



**CITY OF SALISBURY**  
 Department of Infrastructure & Development  
 125 N. Division Street, Room 202  
 Salisbury, MD 21801  
 Phone: 410-548-3130 Fax: 410-548-3107

APPLICATION # \_\_\_\_\_

**Building Permit Application**

Building site address: \_\_\_\_\_ Suite/Unit # \_\_\_\_\_  
 Property Tax ID # \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning \_\_\_\_\_  
 Is the above address within the Historic District Area?  Yes  No Critical area?  Yes  No  
 Change of use or occupancy?  Yes  No  
 Existing use: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_

**Property Owner Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Email \_\_\_\_\_

**Contractor's Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Email \_\_\_\_\_

**Primary Contact Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Email \_\_\_\_\_

**Architect/Engineer Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Email \_\_\_\_\_

**Occupant Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Email \_\_\_\_\_

**Permit Information**

Commercial Residential:  1 or 2 Family  Townhouse

**Project Information**

New  New shell only  Fit-out  
 Addition  Alteration  Repair

**Briefly describe proposed work:** \_\_\_\_\_

Building site address \_\_\_\_\_

Contractor License	License #	Expiration Date
MHIC		
General Contractor		
MD Homebuilder Registration		

**Project Description**

Lot size (ft<sup>2</sup>) \_\_\_\_\_ Building size (ft<sup>2</sup>) \_\_\_\_\_ Building Height (ft) \_\_\_\_\_ # of stories \_\_\_\_\_

Proposed work area (ft<sup>2</sup>) \_\_\_\_\_ Total floor area (ft<sup>2</sup> including basement) \_\_\_\_\_

Proposed property line set backs (ft) Front \_\_\_\_\_ Left \_\_\_\_\_ Rear \_\_\_\_\_ Right \_\_\_\_\_

Includes alterations to means of egress  Yes  No

Construction classification

IA  IB  IIA  IIB  IIIA  IIIB  IV  VA  VB

Occupancy Classification & Square Footage (for mixed or separated use, include new and existing)

A-1 \_\_\_\_\_ A-2 \_\_\_\_\_ A-3 \_\_\_\_\_ A-4 \_\_\_\_\_ A-5 \_\_\_\_\_ B \_\_\_\_\_ E \_\_\_\_\_  
F-1 \_\_\_\_\_ F-2 \_\_\_\_\_ H-1 \_\_\_\_\_ H-2 \_\_\_\_\_ H-3 \_\_\_\_\_ H-4 \_\_\_\_\_ H-5 \_\_\_\_\_  
I-1 \_\_\_\_\_ I-2 \_\_\_\_\_ I-3 \_\_\_\_\_ I-4 \_\_\_\_\_ M \_\_\_\_\_ R-1 \_\_\_\_\_ R-2 \_\_\_\_\_  
R-3 \_\_\_\_\_ R-4 \_\_\_\_\_ S-1 \_\_\_\_\_ S-2 \_\_\_\_\_ U \_\_\_\_\_ Built to IRC \_\_\_\_\_

**Estimated Cost of Construction:** \$ \_\_\_\_\_

**Owner or Authorized Agent Attestation**

*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.*

*Buildings shall not be occupied until a Certificate of Occupancy has been issued by the Building Official.*

Owner or Authorized Agent (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only	Payment record	Approvals	Initials
Plan review fee \$ _____	Check # _____	<input type="checkbox"/> Building Official	_____
Permit Fee \$ _____	Check # _____	<input type="checkbox"/> Critical Area	_____
FM Review \$ _____	Check # _____	<input type="checkbox"/> Historic District	_____
Date Issued _____		<input type="checkbox"/> Plumbing Code	_____
		<input type="checkbox"/> Zoning Code	_____
		<input type="checkbox"/> Fire Marshal	_____

## 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 Infrastructure & Development.

### REQUIRED INSPECTIONS

- **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.
- **Concrete slab and under-floor inspection (where applicable).** 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.
- **Foundation/Floor Joist/Girders (where applicable).** The foundation shall be inspected when the foundation, floor joist and girders are in place without subfloor sheathing.
- **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.
- **Energy efficiency inspections.** Inspections shall be made to determine compliance with the IECC 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.
- **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.
- **Final inspection.** A final inspection shall be made only after plumbing, electrical, mechanical, gas installations have been completed and approved. All final certificates of approval shall be made available to the Building Inspector prior or during the final inspection. No building shall be occupied until a Certificate of Occupancy has been issued.

### FIRE MARSHAL INSPECTIONS (commercial & townhouses)

- **Fire-Rated Assemblies/Shfts (where required).** Inspection performed prior to closing in to ensure construction is in accordance with the approved plans. May require multiple inspections.
- **Firestop Systems & Devices (where required).** Inspection performed to ensure firestopping systems/devices are appropriate. May require multiple. **May be coordinated with the building framing inspection.**
- **Fire Final.** Inspection to ensure compliance with the Fire Prevention Code conducted once the project is complete and ready for occupancy. Prior to this inspection all fire protection systems and devices shall have a final approval. **May be coordinated with the building final inspection.**

### 1 & 2 FAMILY RESIDENTIAL PERMIT APPLICATION REQUIREMENTS

1. All Contractors must hold and provide proof of their Maryland Home Improvement License upon application for permit. New Home Builders shall be registered with the State of Maryland and provide their registration number.
2. All plans must be fully detailed to meet the current Edition of the International Residential Building Code.
3. Two complete sets of plans must be submitted for all projects drawn to scale. A digital set of plans must be submitted also in pdf format. Including:
  - Site Plot Plan
    - All building dimensions and distances to the lot lines
  - Foundation Plan – Drawn to Scale
    - Pier and wall footing sizes, spacing, etc.
    - Girder sizes, spans, species and grade of lumber
    - Floor joist sizes, species, grade and spacing
    - Ventilation and crawl space access requirements
  - Floor Plan – Drawn to Scale
    - Room dimensions
    - Door and window sizes and locations
    - Header, beam and ceiling joist sizes, species and grades
    - Existing floor plans (for Additions)
  - Roof Plan - Drawn to Scale
    - Rafter sizes, species, grade and spacing
    - Venting requirements
    - Mechanical roof up-lift fasteners
  - Exterior Elevations
  - Special Engineering not addressed in the Building Code
    - Floor and roof truss layouts, laminated and steel beams, etc.
    - ResCheck (when required for new construction)

COMMERCIAL BUILDING PERMIT APPLICATION REQUIREMENTS

1. For new construction and additions
    - Three sets of signed and sealed plans by a Maryland Licensed Architect, title page with building class, including MEP's
    - One set of plans in pdf version
    - 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. For purposes of fee determination, construct shall be as follows:
    - For new construction and additions, the greater of:
      - The proposed cost stated on the building permit application or;
      - The cost as determined from the most recent Building Valuation Data published by the International Code Council
    - Shell Building
      - 80% of the General Construction Cost based on the Building Valuation Data
  3. For alterations and renovations
    - Three 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
  4. For alteration or renovation of existing buildings, the fee calculation shall be based on the proposed cost stated on the Building Permit Application.
  5. 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.**

Permit Fee Schedule

<u>Calculated Cost of Construction</u>	<u>Plan Review</u>	<u>Permit Fee</u>
Up to \$3,000	\$50	\$50
\$3,001 - \$100,000	\$90	\$60 + .0165 calculated cost of construction
\$100,001 - \$500,000	\$210	\$1,200 for the 1st \$100,000 plus \$10/\$1,000 additional or fraction
\$500,001 - \$1,000,000	\$260	\$4,500 for the 1st \$500,000 plus \$9/\$1,000 addition or fraction
\$1,000,000 - Plus	\$310	\$8,100 the 1st \$1,000,000 plus \$6/\$1,000 additional or fraction
Fire/Life Safety Plan Review Fee		60% of the Building Permit Fee \$75 minimum