



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

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## **Certificate of Occupancy - Residential**

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 comply with all applicable 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 an agency, the card will be marked "N/A" by permits staff before it is given to the applicant.

When all agencies have signed the card, the applicant must bring the card to the Department of Land Use and Growth Management.

**Questions about the Certificate of Occupancy process may be directed to the Inspections Coordinator at the Department of Land Use and Growth Management at 301 475-4200, Ext 71580.**