

SECTION 3 OF THE VILLAGE OF CHEVY CHASE

P.O. Box 15070

Chevy Chase, Maryland 20815

301 656-0117

www.chevychasesection3.org

Section Permit Number _____

Application Date _____

Check one: New house construction ____
House addition ____
Fence, retaining wall ____

Other structure (e.g. patio, driveway) ____
Sump pump, generator, AC compressor ____
Dumpster or temporary storage unit ____

Application for Building Permit

Residents of all adjoining and confronting properties must be notified of this application. The Building Permits Coordinator must be advised by the applicant if any neighbors impacted by the construction have any concerns.

*Plans and specifications must be submitted with this application for any alteration affecting the exterior dimensions of existing structures or for the construction of any new structures. **Specific plans for the control of storm water must be included if required by the scope of the project.** A copy of a boundary survey executed within the last 10 years may be required and a drainage plan may also be required along with a copy of the Montgomery County Permit. If you are building a fence, please provide a diagram of the fence on the boundary survey specifying the type of construction, height and location with respect to the property lines.*

1. Property owner(s): _____

Phone number(s): _____

Email address(es): _____

2. Property Street Address: _____

Lot _____ Block _____

3. Address of the property owner if different from the above:

4. Purpose of construction or other building project or use of dumpster or temporary storage unit:

5. If the modifications will be used for the conduct of business or commercial or rental activities, please explain.

6. State how far the building or any portion of the projections thereof will be from the boundaries of the subject property.

7. Will the construction require the obstruction or excavation of parts of the sidewalk, curb and gutter, driveway apron or street? If so please describe:

8. Estimated cost of the improvement: \$_____

9. Estimated date for work to commence: _____

Estimated completion date: _____

(please note, Section 3 permits are good for 12 months only from date of issuance of the permit)

10. Architect's Name: _____

Address: _____

Phone number: _____

11. Contractor's Name: _____

(Company name and foreman or responsible supervisor)

Address: _____

Phone Number: _____

Cell Phone Number of Foreman/GC: _____

Email address: _____

12. Signature of the owner of record (if an LLC, the primary responsible party in the LLC)

13. Signature of general contractor: _____

14. Montgomery County Building Permit # _____

15. Have the owners of adjoining and confronting properties been notified? Yes____ No_____

The appropriate fee, payable to Section 3 of the Village of Chevy Chase, must accompany this application. The fee schedule can be found on the village website under the heading "Forms and Fees."

PLEASE MAIL COMPLETED APPLICATION WITH CHECK FOR APPROPRIATE FEE TO:

BUILDING PERMITS COORDINATOR, P.O. BOX 15070, CHEVY CHASE, MD 20815

Review of this application will be in compliance with current regulations of Section 3 of the Village of Chevy Chase, an incorporated municipality.

Questions regarding this application should be addressed to the Building Permits Coordinator, by email at: permitting@chevychase3.org

Application Approved _____ Disapproved _____

Reason: _____

By: _____ Title: _____

Date of decision: _____ Check # for permit: _____