

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 202, 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.

