



WASHINGTON COUNTY
DIVISION OF PLAN REVIEW AND PERMITTING
80 West Baltimore Street
Hagerstown, Maryland 21740-6003
Telephone: (240) 313-2460
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Hearing Impaired call 7-1-1 for Maryland Relay

WASHINGTON COUNTY RESIDENTIAL BUILDING PERMIT PROCESS

Building permits are required for the construction, alteration, repair, addition and removal of structures. This includes sheds, decks, new commercial tenant or change of use. Application is made at the Washington County Division of Plan Review And Permitting office located at 80 West Baltimore Street, Hagerstown, Maryland 21740 between the hours of 8:00 a.m. – 3:00 p.m., Monday through Friday.

The following information required to be submitted at the time of filing for a building permit application.

Building Permits:

- Two (2) sets of detailed construction plans for residential **or** three (3) sets of commercial/apartment plans, drawn to scale, must be submitted at the time of the building permit application. The plans must include a footing and foundation plan, floor plan, cross sections and front, rear and side elevations. Except for single or two family dwellings, accessory structures and farm buildings, all construction drawings **MUST** bear the original seal of an architect licensed in the State of Maryland and must include the mechanical, electrical and plumbing plans. One set of drawings will be returned with appropriate comments. Special designs requiring the services of a Maryland licensed Architect or Engineer (steel beams, open spans, etc) shall be submitted at the time of permit application. These documents are to be signed and sealed by the responsible Engineer or Architect.

Prior to submitting plans for a commercial project, an approved site plan signed by the Division Director of the Washington County Division of Plan Review And Permitting office will be required.

- Square footage totals must be documented on the plans broken down into finished and unfinished area(s).
- Two (2) copies of a plot plan with scaled measurements indicating the size of the lot, size of the structure, and the distance from the structure to all property lines. The plot plan shall show the location of any existing structures, existing and/or proposed driveway access, limits of disturbed area and stockpile area and the location of existing and/or proposed septic and well locations.
- If owner is not the applicant, a letter of authorization from the property owner or an affidavit provided by our office must be submitted.
- In Joint/City service areas, proof that tap fees have been paid prior to application will be required. Acceptable proof may be a paid receipt from the Water Quality Department or a signed receipt from the City of Hagerstown. Unsigned receipts from the City of Hagerstown will not be accepted.

Entrance Permits:

Applications for driveway access shall be taken at the time of building permit application and the cost of the permit is \$25.00. A two-year performance bond for a standard residential entrance permit is required in the amount of \$1,500.00. Cash in lieu of a bond is acceptable.

A commercial entrance requires a two-year performance bond in the amount of \$3,000.00 unless the County Engineer specifies larger amount.

Grading Permits:

Grading permits will be taken at the time of building permit application for all residential lots, all commercial/ industrial lots and sites where significant alteration of existing drainage patterns will result or known downstream problems exist. The cost of the grading permit is \$5.00 per acre disturbed or a \$20.00 minimum. If parcel contains two acres or less, a Standard Sediment and Erosion Control form will also be taken and a \$100.00 Standard Plan fee will be charged.

Trade Permits:

Upon application for a building permit, electrical and plumbing permits may be obtained by a licensed master electrician and plumber licensed in the State of Maryland and Washington County. A mechanical contractor licensed in the State of Maryland shall obtain a mechanical permit application.

Homeowners may complete the plumbing installation up to 3 ft. outside the foundation wall providing they own the property, will be occupying the dwelling and pass the "Homeowner's Plumbing Exam". The exam can be taken at the Washington County Division of Plan Review And Permitting office between the hours of 7:30 a.m. and 2:30 p.m. Applicant shall contact the office prior to taking the exam in order to schedule testing accommodations.

The homeowner with the exception of gas piping or electrical connections may perform the mechanical installation.

Note: When submitting a mechanical permit application, applicant is required to submit a line drawing and a computerized Manual J and Manual D for the proposed unit being installed.

I M P O R T A N T

If the construction activity, grading operation or stream crossing is within a mapped 100 year floodplain, a Washington County Floodplain permit as well as approved Letter of Authorization from the State of Maryland, Department of Environment is required. A \$100 - \$300 floodplain review fee will be charged for projects reviewed by the Washington County Division of Plan Review And Permitting office. For more details regarding this review, contact our office at 240-313-2460.