



Frederick County, MD • Municipality Information for Building Permit Applicants

Department of Permits and Inspections, 30 North Market Street, Frederick, MD 21701 Phone:301-600-2313

NAME OF MUNICIPALITY	ADDRESS OF MUNICIPAL OFFICE FOR MUNICIPAL APPLICATION	CONTACT PERSON	TELEPHONE NUMBER	EXPEDITED PROCESSING ACCEPTED?	CALL TOWN FIRST BEFORE APPLYING?
Brunswick	1 W. Potomac St. Brunswick, MD 21716	Tim Brinkman Todd Shepherd Bruce Dell planner@brunswickmd.gov	301-834-7500 Ext. 220 Tim Ext. 301 Todd Ext. 300 Bruce	YES	YES
Burkittsville	Burkittsville Ruritan, 500 E. Main St., P.O. Box 485, Burkittsville, MD 21718 OR Myersville Town Hall	Andrew Burgoyne-Hongell, Town Planner & Zoning Administrator PZCTofBurkittsville@outlook.com townoffice@burkittsville-md.gov	301-834-6780	YES, Available Wed., Fri., & Appt.	YES, Must address zoning issues first.
Emmitsburg	Emmitsburg Town Office, 300A South Seton Avenue	Susan Cipperly suecipperly@emmitsburgmd.gov	301-600-6300	YES, If Zoning Permit has been issued.	Recommended to ensure availability.
Middletown	Middletown Municipal Center 31 West Main Street, Middletown, MD 21769	Zoning Administrator zoning@ci.middletown.md.us	301-371-6171	YES, M-Th 1:30 – 4:00pm	YES
Myersville	Town Hall, 301 Main Street, P.O. Box 295, Myersville, MD 21773	Brandon Boldyga, Town Planner & Zoning Administrator BBoldyga@myersville.org	301-293-4281	YES, Available Mon., Tues., Thurs. & Appt.	YES, Must address zoning issues first.
New Market	39 West Main Street New Market, MD 21774	Karen Durbin, Town Clerk karentownofnewmarket@gmail.com	301-865-5544	YES	YES
Rosemont	n/a: no commercial property				
Thurmont	10 Frederick Road Thurmont, MD 21788	Becky Long, Jim Humerick, Mel Dix or Kelly Duty blong@thurmontstaff.com mdix@thurmontstaff.com	301-271-7313 Ext. 207 Becky Ext. 204 Jim Ext. 215 Kelly Ext. 212 Mel	YES	YES
Walkersville	21 West Frederick Street Walkersville, MD 21793	Susan Hauver walkersvilleplanner@comcast.net	301-845-4500	YES, M-F 8:00 – 4:00	YES
Woodsboro	2 South 3 rd Street Woodsboro	Mary Rice and Susan Hauver Mrice@woodsboro.org walkersvilleplanner@comcast.net	301-898-3800	YES	YES