

## **Procedures for Permit Application Drop Off**

1. Application packets must be complete and accurate.
2. Band complete packets together or place in a bag, folder, or envelope. DO NOT put cash, checks or money orders in drop box (see #5 below).
3. Deposit the application packet in the drop box provided outside the Office of Permits and Inspections.
4. Please include both a phone number and an e-mail address on your application.
5. Accurate contact information must be provided. You will be contacted regarding applicable fees, invoicing and other acceptable methods of payment associated with your application.
6. You will be contacted if there are any questions or issues regarding your submittal.
7. Your packet will be collected at the end of the day and processed.
8. Please provide an extra copy of building plans and site plans for the Environmental Health Department. We will distribute these for you, along with a copy of your application,
9. Please provide a copy of roof details and site plans for the Storm Water Management, if needed. We will distribute these for you, along with a copy of your application.
10. Please contact our office at 410-770-6840 for information on electronic submittals. Certain submission materials (plats, plans, exhibits, applications, legal documents and letters) may be submitted electronically and shall be in standard digital format as specified by the Building Official.
11. Consistent with the Emergency Declaration adopted by the Talbot County Council on March 16, 2020, the expiration date of licenses, permits, registrations and professional licenses issued by Talbot

County that would otherwise expire by the later of April 30, 2020 or the termination of the Governor's state of emergency; and be renewable during this period under applicable laws and regulations, is extended to the later of May 31, 2020 or within 30 days after the date by which the Governor's state of emergency is terminated. (See full Declaration at [www.talbotcovid19.org](http://www.talbotcovid19.org))

12. You may contact Staff directly by telephone or email to assist with any questions or concerns. In addition, you may call our main line at 410-770-6840.