

Application for Building Permit
Section 5 of the Village of Chevy Chase

Permit # _____
Date issued _____

Property Owner(s) _____
Property Address _____ Lot ____ Block ____ Subdivision _____
Phone Numbers (daytime) _____ (evening) _____
E-mail: _____ (will not be shared or distributed)
Address of Owner if Different from Property Address

Check all that apply

- New House Demolition Addition/Alteration Accessory Building Fence Porch, deck, etc. Pool, spa, etc.

Describe your project: _____

Timetable:

Anticipated start date: _____
Length of demolition (if any): _____
Estimated Completion date: _____

Architect/Designer: _____ Telephone: _____

Contractor: _____ Telephone: _____ MHIC# _____

Surveyor: _____ Telephone: _____

Will the construction require obstructing or altering any part of a sidewalk, curb, gutter, driveway apron, street or any part of the Section 5 Right of Way (ROW)? ____ If yes, please describe on a separate page.

Montgomery County Permit # (if available) _____

In the event your Montgomery County building permit is suspended, is revoked, or lapses, the Village permit is automatically revoked.
You must begin work under this permit within 6 months and complete work within 12 months of the date this permit is issued.

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You must submit plans and specifications that show the existing structures and the proposed changes or additions. Be sure to clearly and accurately mark the distances from your property boundaries to the planned:

- Changes or additions to existing structures; and
- Any new structures.

You must also indicate:

- The exact distance of any projection into a setback (For a porch, bay window, eave and gutter, etc.)
- The height of any changed or new accessory building; and
- The exact location of any construction at- or below-grade, such as a driveway or basement areaway.

If you are constructing or altering any fence, please provide a diagram of the fence that shows its location with respect to your property lines and indicate the height of the fence (measured from the ground on the lower side) and the construction material and style, such as wooden picket or chain link.

I. Building and Demolition Permit Fees

All fees shall be payable to Section 5 of the Village of Chevy Chase.

- (a) Fences and walls, \$100; no fee if less than 50% of the existing fence or wall is to be replaced.
- (b) Residential construction under 500 sq. ft. including accessory buildings, porches, and pools \$250.00.
- (c) Residential construction over 500 sq. ft. on an existing dwelling and new house construction, \$500.00.
- (d) Demolition of an existing residential dwelling, \$250.

II. Deposits

- (a) Residential construction under 500 sq. ft. including accessory buildings, decks, porches, or pools, requires a deposit of \$1,000;
- (b) Residential construction over 500 sq. ft. requires a deposit of \$2,000;
New house construction requires a deposit of \$5,000,

By signing this application you agree to the following:

1. I/we have read the current Section 5 of the Village of Chevy Chase Building Regulations. To the best of my/our knowledge, this application and information submitted with it are complete and accurate.
2. I/we understand that this building permit is issued on the condition that actual construction conforms to the approved plans and I affirm that the Montgomery County stamped plans are identical to the plans approved by Section 5 of the Village of Chevy Chase.
3. I/we affirm that if I/we submit plans to Montgomery County which alter the three dimensional boundaries of any construction authorized by this permit or for which an additional or amended permit is required, I/we will notify the Town Manager or the Building Permit Administrator immediately and will submit a copy of the revised plans to Section 5 of the Village of Chevy

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Chase. I/we understand that I/we cannot proceed with construction until Section 5 of the Village of Chevy Chase approves the revised plans.

4. I/we have read and agree to abide by the Section 5 of the Village of Chevy Chase Construction Site Protocol.
5. Pay all applicable fees and performance bonds.
6. After the resident/contractor has certified that the building project is complete and Section 5 has inspected the construction site and determined that there has been no damage to Section 5 property, the deposit will be returned to the resident/contractor. If, however, there has been damage to Section 5's property, the cost of the repairs will be deducted from the deposit and the remainder of the deposit will be returned to the resident/contractor.

Signature of Owner/Contract Purchaser _____

If you have any questions about this application, please call the Section 5 of the Village of Chevy Chase Building Permits Administrator at (202) 607-4153 or the Village Manager at (301) 986-5481.

For Council Use

Date Application Received: _____

Application Approved: Approved with Conditions: Disapproved: