



Application for Temporary Certificate of Use & Occupancy for New Residential Structures

This application must be completed by the Contractor/Builder and the Buyer(s) when the ownership of property is being transferred prior to the issuance of a Permanent Certificate of Use & Occupancy. It is the responsibility of the original permit holder (Contractor/Builder) to complete all work required under the permit before the Permanent Certificate of Use and Occupancy will be issued. Charles County Government reserves the right to conduct inspections related to a permit until a Permanent Certificate of Use & Occupancy has been issued.

Section 1: Property and Permit Information

Property Address (Street) (City) (State) (Zip Code)
Permit Number: Master Permit Number:
Subdivision: Lot Number: Section/Block:
Property Tax Account Number:

Section 2: To be completed by the Contractor/Builder before the presence of a Notary Public

Contractor/Builder Affidavit

I hereby certify that I am aware of my responsibilities to complete all permitted work in accordance with approved plans and to obtain all final inspections prior to issuance of the permanent Certificate of Use & Occupancy.

Entity Name: Phone Number:
Signature of Authorized Representative: Date:
Printed Name of Authorized Representative: Title:

State of Maryland, Charles County, To Wit:

I HEREBY CERTIFY, that on this ___ day of ___, 20___, before me the Subscriber, a Notary Public in and for the State and County aforesaid, personally appeared ___, known to me (or satisfactory proven) and acknowledged that he/she executed this application for Temporary Certificate of Use & Occupancy for the purposes therein contained in my presence signed and sealed the same.

[Notary Seal]

Signature of Notary Public

My Commission Expires



Section 3: To be completed by the Buyer(s) before the presence of a Notary Public

Buyer Affidavit

I/We understand the nature and scope of the outstanding work to be completed by the contractor/builder and that the execution of this application and agreement authorizes Charles County Government and/or its agents to perform inspections related to the above permit until a Permanent Certificate of Use & Occupancy is issued.

Buyer(s) Name: _____ **Phone Number:** _____

Signature Buyer(s): _____ **Date:** _____

Buyer(s) Name: _____ **Phone Number:** _____

Signature Buyer(s): _____ **Date:** _____

State of Maryland, Charles County, To Wit:

I HEREBY CERTIFY, that on this _____ day of _____, 20 _____, before me the Subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____, known to me (or satisfactory proven) and acknowledged that he/she executed this application for Temporary Certificate of Use & Occupancy for the purposes therein contained in my presence signed and sealed the same.

[Notary Seal]

Signature of Notary Public

My Commission Expires _____