



Village of North Chevy Chase  
PO Box 15887, Chevy Chase, MD 20815  
Mobile: 301-654-7084  
Email: [nccinfo@northchevyCHASE.org](mailto:nccinfo@northchevyCHASE.org)

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### APPLICATION FOR BUILDING PERMIT

The completed application, including all supporting documentation and appropriate fees, must be received by the Village Manager at least **14 calendar days** prior to the next regularly scheduled Village Council meeting in the case of permits for which a Site Management Conditions Agreement is required and at least **7 calendar days prior** if no Site Management Agreement is required in order to be eligible for a decision at that meeting. Applications can be sent to the Village email ([nccinfo@northchevyCHASE.org](mailto:nccinfo@northchevyCHASE.org)); however, applicants must also provide **5 hard copies** of the application and supporting documentation at the Village Council meeting where consideration of the permit application is on the agenda. To avoid delays, it is recommended that a representative of the applicant be in attendance at the Village Council meeting to respond to questions prior to a decision being rendered. The required fees and applicable Security Deposits must be received by the Village prior to the issuance of the final permit. **Regardless of whether or not a Village permit is required for a particular activity, it is incumbent upon Village residents to determine whether a Montgomery County permit is required for that activity and, if so, to obtain such a permit.**

#### PROPERTY ADDRESS:

Street: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

#### PROPERTY OWNER INFORMATION:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address (if different from above)

\_\_\_\_\_  
E-Mail

#### CONTRACTOR INFORMATION:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-Mail

### **Description of Proposed Work (Check all that Apply)**

A Site Management Conditions Agreement is Required for the following projects:

- ☐ New Construction (Provide: Full set of construction drawings (to include gross floor area calculations); building site plan with clear delineation of setbacks and building height; copy of covenants/easements on property if applicable; construction management site plan; tree protection plan; permit fee; security deposit – will require pre-construction walk through with Village Manager and signature to Site Management Conditions Agreement) Permit application must be approved before utility work is scheduled for a demolition or other work.
- ☐ Addition/Modification over/under 250 sq. feet (including accessory buildings) (Provide: Full set of construction drawings (to include gross floor area calculations); building site plan with clear delineation of setbacks and building height; copy of covenants/easements on property if applicable; construction management site plan; tree protection plan; permit fee; security deposit - will require pre-construction walk through with Village Manager and signature to Site Management Conditions Agreement) Permit application must be approved before utility work is scheduled for a demolition or other work.
- ☐ Sports Court (with/without lighting) (Site plan showing location/setbacks and dimensions; permit fee)
- ☐ Swimming Pool (Site plan showing location/setbacks and dimensions; permit fee)
- ☐ Garage (Site plan showing location/setbacks and dimensions; permit fee)

The following building permits do not automatically require a Site Management Conditions Agreement but may be required under certain circumstances as determined by the Village Council

- ☐ Curb Cut (Site plan showing location and dimensions; tree protection plan if applicable; permit fee; security deposit)
- ☐ Deck (Site plan showing location, dimensions, and setbacks; permit fee)
- ☐ Driveway (Site plan showing location and dimensions; tree protection plan if applicable; permit fee; security deposit)
- ☐ Dumpster (Permit fee; security deposit)
- ☐ Exterior Lighting (Site plan showing location and dimensions; permit fee)
- ☐ Fence (House location survey or plat showing location plus dimensions and materials; permit fee)
- ☐ Generator (Site plan showing location/setbacks and dimensions; permit fee)
- ☐ Grill (built-in exterior) (Site plan showing location/setbacks and dimensions; permit fee)
- ☐ POD (Portable on Demand Storage): (Permit fee; security deposit)
- ☐ Porch (Site plan showing location/setbacks and dimensions; permit fee)
- ☐ Shed (Site plan showing location/setbacks and dimensions; permit fee)
- ☐ Sidewalk (Site plan showing location and dimensions; tree protection plan if applicable; permit fee; security deposit)
- ☐ Trash Truck/Trailer (Permit fee; security deposit)
- ☐ Variances (Permit fee)
- ☐ Wall (Site plan showing location and dimensions; tree protection plan if applicable; permit fee; security deposit)

Purpose of construction or other building project or of use of dumpster or temporary storage unit:

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If the modifications will be used for the conduct of business or rental activities, please explain.

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Will the construction require the obstruction or excavation of any part of the sidewalk, curb and gutter, driveway apron or street? If so, please describe.

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Will the construction impact any trees within the Village right-of-way? If yes, please describe.

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Have owners of adjoining and confronting properties been notified? Yes \_\_\_\_\_ No \_\_\_\_\_

Cost Estimate: \$ \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

*The applicant shall notify the Village Manager at least one week in advance if the permitted activity needs to extend beyond the estimated completion date. If the new expected date of completion is less than thirty days from the original, the extension may be granted by Village Manager. If the revised date for completion extends more than thirty days from the original timeframe or the applicant must obtain a permit extension a second time, the permit fee will be assessed again and the permit will require another approval from the Village Council.*

☐ Has applicant applied for a Montgomery County Permit for the proposed activity? If yes, Date applied/received: \_\_\_\_\_; Permit #: \_\_\_\_\_

In the event the Montgomery County building permit is suspended, is revoked, or lapses, the Village permit is automatically revoked. Under this permit, work must begin within 3 months and be completed within 12 months of the permit issuance date for those permits requiring a Site Management Conditions Agreement and completed within 6 months of permits for which a Site Management Conditions Agreement is not required.

I understand that a condition for the issuance of this permit is that the proposed construction will comply at all times with the plans and conditions 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.

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Signature of Property Owner

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Print Name

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Date

## **PERMIT FEE**

- ☐ \$4000 for New Home Construction
- ☐ \$1000 for Addition/Modification over 250 sq ft
- ☐ \$500 for Addition/Modification under 250 sq ft
- ☐ \$75 for Curb Cut
- ☐ \$50 for Deck
- ☐ \$75 for Driveway
- ☐ \$50 for Dumpster
- ☐ \$50 for Exterior Lighting
- ☐ \$50 for Fence
- ☐ \$250 for Garage
- ☐ \$75 for Generator
- ☐ \$50 for Grill (built-in, exterior)
- ☐ \$50 for POD (Portable on Demand Storage)
- ☐ \$50 for Porch
- ☐ \$50 for Shed
- ☐ \$75 for Sidewalk
- ☐ \$250 for Sports Court (with/without lighting)
- ☐ \$250 Swimming Pool (Site plan showing location and dimensions; application fee)
- ☐ \$50 for Trash Truck/Trailer
- ☐ \$750 for Tree Removal – Impact fee assessed for any tree removed that is at least 24” in circumference at 4 ½ feet above ground if a certified arborist does not find the tree to be dead, dying, in danger of falling or hazardous and property owner does not plan to install another reforestation tree on property (see Village Code of Ordinances Section 3-201 (G)).
- ☐ \$100 for Variances
- ☐ \$50 Wall
- ☐ \$100 for Permit Amendment
- ☐ Permit Extension (same fee above assessed if extension timeframe exceeds 50% of original timeframe or this is second extension)
- ☐ \$500 for Failure to Obtain a Permit

## **SECURITY DEPOSIT**

The security deposit may be applied to repair or correct any damage or injury to public property, including treatment or replacement of Village trees and plantings, as the Village Council in its discretion shall determine, or to fines imposed with respect to any violation of the terms in the Site Management Conditions Agreement. Upon completion of the activity for which the permit was issued and a post-construction walk through with the Village Manager, the balance of the deposit, less any amounts retained by the Village pursuant to this provision, shall be returned to the person who made the deposit.

- ☐ \$10,000 for New Home Construction
- ☐ \$5,000 for Addition/Modification over 250 sq ft
- ☐ \$3,000 for Addition/Modification under 250 sq ft
- ☐ \$2000 for Pool, Sports Court and Garage
- ☐ \$1000 (up to, at discretion of Council) for potential Village right of way disturbance, such as for curb cuts, driveway aprons, dumpster, PODs, sidewalks, walls, etc.