

# Chevy Chase Village Building Permit Application

Permit No: \_\_\_\_\_

<b>Property Address:</b>
<b>Resident Name:</b> Daytime telephone: _____ Cell phone: _____ After-hours telephone: _____ E-mail: _____
<b>Project Description:</b>
<input type="checkbox"/> Check here if the construction will require the demolition of over fifty (50) percent of any existing structure.
<b>Primary Contact for Project:</b> <input type="checkbox"/> Resident <input type="checkbox"/> Architect <input type="checkbox"/> Project Manager <input type="checkbox"/> Contractor* *MHIC/MD Contractor's License No. (required): _____
<b>Information for Primary Contact for Project (if different from property owner):</b> Name: _____ Work telephone: _____ After-hours telephone: _____ Cell phone: _____ E-mail: _____
<b>Will the residence be occupied during the construction project?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide contact information for the party responsible for the construction site (if different from above): Name: _____ Address: _____ Work telephone: _____ After-hours telephone: _____ Cell phone: _____ E-mail: _____
<b>Parking Compliance:</b> Is adequate on-site parking available for the construction crews? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please attach a parking plan which minimizes inconvenience to neighboring residents, and indicate if the property is in a permit parking area. Will road closings be required due to deliveries, equipment or other reasons? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Building Permit Filing Requirements:**  
**Application will not be reviewed until the application is complete**

- Copy of stamped drawings approved by Montgomery County Department of Permitting Services (DPS) and the Historic Preservation Commission (HPC), if required. Every page of drawings must be clearly stamped.
- This application form, signed by resident.
- Boundary Survey
- Site Plan (see: Village Site Plan Checklist to ensure completeness)
- Building plans and specifications
- Tree Preservation Plan requested of Village arborist (see: Village Tree Inspection Request form). All required tree protections must be fully installed before any work begins.
- Filing Fee (due at time of application). Fees schedule is listed in Chapter 6 of the Village Code.
- Damage deposit or performance bond (due when Building Permit is issued). Amount of required deposit or bond will be set by Village Manager.

*Once this permit application is complete, the Village Manager will review the application and accompanying documents and, under most circumstances, act on the application within 5 to 10 working days.*

*If the Montgomery County permit is suspended, revoked or lapsed, the Village permit is automatically suspended, revoked or lapsed.*

*No signs advertising the architect, contractor, or any other service provider may be posted on the work site.*

**I hereby certify that I have the authority to make the foregoing application, that the application is correct, that I have read and understood all requirements and that the construction will conform to the regulations of the Montgomery County Zoning Code, the Village Code including Urban Forest code, and any covenants and easements on the subject property.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<i>To be completed by Village staff:</i>			
Is this property within the historic district?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Staff Initials: _____
Date application filed with Village: _____	Date permit issued: _____	Expiration date: _____	

<b>For Use By Village Manager</b>	<b>Application approved with the following conditions:</b>
<b>For Use By Village Manager</b>	<b>Application denied for the following reasons:</b>

<b>Filing Fees</b> (due when application submitted)	<b>Checks Payable to:</b> <b>Chevy Chase Village</b> <b>5906 Connecticut Ave.</b> <b>Chevy Chase, MD 20815</b>
Permit Application Fee: \$ _____ (see Permit Fee Worksheet)	
Tree Preservation Plan Fee: <input type="checkbox"/> \$250.00 <input type="checkbox"/> Not required for this project.	
TOTAL Fees:	
	Date: Staff Signature:

<b>Damage Deposit/Performance Bond</b> (due when permit is issued)	<b>Checks Payable to:</b> <b>Chevy Chase Village</b> <b>5906 Connecticut Ave.</b> <b>Chevy Chase, MD 20815</b>
<input type="checkbox"/> \$ _____ <input type="checkbox"/> Waived by Village Manager	
Cost of damage to R-O-W: (calculated at close-out) Amount of refund:	Date: Staff signature:

<i>For Village Staff use:</i> Field file for inspections by Code Enforcement Officer has been created: <input type="checkbox"/> Yes (Date: _____)
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