

Following are steps to be taken to acquire a permit:

1. Obtain application from Department of Neighborhood & Environmental Programs. Fully complete the application. Tax account numbers must be supplied if applying for new residential or commercial structures. Be sure to supply names, addresses and telephone numbers of owner, occupant, engineer/architect, and contractor.
2. Contractors must hold a current license with the State of Maryland.
3. Most commercial drawings require the seal and signature of a State of Maryland registered Architect or Engineer.
4. Submit application along with:
 - A. Non-refundable, non-transferable application fee;
 - B. Five (5) complete sets of drawings (six sets if commercial). These should include site plans, elevations, floor plans, specifications, grading, electrical plans, as applicable;
 - C. If doing exterior "in-kind" work in the Historic District of Annapolis, supply photo of present condition of exterior area to be worked on;
 - D. Be sure to show location and size of all trees when doing exterior additions;
 - E. Applying for a new residential or commercial building, a bond may be required

5. Applications will be reviewed by appropriate City departments. Normal processing time is approximately three weeks.
6. You will be notified by mail or by telephone when permit is ready for pick-up and of additional fees due, if any.
7. Electrical, plumbing, gas, mechanical work requires separate permits.

INSPECTIONS

Additional fees may be due at time of permit pick-up. At the time of permit issuance, you will receive an Inspection Requirement information sheet which will alert you to the inspections that you need to schedule with our office. This information sheet will tell you the name of the Inspector for the job as well as the best time to reach the inspectors by telephone.

***DO NOT START ANY
CONSTRUCTION WORK
UNTIL YOU HAVE
POSTED THE BUILDING
PERMIT CARD ON THE
PROPERTY***

City of Annapolis

MINI GUIDE FOR OBTAINING PERMITS & INSPECTIONS



Department of
Neighborhood
and
Environmental
Programs

160 Duke of Gloucester Street
Room 202
Annapolis, MD 21401
(410)263-7946

COUNTER HOURS:

8:30 A.M. TO 4:00 P.M.

OFFICE HOURS:

8:30 A.M. TO 4:30 P.M.

Michael Mallinoff, Director

Maria R. Brown, Assistant to the Director

Tom Swontek, Chief Code Official

Frank Biba, Chief, Environmental Programs

Debbie Morgan, Permits Administrator

Clint Pratt, Electrical Inspector

John Quigley, Plumbing Inspector

Joseph Krasnodemski, Mechanical Inspector

Barbara Norman, Plans Reviewer

BUILDING PERMITS

City of Annapolis charter & code section 17.12.022 states "no wall, structure, building or part of a wall, structure or building interior and/or exterior shall be built, enlarged or altered, renovated, modified, and/or reconstructed, involving a cost of five hundred dollars or more without first having obtained a permit from the director or his designee."

Permits are required for all buildings or structures located in the Historic District regardless of construction value.

For questions regarding the following, call:

- Addresses.....410-263-7946
- Bed & Breakfast Info..... 410-263-7946
- Electrical Permits.....410-263-7946
- Engineering.....410-263-7949
- Fees..... 410-263-7946
- Fire Marshal.....410-263-7975
- Grading.....410-263-7949
- Grease Traps.....410-263-7946
- Handicap Requirements.....410-263-7946
- Health Department.....410-222-7192
- Historic Preservation410-263-7961
- Inspections.....410-263-7946
- Landscaping.....410-263-7946
- Mechanical Permits.....410-263-7946
- Obstruct Street/Sidewalk.....410-263-7949
- Permits (General).....410-263-7946
- Petroleum Storage Tanks..... 410-263-7946
- Planning & Zoning.....410-263-7961
- Plumbing/Gas Permits..... 410-263-7946
- Port Wardens..... 410-263-7973
- Residential Rental Prop.....410-263-7946
- Setback Info..... 410-263-7961
- Storm Water Management..... 410-263-7949
- Trees.....410-263-7946
- Use & Occupancy.....410-263-7961
- Utilities.....410-263-7970
- Wastewater Pre-treatment....410-263-7946
- Zoning.....410-263-7961