Following are steps to be taken to acquire a permit:

1. Obtain application from Department of Planning & Zoning. (Forms may be downloaded at www.annapolis.gov, click “Forms and Permits”) Fully complete the application. Tax account numbers must be supplied. 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. (Permits will not be issued until contractor information is received and verified).

3. 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. Be sure to show location and size of all trees when doing exterior additions;
   D. Applying for a new residential or commercial building, a bond may be required;

5. Depending on the extent of work to be done, an Occupancy Permit (for residential work) or Use & Occupancy Permit (for commercial work) might be required;

6. For possible water tap upgrade, contact John Menassa, Chief of Code Enforcement; 410-260-2200 ex.7808

7. Applications will be reviewed by appropriate City departments. Normal processing time is approximately 2 weeks, but may be less for small jobs and longer for larger jobs;

8. You will be notified by e-mail or by phone when permit is ready for pick-up and of additional fees due, if any;

9. 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
Sally Nash  
Acting Director  

Maria R. Brown  
Assistant to the Director  

John Menassa  
Chief of Code Enforcement  

LeKita Windley  
Permits Administrator  

Jennifer Ferracane  
Permits Associate  

Clint Pratt  
Electrical Inspector  

David Owens  
Plumbing Inspector  

Joseph Krasnodemski  
Mechanical Inspector  

Ryan Blomeley  
Plans Reviewer  

Henry Gutierrez  
Combination Inspector  

Steven Andrews  
Building Inspector  

Tony Sprissler  
Building Inspector  

**BUILDING PERMITS**

For information on permit requirements, see section 17.12 of the City Code.

For questions regarding the following, call:

Addresses..........................410-260-2200  
Bed & Breakfast Info.............410-260-2200  
Electrical Permits...............410-260-2200  
Engineering........................410-263-7949  
Fees................................410-260-2200  
Fire Marshal.......................410-260-2200  
Grading..............................410-260-2200  
Grease Traps.......................410-260-2200  
Handicap Requirements.........410-260-2200  
Health Department...............410-222-7192  
Historic Preservation..........410-260-2200  
Inspections.........................410-260-2200  
Landscaping.......................410-260-2200  
Mechanical Permits.............410-260-2200  
Obstruct Street/Sidewalk......410-263-7949  
Permits (General)...............410-260-2200  
Petroleum Storage Tanks.......410-260-2200  
Planning & Zoning...............410-260-2200  
Plumbing/Gas Permits.........410-260-2200  
Port Wardens......................410-260-2200  
Residential Rental Prop......410-260-2200  
Setback Info.......................410-260-2200  
Storm Water Management.....410-260-2200  
Trees................................410-260-2200  
Use & Occupancy................410-260-2200  
Utilities...........................410-263-7970  
Wastewater Pre-treatment.....410-260-2200  
Zoning................................410-260-2200  

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**Approval is required for all buildings or structures located in the Historic District regardless of construction value.**

**COUNTER HOURS:**

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

**OFFICE HOURS:**

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