Intent of Use Form

As part of filing a permit application for new structures, additions or revisions for non-residential projects, this form shall be completed to determine if there is a change in use of building occupancy in accordance with the Washington County Building Code (IBC).

**PROPERTY OWNER INFORMATION**

Name: ___________________________________________________________________________________
Address: ________________________________________________________________________________
Phone No.: Office: _____________ Cell: _______________ E-mail: __________________________

**PROPERTY SUMMARY DATA**

PROPERTY ADDRESS: __________________________________ Property Tax ID No.: ________________
Map: _____ Block: _____ Parcel: _____ Parcel Size/Acreage: ________________________________
ZONING DISTRICT: ____________

IS PROPERTY CURRENTLY OCCUPIED? YES NO IF NO, WHEN WAS BUILDING/PROPERTY VACATED? __________

**LAST APPROVED TENANT INFORMATION**

NAME OF LAST APPROVED TENANT: __________________________________________________________
PREVIOUS USE OF PROPERTY: Retail Warehouse Industrial Office Restaurant Church Residential Other – Describe: _______________________________________________________________

DOES PREVIOUS TENANT HAVE AN APPROVED SITE PLAN? YES NO

PROVIDE **DETAILS** HISTORY OF THE USE OF THE BUILDING/PROPERTY BY LAST TENANT: (Attach separate sheet if necessary)

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Number of Employees ______
Hours of Operation ______
Gross Floor Area of Building(s) ______
Number of Floors ______
NAME OF PROPOSED BUSINESS:____________________________________________________________________

PROPOSED USE OF PROPERTY BY NEW TENANT: Retail  Warehouse  Industrial  Office  Restaurant  Church
Residential
Other – Describe: ___________________________________________________________________________________

ATTACH AN “AS IS” FLOOR PLAN OF THE TENANT SPACE AND A FLOOR PLAN OF HOW THE PROPOSED
 TENANT WILL OCCUPY THE SPACE. FLOOR PLANS SHOULD INCLUDE LOCATION OF INGRESS/EGRESS,
WINDOWS, ROOM DESIGNATIONS SUCH AS RESTROOM, OFFICE, WAREHOUSE, ETC.

PROVIDE DETAILS AS TO HOW THE BUILDING/PROPERTY WILL BE USED. BE SPECIFIC IN DESCRIBING
SPECIAL PROCESSES, ROOMS, SUCH AS PAINT BOOTHS, HAZARDOUS MATERIALS, ETC. (Attach separate
sheet if necessary)

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Does the building have (or will have) a fire suppression system?  Yes _______ No_______

NOTE: The Office of the Maryland State Fire Marshal is a required reviewing agency of non-residential building permit
applications for compliance with the State Fire Prevention Code. For information regarding their requirements please
contact them at 301-766-3888.

Number of Employees
Hours of Operation
Gross Floor Area of Building(s)
Number of Floors

I hereby certify that I have accurately provided the above requested information. I further understand that any
information that is inaccurate or incomplete may delay and/or prevent the issuance of a building permit.

_________________________________________  ___________________________________________
DATE  SIGNATURE OF OWNER/APPLICANT

Revised 09/06/2018