



**DIVISION OF PLANNING AND PERMITTING  
FREDERICK COUNTY, MARYLAND**

*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309

**VERIFICATION REQUEST FORM**

Please select the type of service being requested.

*Department of Permits & Inspections (301) 600-2313*

- |                          |  |              |
|--------------------------|--|--------------|
| <input type="checkbox"/> | <b>Certificate of Occupancy Response (Residential)</b>                         | <b>\$48</b>  |
| <input type="checkbox"/> | <b>Certificate of Occupancy Response (Non-Residential)</b>                     | <b>\$115</b> |
| <input type="checkbox"/> | <b>Verification of Records Other than above (specify type of Verification)</b> | <b>\$26</b>  |

Fees, as listed, should be made payable to the *Treasurer of Frederick County*.

**Please note: The fee is charged per permit number, unit number, or tenant number. When requesting multiple tenants each tenant would constitute a separate request and fee.**

This check-sheet should be submitted with your request. With each request, please supply the following information:

Permit# \_\_\_\_\_ Property Tax ID# \_\_\_\_\_ Lot# \_\_\_\_\_ Unit# \_\_\_\_\_

Property Owner \_\_\_\_\_

Property Address and/or Location description of the subject property:

\_\_\_\_\_

Cell# \_\_\_\_\_

This information is requested by: \_\_\_\_\_  
Name/Organization Telephone number

Email Address: \_\_\_\_\_

Mailing address to mail results back to: \_\_\_\_\_

Site information needed can be acquired from the *Maryland Department of Assessments and Taxation, 5310 Spectrum Drive, Suite E, Frederick, MD, (301) 815-5350, [www.dat.state.md.us](http://www.dat.state.md.us)*.