



TOWN OF OXFORD

PO BOX 339
 OXFORD, MD 21654
 410-226-5122 M

PERMIT NO: _____
APPLICATION DATE: _____

Section I. APPLICATION FOR DEVELOPMENT/BUILDING PERMIT

A. General Information

1. By signing and submitting this application, the Applicant certifies that all statements contained in Section I, documents and information provided in Section II and Section IV, and any additional documents submitted with the application are true and accurate.
2. The permit may be revoked and a stop work order may be issued if any false information is provided in this application or if unpermitted work is performed.

B. Floodplain Development Permit

_____ Yes _____ No _____ Zone

1. No work may begin within a floodplain designated as X (Shaded), AE, AH, Coastal A, and VE until a floodplain Development/Building permit is issued.
2. The development may not be used or occupied until it has been approved by the Building Inspector and Floodplain Administrator for compliance with the floodplain regulations.

C. Historic District Development Permit

_____ Yes _____ No

1. No work may begin within the designated Oxford Historic District until a Development/Building permit approved by the Oxford Historic District Commission has been issued.
2. The development may not be used or occupied until it has been approved by the Oxford Building Inspector and authorized by the Town Administrator.

D. Maryland Critical Area Development Permit

_____ Yes _____ No _____ (IDA, LDA, RCA)

1. No work may begin within the designated Critical Area 1000' Buffer until a Development/Building permit is issued.
2. The development may not be used or occupied until it has been approved by the Oxford Planning Department/Town Administrator.

E. Project Property

Property Owner/ Project Name			
Property Address			
SDAT Information	Map #	Parcel #	Acct #
Brief description of Proposed Work for which this application is being submitted			

F. Owner/Applicant Information

Property Address		
Property Owner	Name	Cell Phone
	Mailing Address	
	Email Address	
Applicant/Contractor (Contractor License Number Required)	Name	Cell Phone
	Mailing Address	
	Email Address	
	Business Name	License Number
Plumbing Contractor	Name	Cell Phone
	Mailing Address	License Number
Electrical Contractor	Name	Cell Phone
	Mailing Address	License Number

A CERTIFICATE OF USE AND OCCUPANCY IS REQUIRED to be issued by the building official BEFORE this building may be used or occupied. No certificate of use and occupancy will be issued until all required inspections have been approved.

A permit under which no work is commenced within six months after issuance shall expire. A permit under which work commences within six months shall become invalid one year after the date of permit issuance.

Inspections are required for footing, trenches, foundation (waterproofing-drain tile-backfill), framing, insulation, plumbing, floodplain, stormwater and any other identified items as found in the permit letter that accompanies your permit.

G. Project Information

1. Structural Development (Please check all that apply)

TYPE OF WORK

<input type="checkbox"/>	New Structure
<input type="checkbox"/>	Addition
<input type="checkbox"/>	Alteration
<input type="checkbox"/>	Relocation
<input type="checkbox"/>	Demolition
<input type="checkbox"/>	Replacement
<input type="checkbox"/>	Floodplain Elevation
<input type="checkbox"/>	Floodplain Other
<input type="checkbox"/>	Painting/Maintenance

TYPE OF STRUCTURE

<input type="checkbox"/>	Residential (Single)
<input type="checkbox"/>	Residential (Multiple)
<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Mixed Use (Commercial/Residential)
<input type="checkbox"/>	Accessory Structure
<input type="checkbox"/>	Fence
<input type="checkbox"/>	Sign
<input type="checkbox"/>	
<input type="checkbox"/>	

Section II. Documentation to be Provided with Permit (Planning Office)

Required	Submitted		
		Property/Plat Survey (3 copies)	Site plan or drawing
		Construction Plans (3 copies)	All construction
		Existing Condition Pictures/Proposed Samples	Historic District Application
		Submission Checklist	Historic District Application
		Application Permit Fee	Paid fees receipt
		Talbot County Soil Erosion and Sediment	Standard Plan / Soil Conservation Approval
		Stormwater Management Plan	Engineering Review
		Buffer Management Plan	Critical Area/Mitigation Plan
		Sprinkler System/Fire Marshall Approval	New construction
		Health Department Approval	New residential development
		County Impact Fee	New residential development
		FEMA Substantial Improvement Form	Current Appraisal / Cost of Improvements
		FEMA Elevation Certificate (EC)	Current Conditions/Proposed Construction
		FEMA Agreement to Supply Elevation Certificates	(1) With this permit (2) Upon placement of first floor (3) Prior to final inspection; No Certificate of Occupancy will be issued without a compliant EC.
		FEMA Declaration of Land Restriction	Non-conversion Agreement Accessory Structure
		FEMA Non-Conversion Agreement	For Accessory Structures under 300' only
		FEMA Flood Vent Documentation	Engineered Flood Vent Certification
		FEMA Flood Venting Affidavit	Affidavit to Maintain Flood Vents
		Floodplain Permit Final Inspection Checklist	Attached to file prior to Cert of Occupancy
		Declaration of Land Restriction	Non-Floodplain // Non-Residential

ADDITIONAL DEVELOPMENT INFORMATION					
PARCEL ZONING:		INTENDED USE:		Permitted:	
PROPOSED SETBACKS:	Front:	Side:	Side:	Rear:	
PERMITTED SETBACKS:	Front:	Side:	Side:	Rear:	
NOTES:					
PERMITTED IMPREVIOUS COVERAGE:					
CURRENT IMPERVIOUS COVERAGE:					
PROPOSED IMPERVIOUS COVERAGE:					

Section III: Floodplain Review (To be completed by Floodplain Administrator)

FLOOD INFORMATION (All elevations based on NVD '88)

1. **FIRM map panel:** _____ **FIRM date:** _____
2. The proposed development is located in **Zone:** _____ (Zones: Coastal A, AE, VE, X(shaded))
3. _____ The proposed development is located in a SFHA, but the proposed building is not
4. _____ The proposed development is located NEAR a Special Flood Hazard Area
5. _____ The proposed development is NOT located near a Special Flood Hazard Area

AE Zone

Three (3) feet of freeboard is required for all construction.

1. **Elevation Certificate attached?** yes or no Type: _____ Existing Condition _____ Proposed Construction
2. **Site Plan/Survey attached?** _____yes or _____no
3. **Proposed Flood Protection Elevation (BFE + Freeboard):** _____
4. **Proposed Finished Floor elevation:** _____
5. **Proposed elevation of Mechanical Equipment:** _____
6. **Improvement setback from Mean High Water:** _____
7. **Flood Venting**
 - a. Size of Crawl Space _____square feet
 - b. Number of flood vents _____
 - c. Capacity of flood vents _____square inches
 - d. Type/Model of eng. flood vents _____
 - e. Engineer design documents _____yes or _____no (required)
8. **Elevation of attached garage** _____
 - a. Plumbing or Mechanical _____yes or _____no
 - b. Size of attached garage _____square feet
 - c. Number of flood vents _____
 - d. Capacity of flood vents _____square inches
 - e. Type/Model of eng. flood vents _____
 - f. Engineer design documents _____yes or _____no (required)
9. **Floodproofing (Commercial Only)** _____yes or _____no
 - a. Floodproofing certificate submitted _____yes or _____no

Notes: _____

VE and COASTAL A Zones

Three (3) feet of freeboard is required for all construction. Measured to bottom of lowest horizontal member.

1. **Elevation Certificate attached?** yes or no Type: ___ Existing Condition ___ Proposed Construction
2. **Site Plan/Survey attached?** ___yes or ___no
3. **Proposed Flood Protection Elevation (BFE + Freeboard):** _____
4. **Proposed Lowest Horizontal Member elevation:** _____
5. **Proposed elevation of mechanical equipment:** _____
6. **Improvement setback from Mean High Water:** _____

ACCESSORY STRUCTURE

Three (3) feet of freeboard is required for all construction or construction with flood damage-resistant materials below the base flood elevation if meeting other requirements of the Floodplain Code for accessory structures.

1. **Flood zone at location of Accessory Structure:** _____
2. **Square Footage of Accessory Structure:** _____sq ft (Less than 300 sq ft)
3. **Flood Protection Elevation (BFE + Freeboard):** _____
4. **Site Plan/Survey attached?** ___yes or ___no
5. **Proposed First Floor Elevation:** _____
6. **Proposed Elevation of Mechanical Equipment:** _____
7. **Improvement setback from Mean High Water:** _____
8. **Flood Venting**
 - a. Size of Accessory Structure _____square feet
 - b. Number of flood vents _____
 - c. Capacity of flood vents _____square inches
 - d. Type/Model of eng. flood vents _____
 - e. Engineer design documents ___yes or ___no (required)
9. **Anchoring of Accessory Structure**
 - a. Required ___yes or ___no
 - b. Number of Anchors _____
 - c. Type of Anchors _____

ELEVATION CERTIFICATE HISTORY

Document receipt of each Elevation Certificate and add Comments regarding conditions where needed:

1. ___ Elevation Certificate – Existing Conditions _____
2. ___ Elevation Certificate – Approved Construction _____
3. ___ Elevation Certificate – Placement of First Floor _____
4. ___ Elevation Certificate – Final Construction _____
5. A8. Vent information sufficient _____ C1. b) top of the next higher floor: _____

Section IV Historic District Requirements and Review (By Applicant)

Applicant _____ Date _____

Project Address _____

Please provide a short summary of the proposed work:

Please make a check mark to indicate that your submission includes the following:

Three sets of plans which include a site plan showing the location of the proposed work (building, fence line, driveway, etc.), and a plan view and detailed elevations of the 4 sides of any building to be erected or modified.

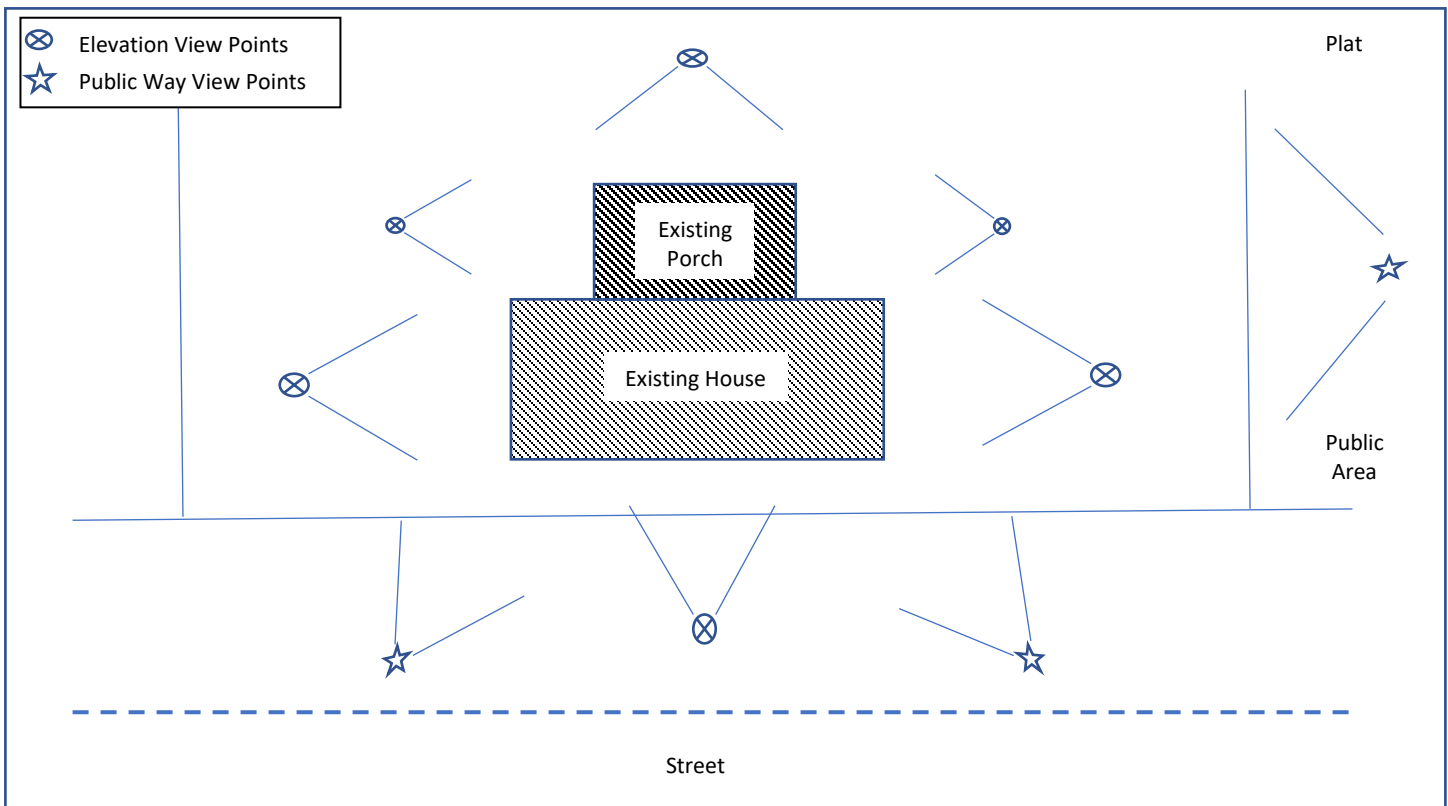
Specific information either on or accompanying the plans demonstrating the existing and the proposed materials to be used (siding, trim, windows, roof, shutters, etc.).

Samples of siding, roof material, fencing and paint colors.

Three copies of the streetscape (marked photos or drawings), when an existing structure's height or width will be altered or when a structure is to be built. The streetscape should demonstrate the proposed structure's relationship to the neighboring structures. Please see viewpoints to be used for pictures below. Two or more pictures must be taken from the street, along with pictures from any point which can be seen from a public way, parks, water, street, etc.

A completely filled out Application for Development/Building Permit will be required prior to issuance.

As the Historic District Commission only meets once monthly, a thoughtfully and completely prepared submission will help in expediting the approval of your project and the issuance of a building permit.



**LIST OF ALL MATERIALS USED AND COLORS PROPOSED
TO BE SUBMITTED WITH THE APPLICATION**

This form must be completed and samples of color and materials must be submitted when the application is submitted for review.
Only respond to the items that apply to this application. Incomplete applications will be returned and determinations delayed.

ITEM	PROPOSED MATERIAL	PROPOSED COLOR	HDC Determination/Comments
Windows			
Siding			
Shutters			
Chimneys			
Stoops/Porches			
Decks			
Railings			
Roofs			
Skylights			
Dormers			
Trim			
Exterior Doors			
Sidewalks and Driveway			
Lighting			
Foundations			
Fences			
Steps			
Screening			

HDC – please note whether each is approved, approved w/ conditions (note conditions), Denied, or Tabled

Comments:
Meeting Chair: _____ Date: _____

Section V Zoning Review (Planning Office)

AS PERMITTED BY ZONING – VERIFY APPROVED CONSTRUCTION IS WITHIN THIS PARAMETERS			
ZONE _____ CRITICAL AREA CLASS _____ LOT DIMENSIONS WIDTH _____ FT DEPTH _____ FT FRONTAGE _____ FT AREA _____ SQ FT	MAIN STRUCTURE SETBACKS FRONT _____ FT SIDE _____ FT REAR _____ FT SIDE _____ FT		LOT COVERAGE ALLOWED _____ %
	ACCESSORY STRUCTURE SETBACKS FRONT _____ FT SIDE _____ FT REAR _____ FT		MAXIMUM HEIGHT ALLOWED _____ %
		FLOODPLAIN ZONE _____ BFE _____ FT FPE _____ FT	OFF STREET PARKING SPACES (9 X 20' EACH) _____ SPACES CONSTRUCTION CLASSIFICATION _____ RESIDENTIAL _____ COMMERCIAL

FINAL PERMIT APPROVALS		
	Approved By	Date
Zoning		
Public Works		
Floodplain		
Construction Plans		
Erosion and Sediment		
Stormwater Management		
Critical Area		
Historic District		
Appeals Board		

REQUIRED INSPECTIONS	DATE INSPECTED
SITE FLAGS	
FOOTING	
FOUNDATION	
FLOOD ELEVATION	
FRAMING	
PLUMBING	
INSULATION	
FLOOD VENTING	
SPRINKLER SYSTEM	
FINAL	
LANDSCAPE	

Applicant Check to be made payable to Town of Oxford	
ZONING FEE	\$
HISTORIC FEE	\$
DEMOLITION	\$
CRITICAL AREA	\$
FLOODPLAIN	\$
STORMWATE	\$
PUBLIC WORKS	\$
CONSTRUCTION	\$
TOTAL DUE	\$
RECEIVED BY _____	Date: _____

<p>Permit to Build is Granted on this date:</p> <p style="text-align: center;">_____, 20__</p> <p>Signed _____</p> <p style="text-align: center;">Building Official</p> <p>Permit expires: _____</p>
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DEVELOPMENT/BUILDING PERMIT FEE CALCULATIONS					
BUILDING PERMIT	CALCULATIONS	EACH	QTY	ADD ONS	TOTAL
ZONING CERTIFICATE	REQUIRED FOR ALL PERMITS	25.00			25.00
HISTORIC	REVIEW	25.00			
CONSTRUCTION	< 1000 SQ FEET/PER FT	.12			
	PLUS	50.00			
	> 1000 SQ FEET/PER FT	.12			
	PLUS	100.00			
HVAC	PER UNIT	50.00			
FENCE/GATE	SIDEWALK/DRIVEWAY	25.00			
SWIMMING POOL	FIREPLACE/WOOD STOVE	50.00			
CRITICAL AREAS	SIMPLE	25.00			
	MINOR	50.00			
	MAJOR	100.00			
FLOOD PLAIN	CONSTRUCTION FLOOD ZONE	50.00			
STORMWATER	RESIDENTIAL	50.00			
	COMMERCIAL	100.00			
WATER/SEWER	NEW CONNECTION	4000.00			
	HOOKUP OF EXISTING	50.00			
DEMOLITION		50.00			
PERMIT CHANGE	MINOR /EACH OCCURRENCE	25.00			
	REQUIRING HISTORIC REVIEW	50.00			
RE-INSPECTION	EACH OCCURRENCE	25.00			
OTHER					
	CUSTOMER COST		\$		

ADDITIONAL FEES AND INSPECTIONS	
Sign	\$25
Solar Panels (1-19)	\$75
Solar Panels (20 or more)	\$ 75
Relocation Minor Acc Structure	\$ 50
Lot Line Revision	\$100
Permit Extension (1x only/6 mons)	\$ 25
Changes Requiring Hist/Plan Review	\$ 50
Minimum Fee for any Permit	\$ 50
Variance/Special Exception	\$300
Construction without Approved Permit is Double Regular Fees. This does not include any violations from County, State or Federal Depts.	
<ul style="list-style-type: none"> • Refund of 50% if permit is pulled prior to Historic or Planning Review or if permit is turned down (Does not apply to Zoning Appeals) • All Building Construction Plans must be approved by Building Inspector • Residential Sprinkler Plans require Fire Marshall approval and inspection • Commercial Building Plans require Fire Marshall approval and inspection • Commercial Building Plans require Architectural Engineer Seal • Above permits and fees do not include or waive any required County, State or Federal permitting, impact fees or associated charges • Demolition/Rehabilitation of 60% or more of a building will be treated as new construction, with regards to permitting requirements and fees • Demolition Per the Zoning Code is an action which results in the destruction or removal of a building or structure or portion thereof representing 20% or more of the floor area of the principal structure** • All New and Replacement** Structures require Fire Sprinklers per State law • Substantial Improvement, determined by the Floodplain Administrator, requires bringing the building into compliance: elevation and venting • All fees are minimum fees, additional charges may be applied per the Town Clerk • All fees include inhouse reviews, when Professional review is required or requested by Town Clerk, all Professional fees will be charged to property owner for which permit is requested 	