

Baltimore County Government
Department of Permits, Approvals and Inspections



111 West Chesapeake Avenue
Towson, MD 21204

Room 111
(410) 887-3321

CLOSEOUT REQUIREMENTS

1. Closeout Request

Submit a letter or email to Chad Chenoweth, Permits, Approvals, and Inspections (PAI), 111 West Chesapeake Avenue, Room 111, Towson, Maryland, 21204, requesting closeout for a specific project, including Project Name and UA/RA Contract Number(s).

2. Final Acceptance Letter (FAL)

Ensure all contracts are 100% complete according to the Division of Construction Contracts Administration (DCCA). UA/RA contracts should have a Final Acceptance Letter (FAL) at the time of the closeout request.

3. Paid in Full (PIF) Letter(s)

Provide paid in full (PIF) letter(s) from prequalified contractor(s), confirming full payment on their letterhead. Send this letter to Chad Chenoweth via mail or email.

4. Affidavit of Payment (AOP)

Submit the Affidavit of Payment (AOP) signed by the applicant on the UA/RA agreement, available here <https://www.baltimorecountymd.gov/departments/pai/development-management/forms>

5. 30-Day Post

Upon receipt of the above correspondence, Development Management (Dev/Man) will post a letter of intent to return security in the lobby and on Baltimore County's website. This initiates a mandatory 30-day public notice period before security can be returned.

6. Subdivision Closeout Agency Approvals

Obtain all necessary agency approvals through Development Management (Dev/Man).

7. 1-Year Maintenance

Ensure the one-year maintenance period runs from the acceptance date on the Final Acceptance Letter (FAL) before security may be returned.

Note: Security will not be reduced or returned if the developer/applicant is in violation of any county regulations or if a county agency has requested a hold on the security due to non-compliance.