Baltimore City Construction Code Enforcement Request for Reduction of Surcharge

INSTRUCTIONS: Complete all fields on this form; be specific in all responses. Incomplete applications will be denied. Return this form to the Building Official 417 E. Fayette Street, Room 361, Baltimore, MD 21202.

Applicant's Name: ______ Applicant's Home Address: _____

Applicant's Phone Number: _____

Applicant's Email Address: _____

Address Subject to Surcharge:	
, ,	

Date Surcharge Applied (if known): ____

A reduction of the surcharge is being requested based on the following circumstances (select all that apply):

- A permit was not necessary for the work performed.
- _____ A permit was issued for the work performed.
- _____ the work was completed by the prior owner.
- _____ the assessment of a surcharge is inconsistent with these rules and regulations.
- _____ A Notice to Proceed was not required for the work and I reasonably believed a permit was not required.
- I contracted a licensed professional to perform the work. The terms of the written contract required that the professional obtain all necessary permits and I reasonably believed the permits were obtained.
- _____ The work should be considered minor work.

Address Subject to Surcharge: _____

Information supporting your request

Provide all information you would like the Building Official to review, including copies of all relevant permits, drawings, photographs and contracts. Do not submit originals, as materials submitted will not be returned.

(If necessary, attach additional pages)

This section is for late applications only:

If the application is being submitted more than 30 days after issuance the applicant must show good cause for missing the application deadline. Why are you submitting this request late? _____

(If necessary, attach additional pages)
All applicants:
Date: ______ Signature: ______
Print Name: ______
Relationship to Property: ______