



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

APPLICATION # _____
DATE: _____
Estimated Cost of
Construction: \$ _____

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 _____

Primary Contact Information

Name _____
Mailing _____
Address _____
City _____ State _____ Zip _____
Day phone _____ Cell _____
Email _____

Tenant/Occupant Information

Business Name _____
Contact Name _____
City _____ State _____ Zip _____
Day phone _____ Cell _____
Email _____

Contractor's Information

Name _____
Address _____
City _____ State _____ Zip _____
Day phone _____ Cell _____
Email _____

Architect/Engineer Information

Name _____
License # _____
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 (ft²) _____ Building size (ft²) _____ Building Height (ft) _____ # of stories _____
Proposed work area (ft²) _____ Total floor area (ft² 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 _____

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 # _____	☐ Building Official	_____
Permit Fee \$ _____	Check # _____	☐ Critical Area	_____
FM Review \$ _____	Check # _____	☐ Historic District	_____
MD Home Builder Fee \$ _____	Check # _____	☐ Plumbing Code	_____
Date Issued _____		☐ Zoning Code	_____
		☐ 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.** Inspection performed prior to closing in to ensure construction is in accordance with the approved plans. May require multiple inspections.
- **Firestop Systems & Devices.** 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	$\$60 + .0175 \times \text{calculated cost of construction}$
\$100,001 - \$500,000	\$250	\$1,810 for the 1st \$100,000 plus \$10/\$1,000 additional or fraction
\$500,001 - \$1,000,000	\$300	\$5,300 for the 1st \$500,000 plus \$9/\$1,000 addition or fraction
\$1,000,000 - Plus	\$375	\$9,800 the 1st \$1,000,000 plus \$8/\$1,000 additional or fraction
Fire/Life Safety Plan Review Fee		60% of the Building Permit Fee \$125 minimum – 10% due at time of submittal.