maintained to avoid sediment runoff in violation of the Maryland Department of Environment. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction.*

Applicant's Name: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Office Use Only	Payment Record	Approvals	Date/Initials
Plan Review Fee: _____	Ck #: _____	<input type="checkbox"/> Building Code	_____
Actual Est. Const. Cost: _____		<input type="checkbox"/> Critical Area	_____
Permit Fee: _____	Ck #: _____	<input type="checkbox"/> Historic District	_____
Date Issued: _____		<input type="checkbox"/> Plumbing Code	_____
		<input type="checkbox"/> Zoning Code	_____

## RIGHT OF WAYS AND EASEMENTS

**This building permit authorizes the builder/contractor to construct the structure only within the foot print of the submitted plans. This permit DOES NOT give authorization to construct or install utilities in the City of Salisbury right-of-ways or easements. If any construction or installation of utilities is to be done in the City of Salisbury right-of-ways or easements, you MUST FIRST obtain written authorization from the Department of Public Works.**

### REQUIRED INSPECTIONS

1. **Footing and foundation inspection.** Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place.
2. **Concrete slab and under-floor inspection.** Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
3. **Frame inspection.** Framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, and vents to be concealed are complete and the rough electrical, plumbing are approved.
4. **Energy efficiency inspections.** Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for: envelope insulation R- and U-values, fenestration U-value, duct system R-value, and HVAC and water-heating equipment efficiency.
5. **Other inspections.** In addition to the inspections specified in Sections 110.3.1 through 110.3.7, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.
6. **Final inspection.** The final inspection shall be made after all work required by the building permit is completed.

### PERMIT FEE SCHEDULE

Calculated Cost of Construction	Plan Review	Permit Fee
Up to \$3,000	\$30	\$40
\$3,001 - \$100,000	\$65	\$50 + .015 calculated cost of construction
\$100,001 - \$500,000	\$150	\$1,100 for the 1st \$100,000 plus \$10/\$1,000 additional or fraction
\$500,001 - \$1,000,000	\$200	\$4,400 for the 1st \$500,000 plus \$9/\$1,000 addition or fraction
\$1,000,000 - Plus	\$250	\$8,000 the 1st \$1,000,000 plus \$4/\$1,000 additional or fraction

# COMMERCIAL BUILDING PERMIT APPLICATION REQUIREMENTS

1. For new construction and additions
  - Three sets of signed and sealed plans by a Maryland Licensed Architect, including MEP's
  - An approved site plan is required at time of submittal
  - Two copies of COMcheck thermal envelope
  - One copy of the COMcheck for the mechanical and electrical systems
  - State of Maryland Construction License is required prior to issuance of the building permit
2. One set of plans is required to be submitted to the Wicomico County Fire Marshall's Office, located at 125 N. Division Street, Room 201 of the Government Office Building. For additional information for fire safety reviews, contact the Fire Marshall's office at 410-548-4994.
3. For purposes of fee determination, construct shall be as follows:
  - A. For new construction and additions, the greater of:
    - i. The proposed cost stated on the building permit application or;
    - ii. The cost as determined from the most recent Building Valuation Data published by the International Code Council
4. Shell Building – 80% of the General Construction Cost based on the Building Valuation Data

## COMMERCIAL ALTERATIONS AND RENOVATIONS

- Two sets of signed and sealed plans by a Maryland Licensed Architect, including MEP's
  - A site plan may be required based on the scope of work
1. For alteration or renovation of existing buildings, the proposed cost stated on the Building Permit Application.
  2. Plan review fee must be paid at the time of submission; payment shall be made to the City of Salisbury. The building permit fee shall be paid at the time or prior to the issuance of the building permit.

Abandonment: A permit application will be considered abandoned 12 months after approval of the project if the permit is not obtained by the applicant.