



# CITY OF COLLEGE PARK

**CONSTRUCTION AND SIGN PERMIT APPLICATION**  
 7401 BALTIMORE AVENUE SUITE 201 COLLEGE PARK, MD 20740  
 PUBLICSERVICES@COLLEGE PARKMD.GOV  
 TELEPHONE: 240.487.3570  
 FAX: 301.220.1172  
 COLLEGE PARKMD.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@collegeparkmd.gov](mailto:publicservices@collegeparkmd.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**

| <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:** \_\_\_\_\_

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