



**PLANNING & COMMUNITY DEVELOPMENT**  
**Building & Inspections Division**

Town of Ocean City  
[permits@oceancitymd.gov](mailto: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**

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

<b>Contractor</b>	<input type="text"/>				
Address	<input type="text"/>				
Phone Number	<input type="text"/>	Email	<input type="text"/>		
MHIC License No.	<input type="text"/>	MHBR No.	<input type="text"/>	OC Business License No.	<input type="text"/>
Signature of Contractor <b>X</b>					Date

<b>Electrical Contractor</b>			<b>Mechanical Contractor</b>		
ADDRESS			ADDRESS		
PHONE NUMBER			PHONE NUMBER		
EMAIL			EMAIL		
MHIC License No.	State License No.	OC Business License No.	MHIC License No.	State License No.	OC Business License No.
Signature of Electrical Contractor <b>X</b>					Date

<b>Plumbing Contractor</b>	<b>REQUIRED Plumbing Permit Application</b>				
Address	<input type="text"/>				
Phone Number	<input type="text"/>	Email	<input type="text"/>		
MHIC License No.	<input type="text"/>	State License No.	<input type="text"/>	OC Business License No.	<input type="text"/>
Signature of Plumbing Contractor <b>X</b>					Date

**IV. Add on Permits**

<input type="checkbox"/>	<b>Boardwalk Vehicle Permit \$50.00 per day</b>	<input type="checkbox"/>	<b>Construction Equipment Permit \$50.00</b>
Start Date	<input type="text"/>	End Date	<input type="text"/>
Start Date	<input type="text"/>	End Date	<input type="text"/>
Vehicle Type	<input type="text"/>	Vehicle Weight	<input type="text"/>

**72 hours of City Right of Way use requires Certificate of Insurance**

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.

**SEE REVERSE FOR ADDITIONAL REQUIREMENTS THAT MAY BE REQUIRED WITH THIS APPLICATION**

**PERMIT APPLICATION – SHORT FORM (cont.)**

APPLICATION #

<b>Site Plan Requirement</b>							
Applications for new construction, decks, fences, paving, HVAC equipment (exterior), sheds, and accessory structures <b>shall be accompanied by a site plan</b> 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.							
<b>Window/Glazing Information</b>							
Residential structures less than 4 stories in height using these values will be deemed approved.							
<b>DP Rating 45 (or higher)</b>		<b>SHGC 0.40 (or less)</b>		<b>Skylight U-Factor 0.55 (or less)</b>		<b>Window U-Factor 0.30 (or less)</b>	
<b>LOWER VALUES ARE PERMITTED BUT WILL REQUIRE A REVIEW, AND THE FOLLOWING:</b>							
<i>DP Rating</i>	<input style="width: 40px;" type="text"/>	<i>SHGC</i>	<input style="width: 40px;" type="text"/>	<i>Skylight U-Factor</i>	<input style="width: 40px;" type="text"/>	<i>Window U-Factor</i>	<input style="width: 40px;" type="text"/>
<b>ALL OTHER WINDOWS WILL REQUIRE A REPORT BY AN ENGINEER.</b>							
<b>Emergency Repair Information</b>							
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							
<b>Roofing Information</b>							
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							
<b>Mechanical Information</b>							
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.							
<b>Electrical Information</b>							
Third-party review and approval may be required prior to permit issuance.							
<b>Additional Information</b>							

- 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.