



**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>\$61</b>
<input type="checkbox"/>	<b>Certificate of Occupancy Response (Non-Residential)</b>	<b>\$147</b>
<input type="checkbox"/>	<b>Verification of Records Other than above (specify type of Verification)</b>	<b>\$32</b>

**Email completed form to Permits@FrederickCountyMD.gov**

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:

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

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

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

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

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

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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)*.