



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

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

Town Permit No.: _____ _____

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, Detached Accessory Dwelling Unit (ADU) Construction or Conversion
2. Wall, Deck, Porch, Patio (over 700 s.f.), Non-Vegetative Front Yard Surface, Pool, Sport Court, Hot Tub
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), ADU Conversion**
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, Sport Court, Hot Tub**
 - 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 (of any floor) greater than 750 s.f.
- \$500 for addition with footprint increase (of any floor) of 501-750 s.f.
- \$250 for addition with footprint increase (of any floor) of 201-500 s.f.
- \$150 for addition with footprint increase (of any floor) of 0-200 s.f.
- \$500 for main building demolition
- \$50 for accessory building demolition
- \$150 for constructing or altering an accessory building, deck, pool, hot tub, or ADU
- \$100 for constructing or altering a porch, porch covering, step, stoop, terrace, bay window, oriel entrance, vestibule, balcony, cornice, eave, outside stairway, chimney, air conditioner, heat pump, generator, access ramp, or wheelchair ramp.
- \$100 for new fence, new wall, new front yard berm, new hedge, new guardrail, new sport court, or new driveway
- \$50 for replacement fence, replacement wall, replacement hedge, replacement guardrail or replacement driveway
- \$25 for handrail in public right-of-way
- \$100 for right-of-way disturbance
- \$50 for dumpster/container

If a building is demolished, the Town always collects a fee for a demolition permit. Otherwise, if more than one application fee is applicable, the Town charges only the highest fee amount.

Performance Bond

- \$2000 for house demolition or new construction
- \$500 for accessory bldg. demolition or construction
- \$1000 for addition with footprint increase > 500 s.f.
- \$500 for addition with footprint increase < 500 s.f.
- \$1000 for right-of-way disturbance including driveway aprons and curb entrances
- \$500 for dumpster/container, wall, deck, porch, steps, stoop, terrace, balcony, outside stairway, chimney, 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.

Affidavit

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.

Applicant's Signature

Print Name

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