PERMIT APPLICATION PROCESSING STEPS

1. Town office receives application from customer and payment. Mark the application paid, date paid, amount and form of payment in upper right-hand corner.

2. Application is placed in Mark's box for action.

3. Call M.D.I.A. at 410-822-8300 to notify them that an application is pending for inspection.

4. Following inspection, Mark determines next action and instructs office staff, as documented on the application:
    a. Application is approved, issue permit or
    b. Application must be referred to MDIA or
    c. Application must be referred to P&Z or
    d. Other, such as additional paperwork is required from customer.

5. Once approved, put them on the list in the Building Permit Binder and give them a permit number. Be sure to put permit number on top of the application.

6. Scan copy of application, rename and email to M.D.I.A. (eastonmdia@gmail.com) and the tax office (SDAT CRLN -SDAT) sdat.crln+canned.response@maryland.gov.

7. Fill out (COLOR) Building Permit, put in the upper right-hand corner the type of permit that was approved, make a copy and put in the Building Permit Binder with application and any other paperwork for that permit.

8. Office staff notifies applicant that the permit is approved and may be picked up in town office or mailed to the customer.

9. Put permit information on Excel Permit Spread Sheet.

If Application is Referred to P&Z

1. Place application in P&Z box.

2. Notify applicant of P&Z meeting date and suggest attendance.

3. Place application on P&Z agenda.

4. Once approved, follow steps 5 through 8.