



Temporary 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

Temporary 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. A temporary Certificate of Use and Occupancy is valid for one hundred and twenty (120) days. The Certificate of Use and Occupancy Fee, per Section §101-1.A.8 of the Town Code, will be required at the time of application. All inspections required by the State Fire Marshall's Office and PlanChek must be complete before a Temporary Use and Occupancy Permit will be issued.

Property Information

Property Address: _____

Contact Information

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

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.

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

Conditions (If any):
 The homeowner shall acceptance of responsibility for lot stabilization and for obtaining on-site drainage certification as soon as weather conditions allow. The homeowner must obtain a Certificate of Use and Occupancy after the Maryland Department of the Environment has issued an approval for the lot stabilization and prior to the expiration date of this Temporary Use and Occupancy Permit or enforcement proceedings will begin in accordance with Section §1-22 of the Town Code.