



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	Fence	Roofing & Siding	Plumbing
Electrical	HVAC/Mechanical	Marine	Shed/Accessory Structure
Emergency Repair	Repair/Replacement	Paving	Other:

III. Property Type

Single Family	Duplex/Townhouse	Condominium	Multi-Family	Rental	Other:
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IV. Contact Information

Owner

Address		<input type="text"/>	
Phone Number	Email	<input type="text"/>	
Signature of Owner if Acting as Contractor X			Date

Contractor

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

Electrical Contractor

Address		<input type="text"/>	
Phone Number	Email	<input type="text"/>	
MHIC License No.	MD or Worcester Co. Elect. License No.	OC Business License No.	<input type="text"/>
Signature of Electrical Contractor X			Date

Mechanical Contractor

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 Mechanical Contractor X			Date

Plumbing Contractor

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

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.

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

DP Rating	<input style="width: 90%;" type="text"/>	SHGC	<input style="width: 90%;" type="text"/>	Skylight U-Factor	<input style="width: 90%;" type="text"/>	Window U-Factor	<input style="width: 90%;" type="text"/>	Height Above Grade	<input style="width: 90%;" type="text"/>
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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.