



**Town of Chevy Chase**  
 4301 Willow Lane  
 Chevy Chase, MD 20815

301-654-7144 (phone)  
 301-718-9631 (fax)  
 townoffice@townofchevychase.org

Town Permit No.: _____
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## Application for a Residential Building Permit

Please ensure that you submit a complete application, as incomplete applications will not be reviewed. If you have any questions about the permitting process, please call the Town Office at 301-654-7144.

Street Address: \_\_\_\_\_

Date: \_\_\_\_\_

### Applicant Information:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Cellular Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

### Property Owner Information: (if other than applicant)

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Cellular Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

### Contractor Information:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Cellular Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

The following page outlines the submittal requirements for the various types of Town building permits. Refer to the Supplementary Permitting Documents for additional information on specific submittal requirements. If you have questions about building/zoning regulations in the Town, please visit the Town's website, or call the Town Office at 301-654-7144.

All Town building permits fall into at least one of the following five categories, each with different submittal requirements:

#### Proposed work that involves:

1. New Construction, Addition, Demolition
2. Wall, Deck, Porch, Patio (over 700 s.f.), Non-Vegetative Front Yard Surface
3. Fence or Front Yard Hedge
4. Right-of-Way Disturbance
5. Dumpster or Container

**Description of Proposed Work (Check all that apply):**

**New Construction, Addition, Demolition (including accessory buildings)**

*If the proposed project involves new construction, demolition, or adds 500+ s.f. to any floor of a building, you must submit a Pre-PAC application and attend a Pre-PAC meeting prior to permit submittal.*

- Full set of construction drawings/building plans
- Certified Gross Floor Area Calculation (see supplementary documents)
- Building Site Plan (2 copies; see supplementary documents)
- Construction Management Site Plan (2 copies; see supplementary documents)
- Tree Protection Plan including affidavit and supporting documents, if necessary (see supplementary documents)
- Application Fee and Performance Bond
- Building Permit Conditions (signed)
- If project adds 700+ square feet of impervious surface area, you must submit a Water Drainage Application, including supporting documents (available in Town Office or online)

*If the proposed project involves new construction, demolition, or adds 500+ s.f. to any floor of a building, the Town must hold a site-management meeting prior to permit issuance. The Town will not approve a building permit application until a County Permit is issued.*

**Wall, Deck, Porch, Patio (over 700 s.f.), Non-Vegetative Front Yard Surface, Driveway, Pool**

- Full set of construction drawings/building plans
- Building Site Plan (2 copies; see supplementary documents)
- Construction Management Site Plan (2 copies; see supplementary documents)
- Tree Protection Plan including affidavit and supporting documents, if necessary (see supplementary documents)
- Application Fee and Performance Bond
- Building Permit Conditions (signed)
- If project adds 700+ square feet of impervious surface area, you must submit a Water Drainage Application, including backup documents (available in Town Office or online)

*The Town will not approve a building permit application until a County Permit is issued.*

**Fence or Front Yard Hedge**

- Application Fee
- House location survey or plat showing location of fence or hedge
- Description of fence, including height and materials
- Building Permit Conditions (signed)

*The Town will not approve a building permit application for a new fence until a County Permit is issued. Montgomery County does not issue permits for hedges or replacement fences.*

**Right-of-Way Disturbance**

- Application Fee and Performance Bond
- Full set of construction drawings
- Tree Protection Plan including affidavit and supporting documents, if necessary (see supplementary documents)
- Building Permit Conditions (signed)
- Right-of-Way Usage License (except curb-cuts)

*No County Permit is required for Right-of-Way Disturbance*

**Dumpster or Container**

- Application Fee and Performance Bond
- Plat/Survey showing proposed location of Dumpster/Container
- Tree Protection Plan including affidavit and supporting documents, if necessary (see supplementary documents)
- Building Permit Conditions (signed)

*No County Permit is required for a Dumpster/Container permit*

**Application Fee**

- \$3000 for new home construction
- \$1000 for addition with footprint increase greater than 750 s.f.
- \$500 for addition with footprint increase of 501-750 s.f.
- \$250 for addition with footprint increase of 201-500 s.f.
- \$150 for addition with footprint increase of 0-200 s.f.
- \$500 for demolition
- \$150 for constructing or altering an accessory building, deck, porch, or pool
- \$100 for new fence, new wall, new hedge, or new driveway
- \$50 for replacement fence, replacement wall, replacement hedge, or replacement driveway
- \$100 right-of-way disturbance
- \$50 for dumpster/container

*If more than one application fee is applicable, the Town charges only the highest fee amount.*

**Performance Bond**

- \$2000 for new construction
- \$2000 for reconstruction
- \$1000 for addition with footprint increase > 500 s.f.
- \$500 for addition with footprint increase < 500 s.f.
- \$1000 for right-of-way disturbance
- \$500 for dumpster/container, wall, accessory building, deck, porch, pool, or driveway.

*If more than one performance bond is applicable, the Town charges only the highest bond amount.*

Performance bond paid by (Town will return to this party):

Name \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Town Office use only:**

Date of request for release: \_\_\_\_\_

Inspected by: \_\_\_\_\_

\_\_\_ OK to release bond \_\_\_\_\_ ck.# \_\_\_\_\_ date

\_\_\_ Do not release bond

\_\_\_ OK to release partial bond (Withholding \$ \_\_\_\_\_)

Reason for Withholding: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated Duration of Project: \_\_\_\_\_

I understand that a condition for the issuance of this permit is that the proposed construction will comply at all times with the plans and conditions as approved by all applicable government agencies. I hereby declare and affirm, under penalty of perjury, that all matters and facts set forth in the permit application are true and correct to the best of my knowledge, information, and belief.

Applicant's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## **Building Permit Conditions**

These permit conditions are intended to highlight important building-related rules and regulations. They do not represent a comprehensive list of building laws. For additional information, please refer to the appropriate Town and County building ordinances.

### GENERAL

1. The building permit shall be posted on the job site in public view, along with a list of standard and special permit conditions in English and Spanish.
2. After a permit has been issued, it shall be unlawful for any person to modify or alter any plans without the prior written approval of the Town Manager.
3. Work under any Town permit shall begin within 6 months and must be completed within 12 months after the permit is issued, unless an extension is granted in writing by the Town Manager.
4. A permit may be revoked by the Town Manager if work has stopped for 30 days.
5. It shall be unlawful to continue work when a permit has been suspended or revoked or when a stop work order has been issued.
6. The Town may examine the work and the building as often as necessary and may order any change in the work necessary to comply with Town regulations.
7. The Town must be notified 48 hours in advance of required building inspections.
8. Construction noise levels must conform to Chapter 31B of the Montgomery County Code, entitled "Noise Control."
9. The Town's allowable hours of construction are 7 a.m. to 7 p.m. Monday through Friday and 9 a.m. to 7 p.m. on weekends and holidays.

### PRIVATE PROPERTY SITE MANAGEMENT

1. The building site shall be kept clear of all rubbish, including trash and construction-related debris.
2. The location and screening of all dumpsters and portable sanitation facilities shall be approved by the Town and noted on the site plan. No dumpsters or sanitation facilities shall be located on the public right-of-way.
3. Dumpsters may not be used as collection points for other construction sites or for discarding perishable waste. Perishable waste shall be disposed in separate containers.
4. Any required erosion and sediment control plan and/or tree protection plan must be maintained throughout the course of the permitted work.
5. Dust associated with demolition must be controlled by metered water spray. Dust associated with stone cutting must be controlled by a wet saw.
6. All LPG cylinders for portable heaters shall remain outdoors.
7. No commercial signs, except real estate signs, shall be posted on the site.

### PUBLIC PROPERTY SITE MANAGEMENT

1. No person shall store or allow an accumulation of refuse, excavation or construction debris, or any construction materials on any public right-of-way including, but not limited to, streets, sidewalks, curbs, gutters and grassy areas. Accumulation of mud or dirt must be removed from the public right-of-way daily. Public sidewalks must be kept passable at all times unless otherwise approved by the Town.
2. Unattended construction pits and trenches in the public right-of-way shall be clearly marked and covered.
3. Any repair, alteration, modification to or closure of any street or sidewalk that prohibits the free passage of vehicles or pedestrians shall be clearly marked with barricades, safety barriers, or both and may not exceed ten (10) days unless specifically authorized, in writing, by the Town Manager.
4. No vehicles may be parked on Town sidewalks, driveway aprons or on any area between the curb and/or gutter and sidewalk.
5. Construction vehicles must park on the building site or on the side of the street directly in front of the building site, whenever possible.
6. No construction trailers or other equipment shall be parked or stored on Town streets or in the Town right-of-way between the hours of 10 p.m. and 6 a.m.
7. Public property site management shall be compliant with the Americans with Disabilities Act.

### **Affadavit**

I have read the above requirements and am aware that not following them could lead to a stop work order, fines or revocation of my Town Building Permit.

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Applicant's Signature

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Print Name

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Date

**Tree Protection Plan Affidavit**

Section 29-12 (c) of the Code requires that a copy of any tree protection plan must be provided to owners of all adjacent and confronting properties or to those persons who are in residence prior to final approval by the Town. It is the responsibility of the applicant to provide a copy of the tree protection plan to the adjacent and confronting properties.

Please contact the Town Office to receive a listing of addresses.

**List of Adjacent and Confronting Properties**


**Affidavit**

I hereby declare and affirm that I have delivered a copy of the tree protection plan for my proposed project to all adjacent and confronting properties listed above as required by section 29-12 (c) of the Town Code. I understand that failing to provide a copy of the notice to all adjacent and confronting properties is a municipal infraction and may result in the issuance of citations, a stop work order, or other penalties allowed by law.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date