



PLANNING & COMMUNITY DEVELOPMENT
Building & Inspections Division

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

PERMIT APPLICATION – SHORT FORM

APPLICATION #

I. Project Information											
Address		<input type="text"/>									
Project Description		<input type="text"/>									
Construction Valuation		\$ <input type="text"/>									
II. Description of Work											
Demolition	<input type="checkbox"/>	Fence	<input type="checkbox"/>	Roofing & Siding	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>				
Electrical	<input type="checkbox"/>	HVAC/Mechanical	<input type="checkbox"/>	Marine	<input type="checkbox"/>	Shed/Accessory Structure	<input type="checkbox"/>				
Emergency Repair	<input type="checkbox"/>	Repair/Replacement	<input type="checkbox"/>	Paving	<input type="checkbox"/>	Other:	<input type="checkbox"/>				
III. Property Type											
Single Family	<input type="checkbox"/>	Duplex/Townhouse	<input type="checkbox"/>	Condominium	<input type="checkbox"/>	Multi-Family	<input type="checkbox"/>	Rental	<input type="checkbox"/>	Other:	<input type="checkbox"/>
IV. Contact Information											
Owner											
Address		<input type="text"/>									
Phone Number				Email							
Signature of Owner if Acting as Contractor X								Date			
Contractor											
Address		<input type="text"/>									
Phone Number				Email							
MHIC License No.		MHBR No.		OC Business License No.							
Signature of Contractor X								Date			
Electrical Contractor											
Address		<input type="text"/>									
Phone Number				Email							
MHIC License No.		MD or Worcester Co. Elect. License No.			OC Business License No.						
Signature of Electrical Contractor X								Date			
Mechanical Contractor											
Address		<input type="text"/>									
Phone Number				Email							
MHIC License No.		State License No.			OC Business License No.						
Signature of Mechanical Contractor X								Date			
Plumbing Contractor											
Address		<input type="text"/>									
Phone Number				Email							
MHIC License No.		State License No.			OC Business License No.						
Signature of Plumbing Contractor X								Date			

SEE REVERSE FOR ADDITIONAL INFORMATION THAT MAY BE REQUIRED WITH THIS APPLICATION

PERMIT APPLICATION – SHORT FORM (cont.)

APPLICATION #

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.

City Right of Way Use	Start Date	End Date
------------------------------	-------------------	-----------------

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.* Applicant shall repair any damage caused by use of the ROW including pavement and sidewalk damage to City Standards at no cost to the City. Applicant agrees to maintain access to all fire hydrants and Siamese connections in accordance with NFPA 241 7.5.8.1. Applicant has read and agrees to conform to all requirements to the Policy on use of the City Right-of-Way during construction and any attached conditions. Applicant shall provide reflective barrels, cones and flag men as directed by the City. All dumpsters and storage containers on City Streets shall have reflective markings.

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)
---------------------------------	----------------------------	---	---------------------------------------

Other values are permitted but will require a review. For residential structures 4 or more stories in height or commercial structures, provide:

DP Rating		SHGC		Skylight U-Factor		Window U-Factor		Height Above Grade	
-----------	--	------	--	-------------------	--	-----------------	--	--------------------	--

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 danger.

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 agency.

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 from an approved third-party agency that a Manual J, S, & D or engineered design has been 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

- 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.