

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, permanent foundation, brick walls or lap or other conventional type of residential siding and shingle or other conventional type of residential roof.
- 2 sets - Building Plans including the R values (insulation) and U values for windows and doors. (Be sure to include all IECC/IRC/IBC information on plans.)
- 2 copies - manual J (loads and calculations for HVACR installation, obtained from HVACR contractor)
- Builder contract/signed letter on letterhead (stating they're performing the work at location for owner) *(Be prepared to provide MHIC, MHBR, HUD Manufactured Housing Installer License, MDE Marine Contractor Registration or State of Maryland Contractor license #'s)*
- Electrician contract/signed letter on letterhead (stating they're performing the work at location for owner) *(Electrician must be Dorchester County licensed; be prepared with this information.)*
- Plumber contract/signed letter on letterhead (stating they're performing the work at location for owner) *(Plumber must be Dorchester County licensed; be prepared with this information.)*
- HVACR contract/signed letter on letterhead (stating they're performing 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.