



Village of Martin's Additions
7013 B Brookville Road
Chevy Chase, MD 20815
301-656-4112 (Phone) 301-656-0030 (Fax)

Permit Number: _____
Date of Application _____

PERMIT APPLICATION: for

- Demolition
 New Construction
 Exterior Alterations
 Wall/Fence
 Deck/Shed
 ROW Permit/Curb Cut
 Dumpster

Applicant Name:			
Address:			Lot Number
			Block
City	State	Zip	
Phone / Cell Phone / E-Mail _____			

Property Owner Information:(if other than applicant):			
Name:			
Address:			
City	State	Zip	
Phone / Cell Phone / E-Mail _____			

Contractor Information:	
Name:	MHIC # :
Address:	
City	State Zip
Phone / Cell Phone / E-Mail _____	

- List of Required Filing Documents**
- A recent house location survey or Site Plan showing all existing and proposed structures.
 - Location of private and public trees on the site plan.
 - Construction site plans and specifications, including elevation data.
 - Drainage Plan, including sump pumps
 - Copy of plans that show location of dumpster, portable sanitation facility, delivery zone and HVAC
 - Copy of stamped approved Montgomery County drawings (if required).
 - Copy of Montgomery County Building Permit
 - Stormwater Drainage Plan
 - Completed Building Permit Application and Payment of Fees listed below.
 - Performance Bond (where applicable) and notarized bond form



VILLAGE OF MARTIN'S ADDITIONS

REQUIREMENTS FOR FILING BUILDING PERMITS

PROTECTION OF TREES IN THE PUBLIC RIGHT-OF-WAY

As cited in Section 9-108, VMA Code

During the erection, alteration, or repair of any building or structure in the Village, guards, fences, or barriers must be placed in such locations as determined by the Tree Supervisor to be necessary to prevent injury to Village trees in the right-of way. Application for such determination must be made through the Village Office at 301-656-4112. It is the applicant's responsibility to have such barriers erected before construction may begin. It is also be the applicant's responsibility to have the barriers removed once final clearance is given at the end of a project by the Village Building Inspector

BUILDING PERMIT FEES*

Resolution 7-02-08 Adopted 2/15/07 Amended Resolution 11-07-1

NEW RESIDENTIAL CONSTRUCTION PERMIT.....	\$4,000
EXTERIOR ALTERATION and MODIFICATION PERMIT	
Commercial & Residential Buildings (Including Garage)	
• Sq. footage increase of less than 500 square feet.....	\$ 250
• Sq. footage increase equal to or greater than 500 square feet.....	\$ 500
DEMOLITION PERMIT	
• Footprint of 250 square feet or less.....	\$ 250
• Footprint great than 250 square feet.....	\$ 500
CURB CUT/DRIVEWAY APRON/ R-O-W CONSTRUCTION PERMIT.....	\$ 75
WALL/FENCE PERMIT.....	\$ 75
DECK/SHED PERMIT.....	\$ 75
DUMPSTER PERMIT.....	\$ 75

* Separate Checks made out to "Village of Martin's Additions" are required for Fees and Bonds.

PERFORMANCE BONDS *

Resolution 7-02-09 Adopted 2/15/07

Performance bonds or other security are required for the following types of projects in the amount specified

<u>CATEGORY:</u>	<u>BOND REQUIRED</u>
NEW RESIDENTIAL CONSTRUCTION.....	\$2,500
EXTERIOR ALTERATIONS and MODIFICATIONS.....	\$2,500
Commercial & Residential Buildings (Including Garage)	
DEMOLITION.....	\$2,500
RIGHT-OF-WAY CONSTRUCTION.....	\$2,500
DUMPSTER**.....	\$2,500

* A separate check must be written to the "Village of Martin's Additions" for the Performance Bond. This check will be deposited in an interest bearing account and returned in whole if no damage is done to the public right-of-way during your project

**A bond is not required for a dumpster if a performance bond has already been posted for one or more construction categories.

CASH PERFORMANCE BOND NOTARIZATION

APPLICATION FEES: Place a Check Mark Next to all that Apply
 ___ \$4,000 for new residential construction
 ■ **Exterior Alterations or Modifications:**
 ___ \$ 250 for square footage increase of less than 500 square feet
 ___ \$ 500 for square footage increase equal to or greater than greater 500 square feet
 ■ **Other Categories:**
 ___ **Demolition Permit:** ___ \$250 for 250 sq.ft or less. ___ \$500 for more than 250 sq. ft.
 ___ \$ 75 **Curb Cut/Driveway Apron/ Construction in the Right of Way** (includes drainage or extension of front walk)
 ___ \$ 75 **Wall/Fence Permit** ___ \$ 75 **Deck/Shed Permit** ___ \$ 75 **Dumpster Permit**

PERFORMANCE BOND: Place a Check Mark Next to all that Apply
 ___ \$ 2,500 for new residential construction
 ___ \$ 2,500 exterior alterations, or modifications (Includes Garages)
 ___ \$ 2,500 demolition ___ \$2,500 dumpster *
 ___ \$ 2,500 right of way construction (includes curb cut, driveway apron, drainage/extension of front walk
 * A bond is not required for a dumpster if a performance bond has already been posted for one or more construction categories.
Performance bond paid by (Village will return bond to this party)

Name	Phone
Address	Check Number Date:

DESCRIPTION OF CONSTRUCTION PLANS:

Use of Structure: Will any portion of this structure be used for an in-home business? _____. If yes, attach a description of the business. **Estimated Completion Date:** _____

RESPONSIBLE PARTY FOR EMERGENCY CONTACT: Will the residence be occupied during the construction project? _____. If no, please provide the name, address, business and after-hours phone numbers of the project manager of the party responsible for the construction site.

Name

Address

Home Phone	Cell Phone	Other Phone
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I understand that as a condition for the issuance of this permit, the proposed construction will comply at all times with the plans as approved by all applicable government agencies. I hereby declare and affirm, under penalty of perjury, that all matters and facts set forth in the permit application are true and correct to the best of my knowledge, information and belief.

Applicant's Signature	Print Name	Date
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Building Permits may take 14 days to be issued . No permit shall be issued until 7 days after receipt of a County Permit as per Village Code.

For Office Use Only:

TYPE OF PLANS SUBMITTED:

- Architectural Drawings Building Location Plat Topographical Plat Other

QUANTITATIVE DATA

Area Under Roof

Area Currently Covered: _____
Area to be Covered: _____

Rear Setback

Current Setback: _____
Proposed Setback: _____

Paved Area

Areas Currently Paved: _____
Area to be Paved: _____

Side-Lot Setback

Current Setback: _____
Proposed setback: _____

Front Setback (ft/in)

Current Setback: _____
Proposed Setback: _____

Roof height

Current Height: _____
Proposed Height: _____

PROJECT CERTIFICATION:

This is to certify that this site plan has been reviewed on _____ (date) and is in compliance with County and Village zoning regulations.

Signature of Inspector

Date

PROJECT REVIEW AND RELEASE:

This is to certify that this construction site has been reviewed on _____ (date) upon the completion of the _____ phase of the project and at the request of _____.

The public right of way, including streets, curbs, sidewalks and trees have been found to be:

Signature of Inspector

Date

PERFORMANCE BOND ACTION: Bond Amount: _____ Initial Deposit Date: _____

The Bond may be:

- Released in full, because no damage has been identified to the ROW:
- Released in part, deducting for estimated repairs by a contractor of the Village's choice in an amount to be determined.
- Rolled over for the next permit stage of construction.

Signature of Inspector

Date