

CITY OF HAGERSTOWN
 Permits
 1 East Franklin Street
 Hagerstown, Maryland 21740
 (301) 739-8577 ext 123



Type:	Request for Expedited Temporary Certificate of Occupancy
Process Date:	

EXPEDITED REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY

FILL IN ALL APPROPRIATE SECTIONS – PLEASE PRINT – MUST BE LEGIBLE
 There is a \$50 fee for this application, fees must be paid prior to issuance of certificate of occupancy.

SECTION I – GENERAL INFORMATION	
Building Permit No. _____	Requested time period for temporary certificate of occupancy: <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days
SECTION II – PROPERTY INFORMATION	
Address of Jobsite: _____	Property Owner(s) Name(s): _____
Lot No. _____ Suite No. _____ Subdivision Name: _____	Property Owner(s) Address: _____ _____ _____
Phone No. _____	Cell No. _____
SECTION III – CONTACT INFORMATION	
Primary Contact	Contractor
Name _____	Company Name _____ MDHBR #: _____
Current Mailing Address: _____ _____	Current Mailing Address: _____ _____
Phone No. _____ Cell No. _____	Phone No. _____ Cell No. _____
Email (required) _____	Email _____
SECTION IV – PROJECT DETAILS	
Description of project area requested to be occupied under this Temporary Certificate of Occupancy: _____ _____ _____	

Final Inspection Status		
Type of Inspection	Date of approval	N/A
Building		<input type="checkbox"/>
Electrical		<input type="checkbox"/>
Plumbing		<input type="checkbox"/>
Gas		<input type="checkbox"/>
Mechanical		<input type="checkbox"/>
Fire Protection		<input type="checkbox"/>
Site/ Utility		<input type="checkbox"/>
Planning/ Zoning		<input type="checkbox"/>
Health Department		<input type="checkbox"/>
Conditions for Final Inspection Approval		
BUILDING		
ELECTRICAL		
PLUMBING		
GAS		
MECHANICAL		
FIRE PROTECTION		
SITE/ UTILITY		
PLANNING/ZONING		
HEALTH DEPARTMENT		

IMPORTANT – PLEASE READ CAREFULLY

I hereby certify that I have read and examined this application and that all statements are true and correct; furthermore, I certify that I am the Owner or Lessee of the property, or Agent of either. In issuing this Temporary Certificate of Use/Occupancy, the owner, agent, and/or tenant do hereby consent to re-inspection by the City of Hagerstown. By agreeing to this Temporary Occupancy, approval of the owner, agent and/or tenant agrees to complete all outstanding issues identified on the City's inspection report issued for this property within the time frame of the Temporary Certificate of Use and Occupancy. Failure to complete all outstanding issues will result in the revocation of this approval, requirement to vacate the premises and may result in the issuance of Civil Citation/s issued on a daily basis.

Signature

Please print name

Date Signed

Association with project

For Department Use Only:

Approved: 30 days 60 days 90 days

Not approved

Comments:

Code Official

Date

Note: Void unless signed by the Code Official