

ZONING PERMIT/CERTIFICATE

A guide to help you understand the process:

FEES: \$15.00

What is a Zoning Permit/Certificate?

City's approval that a property can be used for a proposed business and that it complies with all applicable zoning (and other department) regulations.

What a Zoning Permit is NOT!

- Not approval to open a business
- NOT approval to Use or Occupy a structure.
- NOT a permit to do any construction, electrical or plumbing work.
- NOT approval from any agency outside the Town Government (i.e County , Health Department, County Liquor Board, State Fire Marshal, State Board of Cosmetology, etc.).

When do you need to apply for a Zoning Permit?

- When any business that want to occupy an existing vacant or previously occupied commercial space with in Town Limits, but is not doing any construction (i.e.: building , electric or plumbing).
- Must call Carroll County Permits Department (410-386-2674) to check on ADA Compliance regulations and requirements for the space.

Application Submittal

- Complete Zoning Permit Application in entirety
- Provide (4) copies of a site plan property with parking shown

How does the process work?

- Application is filed with the Permits Department. *NOTE: Process takes approximately 15 business days pending additional information that may be required to the application during review.*
- Copies of the application are distributed to the following departments for review and approval:
 - **Zoning Administrator- Town Planner:** Determines if the proposed business complies with the zoning of the area,
- Any discrepancies or questions from review by the above entities will fax or e-mailed to the applicant.
- If there are no additional issues to address and approvals are given by each reviewing entity, a Zoning Permit/Certificate will be issues and mailed to the applicant.

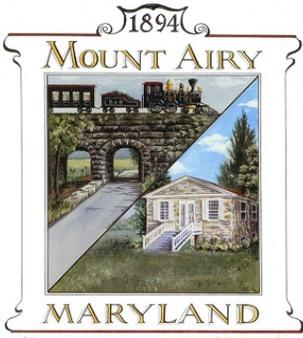
We are here to inform and assist you during the process. If any questions or problems arise, please feel free to contact our office and we will do our best to help you.

OFFICE CONTACTS

Zoning Administrator- John Breeding 301-829-1424

Town Engineer – Barney Quinn 301-829-1424

Permits/Administrator - Debra Clinton 301-829-1424



ZONING PERMIT APPLICATION

110 South Main Street, PO Box 50, Mount Airy , MD 21771
 Phone: 301-829-1424 Fax: 301-703-1252

Project Address	Address: _____ Phone Number: _____ Web Site: _____ E-Mail: _____
Property owner	Name: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____
New Business	Name: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____
<p>Name of Business: _____</p> <p>Type of business: _____</p> <p>Hours of Operations: _____</p> <p>Number of Emploeyss: _____</p> <p style="text-align: right;">Contacted Carroll County Permits Department for ADA Compliance: _____ Yes/No _____ Date</p>	

Caution: I/We have carefully examined and read this application and know the same is true and correct. I/We are also aware that whoever is indicated as the contractor assumes full responsibility for this application and will comply with all provisions of the Town of Mount Airy and State Laws.

Signature of Applicant: _____ Print: _____
 Date: _____
 Property Owners Signature: _____ Print: _____

Office Use Only:
 Receiving: _____
 Date: _____ By: _____ Notes: _____