



Department of Public Services ♦ Code Enforcement Division
 4601-A Calvert Road ♦ College Park, MD 20740
 Telephone: 240-487-3570 Facsimile: 301-864-7965
 Email: publicservices@collegeparkmd.gov

CONSTRUCTION AND SIGN PERMIT APPLICATION

§ 87-3 A - For every permit for construction, alteration, enlargement, removal or demolition within the City of College Park issued by the Department of Environmental Resources of Prince George's County (hereinafter, "DER"), including but not limited to permits designated by DER as building permits and sprinkler system permits, a permit shall also be required from the Public Services Department of the City of College Park, Maryland. A City permit is required for the erection of a sign. The City permit application will include a detailed site plan drawn to a scale not less than one inch equals 20 feet. The fee for said permit will be as set forth in Chapter 110, Fees and Penalties. [Amended 1-13-2004 by Ord. No. 03-O-11]

Estimated Project Cost Less than \$25,000 Greater than \$25,000

Type of Permit Requested

Building/Construction *Site Plan Required* (additions, deck, renovations, shed, etc.)

Driveway *from curb (including apron)* Driveway *from property line (Site Plan Required)*

Fence – *City permit required for any height; Zoning variances are required for fences over six (6) feet*

Building Sign Ground-Mounted Sign Other Sign _____

Work Site Address _____

Project Description _____

Site Plan Provided Yes No **Approved Plans Provided** Yes No

Prince George's County Case No. _____ - _____ - _____

Occupant(s) _____ Commercial Tenant Residential Tenant Owner

Property Owner(s) _____

Mailing Address _____

City: _____ **State** _____ **Zip Code** _____

Day Phone _____ **Evening Phone:** _____

Email Address _____ **Fax:** _____

Contractor/Company: _____

Mailing Address _____

City: _____ **State** _____ **Zip Code** _____

Day Phone _____ **Evening Phone:** _____

Email Address _____ **Fax:** _____

Applicant's Signature: _____ **Date:** _____

***** APPLICANT DO NOT WRITE BELOW THIS LINE *****

Application Fee: \$25.00 \$75.00 **Application No.:** _____ **Intake By:** _____

REVIEWS

Department	By	Date	Approved	Denied	Not Required
Planning	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Services	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Permit No. _____ **Date Issued:** _____