

Dorchester County Planning & Zoning
Permits, Inspections & Licensing
PO Box 107
Cambridge, MD 21613
410-228-9636



Checklist for Permit Application

- Pre-Application
- Utility Bill
- Town permit/paperwork
- Recorded Deed/Signed settlement papers
- Site plan (indicating where project is to be located, setbacks, etc.)
- (Mobile/Manufactured Homes)
 - Title to mobile/manufactured home
 - 2 copies – footer & floor plans
 - Letter stating manufactured home has minimum 4/12 pitch roof & perimeter foundation
- 2 sets - Building Plans
- 2 copies - manual J (obtain from HVACR contractor)
- Builder contract/letter (stating they're doing the work at location for owner)
(Be prepared to provide MHIC, MHBR or Maryland General Business license #'s)
- Electrician contract/letter (stating they're doing the work at location for owner)
(Electrician must be Dorchester County licensed; be prepared with this information.)
- Plumber contract/letter (stating they're doing the work at location for owner)
(Plumber must be Dorchester County licensed; be prepared with this information.)
- HVACR (heat & air) contract/letter (stating they're doing the work at location for owner)
(HVACR contractor must be State licensed; be prepared with this information.)
- Other _____
- Other _____

Please be prepared to pay any and all applicable fees at time of your application. These fees may include but are not limited to excise tax, MD Home Builder Guarantee Fund and permit fees. Our office has developed this list to try and save our customers time. However, you might want to call our office ahead to go over your project a little more in detail.