



Certificate of Use & Occupancy

Town of La Plata
 305 Queen Anne Street • P.O. Box 2268
 La Plata, MD 20646
 Main: 301-934-8421
 Planning: 301-934-8811
 Fax: 301-934-3965
www.townoflaplata.org

Occupancy Permit #: _____
 Date Issued: _____
 Building Permit #: _____

Please complete the information below prior to your submission. This application will be required in order to accept and process your submission. **All information must be complete or the submission will be returned to the applicant.**

Property Information

Property Address: _____

Contact Information

Owner			Applicant			
Name:	_____		Name:	_____		
Company:	_____		Company:	_____		
Address:	_____		Address:	_____		
	City	State	Zip Code	City	State	Zip Code
Phone:	_____		Phone:	_____		
Email:	_____		Email:	_____		

Permit Information

Project Type: Residential Commercial

Proposed Use: _____ Previous Use: _____
 (State type of improvement and proposed use)

Real Estate Tax Account #: _____

Building or Use Dimensions: _____ Lot/Parcel Size: _____ Number of Units: _____

Subdivision: _____ Lot: _____ Block: _____ Zoning: _____

I have carefully examined and read the above application and know the same is true and correct and that in doing this work shall comply with all applicable codes and ordinances for the Town of La Plata, Charles County and the State of Maryland, whether herein specified or not. I also hereby certify that, I am the Owner of the subject property, or I have received approval to act on behalf of the property owner.

Signature: _____ Date: _____

An Application fee, per section 101-1.A.8 of Town Code, is required at time of application. Contact the Office of the State Fire Marshal at 443-550-6820 and PlanChek at 301-870-8710 to schedule your U&O inspection. There will be an additional inspection fee which will be collected by the State Fire Marshall's office. Contact the Town of La Plata Planning Department at 301-934-8811 to obtain your permit number before scheduling your inspection.

For Office Use Only

- If this box is checked the Town is not responsible for any public improvements until such improvements are built to Town specifications and are approved.
- If box checked, an application for utility services must accompany with applicable fees collected.

Payment Information		Approvals	Approved	Denied	Date
Permit Fee	\$ _____	Planning			
Final Inspection	\$ _____				
Fire Safety Inspection	\$ _____	Inspections			
Plumbing Final Inspection	\$ _____				
Electrical Final Inspection	\$ _____	Cash or Check #:			
Total Fees:	\$ _____	Treasurer: _____	Date: _____		

Conditions (If any): _____