



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

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

### 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: \_\_\_\_\_

<b>REVIEWS</b>					
<u>Department</u>	<u>By</u>	<u>Date</u>	<u>Approved</u>	<u>Denied</u>	<u>Not Required</u>
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:** \_\_\_\_\_

\_\_\_\_\_

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Permit No. \_\_\_\_\_      Date Issued: \_\_\_\_\_