



WASHINGTON COUNTY

DEPARTMENT OF PERMITS & INSPECTIONS

80 West Baltimore Street
Hagerstown, Maryland 21740-6003
Telephone: 240-313-2460
Fax: 240-313-2461
TTY/Hearing Impaired: 240-313-2077

Building

Electrical

Plumbing

Mechanical

RESIDENTIAL PERMIT APPLICATION CHECKLIST

Building permits are required for the construction, alteration, repair, addition and removal of structures, including sheds and decks. Application is made at the Department of Permits & Inspections, 80 West Baltimore Street, Hagerstown, Maryland 21740 between the hours of 8:00 a.m. – 4:00 p.m., Monday through Friday.

To expedite the permit review process, please verify the following items are submitted at time of filing for a building permit. The permit application may be rejected if any items are omitted.

SINGLE & TWO-FAMILY DWELLING AND/OR ADDITION

_____ ***Plot Plan of the entire parcel – drawn to scale – to include:***

- _____ Location of the proposed structure
- _____ Measurements from the proposed structure to each property line
- _____ Location of any existing structures
- _____ Location of existing/proposed driveway(s)
- _____ Location of existing/proposed well and/or septic area
- _____ Limits of ground disturbance and soil stockpile area

_____ ***Two (2) complete sets of detailed construction plans – drawn to scale – to include:***

- _____ Footing and foundation plan
- _____ Floor plan for each level with all rooms labeled with the proposed use
- _____ Cross section (1/4 Scale)
- _____ Wall section (3/4 Scale)
- _____ Elevation (Front, Rear and Sides)
- _____ Square footage totals (finished and unfinished area(s))
- _____ Mechanical Manual “J” and Manual “D”
- _____ Manufacturer Installation Instructions (For manufactured (mobile home) only)
- _____ Seal indicating plans are state approved (Modular dwellings only)
- _____ Proof of paid water/sewer tap fees – Paid receipt from Dept. of Water Quality or signed receipt from City of Hagerstown – (Required for new dwellings in joint/city service areas)
- _____ Homeowner’s Affirmation (Must own property, be general contractor and will reside in dwelling)
- _____ Home Builder’s License Number (For construction/placement of new dwelling by a licensed contractor)
- _____ Plumbing Permit (Signed by a Master plumber – For mobile homes and modular dwellings)

DETACHED GARAGE / SHED

_____ ***Plot Plan of the entire parcel – drawn to scale – to include:***

- _____ Location of the proposed structure
- _____ Measurements from the proposed structure to each property line
- _____ Location of any existing structures
- _____ Location of existing/proposed driveway(s)
- _____ Location of existing/proposed well and/or septic area
- _____ Limits of ground disturbance and soil stockpile area

_____ ***Two (2) complete sets of detailed construction plans – drawn to scale – to include:***

- _____ Footing and foundation plan (If structure is over 400-sq. ft.)
- _____ Floor plans for each level with all rooms labeled with the proposed use
- _____ Cross section (1/4 scale)
- _____ Elevations (At least two)
- _____ Square footage total

DECK

_____ ***Plot Plan of the entire parcel – drawn to scale – to include:***

- _____ Location of the proposed structure
- _____ Measurements from the proposed structure to each property line
- _____ Location of any existing structures
- _____ Location of existing/proposed driveway(s)
- _____ Location of existing/proposed well and/or septic area
- _____ Limits of ground disturbance and soil stockpile area

_____ ***Two (2) complete sets of detailed construction plans – drawn to scale – to include:***

- _____ Footing detail indicating size and depth
- _____ Elevation (Not required if height above finish grade is provided)
- _____ Beam size and support posts sizes and locations
- _____ Floor joist size and spacing
- _____ Ledger board connection details
- _____ Decking materials indicated
- _____ Detail of stair construction and location
- _____ Detail of railing system, including materials
- _____ Square footage total

FINISHED BASEMENT

- _____ Two (2) complete sets of detailed construction plans – drawn to scale – to include:
 - _____ Floor plan with all rooms labeled with the proposed use
 - _____ Square footage totals (Finished and unfinished area(s))
 - _____ Window and door sizes indicated
 - _____ Means of egress location
 - _____ Finished ceiling height indicated
 - _____ Materials for bottom wall plate indicated
 - _____ Type of wall framing and spacing (2x4 or metal)
 - _____ Exterior wall insulation (R-10 minimum from ceiling to floor)
 - _____ Wall and ceiling finish materials
 - _____ Smoke detectors (In each bedroom and in immediate vicinity of bedrooms)

SWIMMING POOL – ABOVE OR IN-GROUND

- _____ Plot Plan of the entire parcel – drawn to scale – to include:
 - _____ Location of the proposed structure
 - _____ Measurements from the proposed structure to each property line
 - _____ Location of any existing structures
 - _____ Location of existing/proposed entrance(s)
 - _____ Location of existing/proposed well and/or septic
 - _____ Limits of disturbance and stockpile area
 - _____ Dimensions/diameter of pool
 - _____ Depth of pool
 - _____ Deck (If provided as part of the above ground pool – manufacturer’s details)
 - _____ Deck (If framed separately, see deck requirements above)

MISCELLANEOUS REQUIREMENTS

- _____ Electrical Permit Application (Signed by a Master Electrician licensed in Washington County) (Electrical permits for swimming pools, sunroom additions, attached garages and similar structures shall be submitted prior to issuance of building permit)
- _____ Contractor’s Maryland Home Improvement License (Not required for new dwelling)
- _____ Owner’s Authorization/Affidavit (If someone other than the owner is making application)

TRADE PERMITS

Trade permits are accepted during or after the filing for the building permit application; however, they will not be issued until the building permit is issued. Master electricians and master plumbers shall file the permits for the respective trade permits. With the exception of gas piping or electrical connections, a homeowner may make application for the mechanical installation in a structure that is or will be his/her primary residence.

Additional information may be required for other reviewing agencies, such as:

DIVISION OF PUBLIC WORKS-DEPT. OF LAND DEVELOPMENT ENGINEERING (240-313-2400)

Entrance Permit (\$25.00)

Applications for a residential driveway access onto a County road/street shall be taken at the time of the building permit application. 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 base coat is required to be in place prior to the issuance of the Use & Occupancy at which time bond or check in lieu of bond will be released.

Grading Permit (\$20.00 minimum or \$5.00 per acre of disturbance)

Grading permits shall be taken at the time of building permit application for all residential lots.

Storm Water Exemption Form (\$150.00 to Dept. of Land Development Engineering)

A Storm Water Exemption form shall be submitted to the Dept. of Land Development Engineering prior to permit approval for new construction over 500-sq. ft. Cumulative disturbance exceeding 5,000-sq. ft. requires a Storm Water Management Plan.

Floodplain (\$150.00 Review Fee and \$25.00 Permit Fee)

If construction, grading or stream crossing is within a mapped 100-year floodplain, a Washington County Floodplain permit and an approved Letter of Authorization from the State of Maryland (MDE-Dept. of Water Management Admin.) are required prior to any disturbance.

SOIL CONSERVATION DISTRICT (301-797-6840)

Standard Sediment & Erosion Control (\$100.00 Standard Plan Fee)

If a parcel consists of two acres or less, a Standard Sediment & Erosion Control form shall be taken at the time of the building permit application.

ENVIRONMENTAL HEALTH (WASH. CO. HEALTH DEPT.) (240-313-3400)

Well / Septic Permits (\$150.00 Sewage disposal system only, \$160.00 well only, \$310.00 well and septic)

Permits for well and/or septic shall be taken at the time of the building permit application; however, fees are collected by the Wash. Co. Health Dept. Applicant shall stake the four corners of the dwelling, 10,000-sq. ft. sewage disposal area and the well location and contact the Wash. Co. Health Dept. for approval.

MARYLAND STATE HIGHWAY ADMINISTRATION (301-791-4790)

Applicants shall contact the State Highway Administration for a residential driveway access onto a State highway route.