



PLANNING & COMMUNITY DEVELOPMENT
Building & Inspections Division

Town of Ocean City
permits@oceancitymd.gov
 Ocean City, MD 21842
 410-289-8855

PERMIT APPLICATION

APPLICATION #

I. Project Information										
Address		<input type="text"/>								
Project Description		<input type="text"/>								
Construction Valuation		\$ <input type="text"/>								
II. Description of Work										
Demolition		Fence		Roofing & Siding		Plumbing				
Electrical		HVAC/Mechanical		Marine		Shed/Accessory Structure				
Emergency Repair		Repair/Replacement		Paving		Other: <input type="text"/>				
III. Property Type										
Single Family		Duplex/Townhouse		Condominium		Multi-Family		Rental		Other: <input type="text"/>
IV. Contact Information										
Owner		<input type="text"/>								
Address		<input type="text"/>								
Phone Number				Email <input type="text"/>						
Signature of Owner if Acting as Contractor X								Date <input type="text"/>		
Contractor		<input type="text"/>								
Address		<input type="text"/>								
Phone Number				Email <input type="text"/>						
MHIC License No.		MHBR No.		OC Business License No.		<input type="text"/>				
Signature of Contractor X								Date <input type="text"/>		
Electrical Contractor					Mechanical Contractor					
ADDRESS <input type="text"/>					ADDRESS <input type="text"/>					
PHONE NUMBER		EMAIL			PHONE NUMBER		EMAIL			
MHIC License No.		State License No.	OC Business License No.		MHIC License No.	State License No.	OC Business License No.		<input type="text"/>	
Signature of Electrical Contractor X								Date <input type="text"/>		
Plumbing Contractor		REQUIRED Plumbing Permit Application								
Address		<input type="text"/>								
Phone Number				Email <input type="text"/>						
MHIC License No.		State License No.		OC Business License No.		<input type="text"/>				
Signature of Plumbing Contractor X								Date <input type="text"/>		
IV. Add on Permits										
Boardwalk Vehicle Permit \$50.00 per day					Construction Equipment Permit \$50.00					
Start Date		End Date		Start Date		End Date		<input type="text"/>		
Vehicle Type		Vehicle Weight		72 hours of City Right of Way use requires Certificate of Insurance						
<p>Any closure of all or a portion of any city street, sidewalk, public parking space, or alley for the purposes of construction staging, material storage or other related use shall require a permit from the Town of Ocean City. Applicant shall submit a Certificate of Liability to the Engineering Department naming the Ocean City Mayor and City Council as additional insured in the amount of \$1,000,000 and a site plan showing location of City Right of Way use.</p>										

PERMIT APPLICATION – SHORT FORM (cont.)

Please initial acknowledgement of info below

Site Plan Requirement

Applications for new construction, decks, fences, paving, HVAC equipment (exterior), sheds, and accessory structures **shall be accompanied by a site plan** showing any existing building or structure, all property lines with dimensions, all streets, easements, and setbacks. Show all utilities such as water, sewer, communication services, natural gas, telephone, and cable TV. Show all required parking, landscaping elements, drainage, and site grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. Show north arrow. Show dimensions for the location and size of components delineated on the site plan.

Window/Glazing Information

Residential structures less than 4 stories in height using these values will be deemed approved.

DP Rating 45 (or higher)	SHGC 0.40 (or less)	Skylight U-Factor 0.55 (or less)	Window U-Factor 0.32 (or less)
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LOWER VALUES ARE PERMITTED BUT WILL REQUIRE A REVIEW, AND THE FOLLOWING:

<i>DP Rating</i>		<i>SHGC</i>		<i>Skylight U-Factor</i>		<i>Window U-Factor</i>		<i>Height Above Grade</i>	
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ALL OTHER WINDOWS WILL REQUIRE A REPORT BY AN ENGINEER.

Emergency Repair Information

Emergency repair permits are only permitted for work that is to prevent or abate immediate danger to life or property or as permitted by the building official. AC repair or replacement is not an emergency repair.

A property owner or authorized agent shall apply for an emergency repair within 3 business days of the work.

Emergency repair work is not authorization to continue work beyond what is necessary to abate immediate

Roofing Information

Replacement of asphalt shingles meeting ASTM D 7158G, ASTM D 7158H, ASTM D 3161 A, D, or F.

Other roofing materials require an installation certification from an architect, engineer, or other approved

Mechanical Information

The short application is for HVACR equipment replacement or repair only.

The short application for HVACR alterations and additions shall also include notification that a Manual J, S, & D or engineered design to be reviewed and approved.

The short application for HVACR equipment replacement for RTU's shall include the data plate of the existing equipment and the specs/data plate of the proposed equipment. If a significant weight difference exists, an analysis from structural engineer will be required with the application.

Electrical Information

Third-party review and approval may be required prior to permit issuance.

Additional Information

REQUIRED: Page 3 to be completed for all proposed mechanical work

- The applicant attests that the information provided is true and accurate. If any information is found to be incorrect or if any information affecting the project or application changes, a stop work order may be placed on the project or actions taken until all corrections have been made.
- If a homeowner acts as a contractor and performs their own work, it is still unlawful for a homeowner to hire any person for construction activities. A homeowner is not permitted to perform any mechanical, electrical, plumbing or gas work.
- If the applicant is different than the owner, the applicant attests that permission has been given by the owner for the applicant to act as the authorized agent.
- If free labor or materials are provided, include an estimated fair market value for these items.



REQUIRED MECHANICAL INFORMATION

PLEASE CHECK APPLICABLE SCOPE OF WORK				
	New	Replacement	Residential	Commercial
Heating/Air Conditioning				
Ductless Mini Split				
Geothermal				
Air Conditioning Only				
Walk-Inn Cooler/freezer				
Exhaust fans				
Type 1 Hood				
Type 2 Hood				
Ventilation fans				
Duct heater				
Condensing Unit				
Recessed Wall heater				
RTU				
Grill				
Fire Place				
Commercial Dryer				
Other				

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- All NEW Type I hood plans must be prepared by a Maryland State Licensed Engineer or Registered Architect for all installations.
- All REPAIR/REPLACEMENT installations require a site plan, roof plan and equipment specifications
- A \$150 plan review fee may be applicable
- NO WORK shall commence until the Building Permit has been ISSUED.
- I have read and acknowledge the above information to be correct and agree to comply with all Town of Ocean City and State of Maryland HVAC regulations and policies for obtaining mechanical permits.

Signature

Date