



CITY OF COLLEGE PARK

CONSTRUCTION AND SIGN PERMIT APPLICATION
8400 BALTIMORE AVENUE SUITE 375 COLLEGE PARK, MD 20740
PUBLICSERVICES@COLLEGEPAKMD.GOV
TELEPHONE: 240.487.3570
FAX: 301.220.1172
COLLEGEPAKMD.GOV

PUBLIC SERVICES DEPARTMENT

1. City permits are required in accordance with [§ 87-3 A – Building, Construction](#) of the Code of the City of College Park.
2. Approved Prince George’s County construction permits and/or site plans are required for all applications. We accept hard copies of no larger than 11-x-17-inches. Plans may also be submitted electronically to publicservices@collegetparkmd.gov
3. Application Fee is \$25.00 for project cost up to \$25,000 and \$75.00 for projects over \$25,000.
4. A City permit is required for fences of any height; Zoning variances are required for fences over six (6) feet.
5. Driveway work may also require a Right-of-way permit from the City Engineer.
6. Historic Work Area Permits required if property is in a defined [Historic District](#).

Complete All Information Up to Shaded Area

Type of Permit Requested

Building/Construction (additions, deck, renovations, shed, etc.)
 Driveway from curb (including apron) Driveway from property line Fence
 Building Sign Ground-Mounted Sign Other Sign _____

Attachments Submitted:

DER Construction Plans Prince George’s County Case No.: _____-_____-_____
 Approved Site Plan Prince George’s County Case No.: _____-_____-_____
 Historic Work Area Permit No.: _____ Approved Variance No.: _____

Estimated Project Cost: Up to \$25,000 Greater than \$25,000

Work Site Address _____

Project Description _____

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 (Required): _____ **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: _____