



Commissioners of Barclay, Maryland
 Norman J. Clough, President
 Robin McKinney, Commissioner
 Mike Cox, Commissioner
 Virginia Albers, Clerk/Treasurer/Town Manager

Town of Barclay Application for Building Permit

Applicant Name _____

Applicant Mailing Address _____

Location of Property (Street Address) _____

Date of Application _____ Tax Map # _____ Lot # _____ Zoning _____

Proposed Work _____

Proposed Use of Structure _____

- Residential Commercial New Construction Alterations Renovation/Repair
 Fence Demolition Deck Shed/Garage Pool

Size (sq ft) _____ Height (ft) _____ Stories _____ # of Bedrooms _____

Estimated Value \$ _____ (Construction Costs)

Current Setbacks: Rear Lot Line _____ Side Lot Line (L) _____ Side Lot Line (R) _____ Front Lot Line _____

Proposed Setbacks: Rear Lot Line _____ Side Lot Line (L) _____ Side Lot Line (R) _____ Front Lot Line _____

Entrances: # of Proposed Driveways _____ Width _____ Length _____

Provide scale drawings of lot, including current and proposed setbacks, location of well, sewage tank and drain field, and location of proposed structure

Contractor information must be provided prior to issuance of any permit.

Contractor _____ License Number _____

Address _____ Phone Number _____

Plumber _____ License Number _____

Address _____ Phone Number _____

Electrician _____ License Number _____

Address _____ Phone Number _____

Sediment Control Permit \$ _____ Date Paid _____ Permit Number _____

County Impact Fee \$ _____ Date Paid _____ Permit Number _____

For Sign Permit Only

- Commercial Residential
 Temporary Flat Projecting Freestanding Sandwich/Easel Contractor

Street Frontage (linear feet) _____ Existing Sign(s) sq ft _____

Materials Used _____ Number of Existing Signs _____

Event: _____ Event Date: _____

Applicant's Signature _____

TOWN OFFICE USE ONLY

Application having been made, and the proposed structures and usage found by the Town of Barclay Planning Commission to be in conformity with the Zoning Ordinance, I hereby issue this permit for a period of 12 months from the date of issue or upon completion of work, subsequent to inspections and issuance of certificate of occupancy (if applicable).

Authorized Signature _____ Title _____ Date _____

TOTAL BUILDING PERMIT FEE

Amount \$ _____ Payment Date _____ Check Cash Check Number _____

Permit Number _____ Date Issued _____



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Permit Application Instructions

1. Complete all fields that apply to the proposed work. Mark any fields that do not apply as "N/A."
2. Return completed application to the Clerk-Treasurer, Town of Barclay, at townofbarclay@gmail.com or PO Box 39, Barclay, MD 21607. Keep a copy of the application for your files.
3. A completed application will be presented before the Town of Barclay Planning Commission at its regularly scheduled monthly meeting, the third Wednesday of every month, 6:30 p.m., at the Marvin Memorial Church. The applicant should attend the meeting in order to answer any questions from the Planning Commission.
4. Be advised that approval by the Town of Barclay Zoning Administrator, the building inspector from First State Inspection Agency (FSIA), and the Town of Barclay Planning Commission is required before any construction is started.
5. Upon issuance of the permit and payment of fee, you will receive a copy of the permit and a "Town of Barclay Building and Sign Permit display card" to be displayed for the duration of the work.
6. Schedule inspections are noted below.

Construction Inspections

After approval of the plans and issuance of the permit, periodic inspections are required to be performed by FSIA.

1. Footer – Inspection is required after footer is dug and before concrete is poured.
2. Foundation – Inspection is required when the foundation is laid.
3. Framing – Inspection is required when framing is done. Electric is also inspected at this time.
4. Insulation – Inspection is required when insulation is complete, before drywall is hung.
5. Final – Inspection is required when the building is complete.

All inspections are to be requested by the property owner, builder, electrician, or plumber.

To schedule an inspection, contact First State Inspection Agency at 800-468-7338 or 302-242-3448, or online at www.firststateinspection.com