



**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

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Certificate of Occupancy Response (Residential)

\$61

☐

Certificate of Occupancy Response (Non-Residential)

\$147

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Verification of Records Other than above (specify type of Verification)

\$32

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:

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*.