



St. Mary's County  
Department of Land Use and Growth Management  
**Customer Assistance Guide**

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## **Certificate of Occupancy - Residential**

In order for an applicant to occupy a newly constructed dwelling, regulations administered by the Department of Land Use and Growth Management require issuance of a Certificate of Use and Occupancy pursuant to Section R110 of the Building Code and Section 22.7 of the St. Mary's County Zoning Ordinance. This Certificate is issued when construction is completed, and the building has been inspected and found to be in compliance with regulations upon which the building permit was issued.

At the time a building permit is issued, the applicant is given a Final Inspection Card by the Permits Staff at the Department of Land Use and Growth Management. This card lists all agencies, which may be required to "sign off" on a dwelling before a Certificate of Use and Occupancy is issued. Prior to final inspections by the agencies, the applicant must place the card on the construction site so that those inspectors may sign the card as "Approved" for occupancy.

It is the applicant's responsibility to call the agencies for final inspections. If sign-off is NOT required from a particular agency, the card will be marked "N/A" by permits staff before it is given to the applicant. There is no fee for Certificates for one and two family dwellings; however, there is a fee for Certificates for townhouses and multi-family dwellings.

When all agencies have signed the card, the applicant must bring the card to the Department of Land Use and Growth Management. If a completed card is brought in before noon, the Certificate will be ready for pick up after 3:00 p.m. the same day. Cards received after 12:00 noon will be processed and made available for pick up the following day after 3:00 p.m.

Upon good cause shown, a temporary Certificate of Use and Occupancy may be issued. In order for a temporary Certificate to be issued, the applicant must demonstrate that the dwelling can be occupied safely and all agencies required to sign-off on the final inspection must agree to the issuance of the temporary Certificate.

**Questions about the Certificate of Occupancy process may be directed to the Inspections Coordinator/Records Technician at the Department of Land Use and Growth Management at 301 475-4200, Ext 1580.**