PROCEDURES FOR FILING A COMMERCIAL BUILDING PERMIT APPLICATION FOR WASHINGTON COUNTY, MARYLAND

DIVISION OF PLAN REVIEW & PERMITTING
80 WEST BALTIMORE STREET
HAGERSTOWN, MARYLAND 21740
TELEPHONE: 240-313-2460
www.washco-md.net
PREFACE

Providing services for the safety, health and general welfare of its people and planning for the orderly growth and development of its land are primary functions of any government. In order to implement, finance and enforce these functions fairly and equally for all citizens, reasonable, acceptable standards must be established and followed.

The governing body of Washington County, the Board of County Commissioners, has adopted certain codes, ordinances and regulations. These regulations require all persons wishing to build or use land in the County to follow prescribed procedures for obtaining and paying for permits.

It is the purpose of this booklet to describe these procedures and inform the permit applicant so that time and undue expense can be saved in obtaining permit approvals.
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PERMIT REQUIREMENT

Building permits for commercial construction projects are reviewed using the International Building Code (IBC) and the current adopted local Washington County Building Code Amendments. The purpose of the IBC is to “establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations”.

A permit is required when any owner or authorized agent intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the current adopted International Building Code (IBC). See Appendix 1 – Building Permit Application and Appendix 2 - Current Building Codes. Please visit the Division’s website at http://www.washco-md.net/permits/permits1.shtm for the current adopted building codes.

Application for a permit may be made by the owner or lessee of the property or agent of either, or by the licensed engineer or architect employed in connection with the proposed work. If the application is made by a person other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner. See Appendix 3 - Owner’s Affidavit

If the proposed construction is on property located in Washington County and outside of the corporate town limits of Boonsboro, Clear Spring, Funkstown, Hagerstown, Hancock, Keedysville, Sharpsburg, or Williamsport, application is made, in person, at:

Washington County Division of Plan Review & Permitting
County Administration Annex
80 West Baltimore Street
Hagerstown, Maryland 21740

If the property is located within the corporate boundaries of one of the above listed incorporated towns, application shall be made at the designated Town Hall office. See Appendix 4 - Incorporated Towns’ Contact Information. Note: Residents within the town limits of Boonsboro, Funkstown and Williamsport apply for building permits at the offices of the Division of Plan Review & Permitting (the “Division”) after receiving zoning approval from their town’s zoning administrator. The Town will review and approve the application for compliance with their local zoning then forward the town permit application and building plans to the Division for review and approval of the building codes. Once approved by the Division the application is returned to the Town for issuance.

APPLICATION REQUIREMENTS

SITE PLAN If required, a site plan shall be reviewed and approved by the Washington County Planning Commission prior to making application for a building permit. Six copies of the “dimensioning plan” from the approved site plan shall be provided at the time of building permit application.
If it is not clear as to whether a site plan is required for a particular project, a Site Plan Determination Form should be completed and submitted to the Division for review. See Appendix 5 – Site Plan Determination Form

If a site plan is not required, then a “scaled” plot shall be provided at the time of building permit application and shall include the following information:

- Outline of the entire property.
- All existing and/or future structures with measurements from proposed structures to each property line.
- Location of existing and/or future septic and well
- Any street right-of-ways or easements
- Existing/Proposed entrance/exit to property, parking area(s), driving paths, etc.
- Limits of ground disturbance and soil stockpile area

BUILDING PLANS In addition to the site plan or plot plan, three (3) complete sets of architectural construction drawings, drawn to scale, shall also be submitted and include: (Note: Drawings marked “Preliminary-Not for Construction” will not be accepted)

- Maryland licensed design professional’s wet seal with signature, date and professional certification. (Title block rules shall be followed as required by the applicable professional design board. Professionals are required to operate within their area of expertise.)
- Structural drawings signed and sealed by a Maryland registered structural engineer (The codes and editions used for the design and design loads shall be listed)
- Plumbing drawings signed and sealed by a Maryland registered design professional (Show floor plan and riser diagrams, plumbing fixtures and ADA compliance details. A minimum of one “hi-lo” accessible drinking fountain and one mop sink are required for each building/tenant space)
- Mechanical drawings signed and sealed by a Maryland registered design professional (Show HVAC duct layout plans, equipment sizes, fire/smoke/radiation damper locations with rating of dampers, Energy Code compliance (Comcheck), and equipment schedules, as required.
- Electrical drawings signed and sealed by a Maryland registered design professional (Include device locations, lighting and receptacle circuiting with home runs labeled, service and meter locations identified, single line diagram with wire sizes, panel board schedules with load calculations completed, emergency exit lighting and signage and Energy Code compliance (Comcheck for interior and exterior lighting)
- Building code analysis — Include the occupancy classification(s), type of mixed occupancy, occupancy of adjacent tenant spaces, if applicable, last legal use of the building/tenant space, construction type, square footage of each floor and/or tenant space, sprinkler system installation and type, fire alarm system installation, occupant load calculation, height and area calculation, key plan for the entire building, fire separation and rating requirements with U.L. design numbers, and plumbing fixture calculation
- Floor plans with all areas labeled according to the proposed use (Proposed furniture layout and storage area layout shall be provided as applicable. Manufacturer’s cut sheets shall be provided for systems furniture indicating the flame spread and smoke development ratings.
- Egress floor plan (Provide location of exits, corridor width and occupant egress paths for large projects)
• Fire stop systems (Detail on construction drawings for both through penetration and membrane penetrations)

• Elevation drawings (Exterior and interior as may be applicable)

• Cross sections and wall details (Convey the construction method and materials to be used. Full height cross sections, in both directions, shall be provided for each stair enclosure and all fire walls)

• Window and door schedules (Provide fire-rating, closing device, hardware and glazing type for each window and door. The sequence of operation shall be provided for all access controlled egress doors.)

• Maryland Accessibility Code compliance (clearly indicate with details and drawings)

• Letter of Intent from the tenant/occupant detailing how the building/tenant space will be used (Be specific in describing special processes and room names that may not be common knowledge. Include any history of prior tenants and/or use of the building/tenant space.

• Building Envelope Energy Code analysis in the form of a Comcheck

• Sprinkler design drawings (Submit directly to the Maryland State Fire Marshal’s Office for review and comment)

• Special equipment (i.e. spray booths, walk-in freezer/cooler units, kitchen hoods, incinerators/ crematories or other equipment requiring major structural support) (Provide detailed information from the manufacturer in the form of cut-sheets and installation information. Specific U.L. design numbers and testing information shall be provided as required by applicable sections of the building code.)

• Kitchen Equipment (Provide manufacturer cut sheets for each piece of equipment to the Health Dept.)

• Pre-engineered metal building (Drawings shall be signed and sealed by a Maryland registered engineer and shall include the codes, editions used for the design and design loads listed)

See Appendix 6 Commercial Checklist for information required for permit applications such as interior fit-outs, interior renovations, signs, kiosks, sales, trailers, etc.

FEES

Fees are based on the current adopted fee schedule. Fees are based on an application fee and technology fee plus a square footage amount on new construction and additions. (The technology fee is assigned to each permit to help defer the cost of the computer software system that enables the inspectors to perform more efficiently and allow the trade contractor to apply for trade permits on-line and obtain other permitting information.) Additional fees may apply pursuant to the Washington County Excise Tax Ordinance. The Excise Tax Ordinance is available on line at www.washco-md.net and selecting the “County Ordinances” tab. Outside reviewing agencies may also charge a fee. Fees may be charged for revisions or modifications to a pending or approved permit, a permit extension request and/or a premature inspection request.
A minimum fee is required at the time of application and all fees shall be paid prior to the issuance of the building permit. Fees for trade permits are indicated on their current permit applications and are required at the time of making application.

Please visit the departmental website at http://www.washco-md.net/permits/permits1.shtm for the current adopted fee schedule.

**REVIEWING AGENCIES**

The Division determines which agencies an application must be routed to for review and approval. Applications are sent only to those agencies having jurisdiction. Seldom, will an application require review and approval from all agencies. (See Appendix 7 - Reviewing Agencies and Contact Information)

**REVIEW/PROCESSING TIME**

Time required for processing of a permit varies depending upon the complexity of the project, the number of agency approvals required and the number of building permits currently in the review process. It is the goal of the Division to review the building plans and issue comments within six weeks of the application date; however, all permits are reviewed as quickly as conditions allow. To expedite the permit review process applications should include all required information at the initial building permit application.

**AN APPROVED PERMIT**

Once all agency approvals are obtained and fees have been paid the approved permit will be mailed to the applicant. Construction shall not be started before the building permit is obtained and posted. The approved permit packet will consist of:

- A printed copy with the building permit number, the owner’s name, contractor information (if applicable), address of property, proposed and required setbacks for the structure, a detailed list of general and special conditions and a list of the required inspections. It is very important that all the conditions are reviewed upon receiving the approved permit. Some conditions require information to be submitted prior to an inspection and failure to provide this information may cause undue delays and expense. In addition to the building permit, printouts of the approved entrance and grading permits will also be included (if applicable).
- A building permit placard bearing the assigned permit number. The placard must be displayed in a prominent location visible from the road at the construction site. Failure to display the permit placard may result in inspections not being performed creating undue delays and expense.
- The approved building plans signed and dated by the plans reviewer. To reduce delays in construction, it is imperative that these plans be reviewed closely as the plan reviewer has added comments regarding minimum building code requirements.
- An instruction sheet with inspection information and a copy of the IVR (Interactive Voice Response System) User’s Guide used to schedule required inspections listed on the permit print out. (See Appendix 8 – IVR Brochure)
INSPECTIONS

It is the responsibility of the owner and/or contractor to request the required inspections. Inspections are performed by the Department of Engineering & Construction within twenty-four (24) hours of the request. Inspections are requested through the (Interactive Voice Response System (IVR) by dialing 240-313-2488 or on-line through Citizen Access at www.VelocityHall.com/washingtoncounty. Through the IVR and Citizen Access one can schedule and/or cancel inspections, obtain inspection results check a permit status and obtain additional departmental information. Inspections are scheduled using the assigned permit number. Failure to request all required inspections is a violation of the building code and will cause delays and undue expense especially if work completed without a required inspection is required to be removed.

USE & OCCUPANCY

No structure may be used or occupied prior to the issuance of the Use and Occupancy Certificate. All construction must be complete and have obtained final electrical, mechanical, plumbing and building inspections. If the property is on a parcel not serviced by public water and sewer, water samples shall be approved by the Washington County Health Department. Adequate time should be allowed in obtaining the water sample approval.

PENALTIES

Any person who shall violate a provision of the building code or fail to comply with any of the requirements may be issued a civil citation providing for a fine of $100.00. In addition to the civil citation, matters can be referred to the State’s Attorney Office for compliance at which time a minimum fine of $250.00 per day, not to exceed $1,000.00 per day, imprisonment and/or the fine and imprisonment.
<table>
<thead>
<tr>
<th>JOB LOCATION</th>
<th>DISTRICT ACCOUNT NO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE OF IMPROVEMENT (DWELLING, DETACHED GARAGE, DECK, FINISH BASEMENT, REMODEL, ETC.)</td>
<td>LOT SIZE - ACERAGE</td>
</tr>
<tr>
<td>PROPERTY OWNER INFORMATION</td>
<td></td>
</tr>
<tr>
<td>PROPERTY OWNER(S)</td>
<td>TELEPHONE</td>
</tr>
<tr>
<td>PROPERTY OWNER(S) ADDRESS</td>
<td>CITY</td>
</tr>
<tr>
<td>APPLICANT INFORMATION</td>
<td></td>
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<tr>
<td>APPLICANT/OWNER REPRESENTATIVE</td>
<td>TELEPHONE</td>
</tr>
<tr>
<td>APPLICANT/OWNER REPRESENTATIVE ADDRESS</td>
<td>CITY</td>
</tr>
<tr>
<td>CONTRACTOR INFORMATION</td>
<td></td>
</tr>
<tr>
<td>CONTRACTOR'S NAME</td>
<td>TELEPHONE</td>
</tr>
<tr>
<td>CONTRACTOR'S ADDRESS</td>
<td>CITY</td>
</tr>
<tr>
<td>CONTRACTOR'S MARYLAND STATE HOME BUILDER'S LICENSE NO.</td>
<td>CONTRACTOR'S HOME IMPROVEMENT LICENSE NO.</td>
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<tr>
<td>HB-</td>
<td>MHIC-</td>
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<tr>
<td>RESIDENTIAL CONSTRUCTION</td>
<td></td>
</tr>
<tr>
<td>TOTAL FINISHED SQUARE FOOTAGE (ALL HABITABLE SPACE*)</td>
<td>TOTAL UNFINISHED SQUARE FOOTAGE (BASEMENT, PORCH/DECK, GARAGE, ETC.)</td>
</tr>
<tr>
<td>DETAILED DESCRIPTION OF RESIDENTIAL CONSTRUCTION</td>
<td></td>
</tr>
</tbody>
</table>

**EXAMPLE:** TWO STORY DWELLING, FULL UNFINISHED BASEMENT WITH ROUGH-IN FULL BATH, TWO-CAR ATTACHED GARAGE ON SLAB WITH FINISHED AREA ABOVE, WOODBURNING FIREPLACE IN FAMILY ROOM. DIRECT VENT GAS FIREPLACE IN LIVING ROOM, REAR DECK WITHOUT ROOF, COVERED FRONT PORCH

<table>
<thead>
<tr>
<th>FOUNDATION SIZE</th>
<th>GARAGE/SHED/CARPORT SIZE</th>
<th>TOTAL BEDROOMS:</th>
<th>PUBLIC: EXISTING/PROPOSED</th>
<th>TYPE OF HEAT:</th>
<th>ELEC:</th>
<th>GAS:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>___ Water ___ Sewer</td>
<td>NATURAL</td>
<td>OIL</td>
<td>PROPANE</td>
</tr>
<tr>
<td>EXTERIOR FINISH TYPE</td>
<td>PORCH/DECK SIZE</td>
<td>BATHROOMS</td>
<td>PRIVATE: EXISTING/PROPOSED</td>
<td>AIR COND Y N</td>
<td>OIL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FULL HALF</td>
<td>___ Septic ___ Well</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ROOF TYPE: TRUSS RAFTER</th>
<th>CRAWL SPACE: ____ YES ____ NO</th>
<th>SLAB ON GRADE: ____ YES ____ NO</th>
<th>AREA ABOVE GARAGE? ____ YES ____ NO</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BASEMENT: ____ YES ____ NO</td>
<td>IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)</td>
<td>IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)</td>
<td>IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)</td>
<td></td>
</tr>
<tr>
<td>IF UNFINISHED WILL THERE BE A ROUGH-IN BATH? ____ YES ____ NO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXIT FROM BASEMENT: WALK-OUT BITCO WINDOW WELL</td>
<td>IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)</td>
<td>IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OCCUPIED AS: OFFICE BEDROOM STORAGE</td>
<td>OTHER: ______________________</td>
<td>IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)</td>
<td>IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)</td>
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### Appendix 1 – Building Permit Application

**COMMERCIAL CONSTRUCTION**

**DETAILED DESCRIPTION OF COMMERCIAL CONSTRUCTION:**

**EXAMPLE:** 40X60 POLE BUILDING FRAME CONSTRUCTION WITH PREENGINEERED TRUSSES WITH GRAVEL BASE FOR COMMERCIAL STORAGE OF SUPPLIES FOR PROPOSED NURSERY

<table>
<thead>
<tr>
<th>SITE PLAN:</th>
<th>IF YES, SITE PLAN NUMBER/NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>______ YES</td>
<td>______ NO</td>
</tr>
<tr>
<td>SP-________</td>
<td>NAME:________________________</td>
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**DESIGNER OF RECORD INFORMATION (MUST BE LICENSED IN MARYLAND)**

<table>
<thead>
<tr>
<th>DESIGNER OF RECORD COMPANY NAME/REPRESENTATIVE’S NAME</th>
<th>TELEPHONE:</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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</table>

**ADDRESS**  
**CITY**  
**STATE**  
**ZIP**

**CONTRACTOR INFORMATION**

<table>
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<th>CONTRACTOR COMPANY/REPRESENTATIVE’S NAME</th>
<th>TELEPHONE:</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

**ADDRESS**  
**CITY**  
**STATE**  
**ZIP**

**EXISTING USE:**  
**PROPOSED USE:**

<table>
<thead>
<tr>
<th>FOUNDATION SIZE:</th>
<th>PUBLIC: EXISTING/PROPOSED</th>
<th>PRIVATE: EXISTING/PROPOSED</th>
<th>TYPE OF HEAT:</th>
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<tbody>
<tr>
<td></td>
<td>Water</td>
<td>Well</td>
<td>Electric</td>
</tr>
<tr>
<td></td>
<td>Sewer</td>
<td>Septic</td>
<td>Gas</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NUMBER OF STORIES:</th>
<th>NO. STORIES ABOVE GRADE:</th>
<th>NO. STORIES BELOW GRADE:</th>
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</table>

<table>
<thead>
<tr>
<th>TOTAL SQUARE FOOTAGE:</th>
<th>SQUARE FOOTAGE PER FLOOR:</th>
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<tbody>
<tr>
<td></td>
<td>1&lt;sup&gt;ST&lt;/sup&gt; Floor</td>
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<table>
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<tr>
<th>SPRINKLER SYSTEM EXISTING:</th>
<th>SPRINKLER SYSTEM PROPOSED:</th>
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<tbody>
<tr>
<td>_____ YES</td>
<td>_____ YES</td>
</tr>
<tr>
<td>_____ NO</td>
<td>_____ NO</td>
</tr>
<tr>
<td>_____ PARTIAL</td>
<td>_____ PARTIAL</td>
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<table>
<thead>
<tr>
<th>TYPE:</th>
<th>NFPA-13</th>
<th>NFPA-13R</th>
<th>NFPA-13D</th>
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<table>
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<tr>
<th>PRE-ENGINEERED METAL BUILDING:</th>
<th>ENERGY CODE COMPLIANCE METHOD: (CIRCLE ONE)</th>
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<tbody>
<tr>
<td>_____ YES</td>
<td>ANSI/ASHRAE 90.1 LEED</td>
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<td>_____ NO</td>
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</tr>
</tbody>
</table>

**USE & OCCUPANCY CLASSIFICATION:** (Circle All That Apply)

Assembly (A-1, A-2, A-3, A-4, A-5)  Business (B)  Factory (F-1 or F-2)  High-Hazard (H-1, H-2, H-3, H-4, H-5)  Institutional (I-1, I-2, I-3)  Mercantile (M)  Residential (R-1, R-2, R-3, R-4)  Storage (S-1 or S-2)  Utility/Miscellaneous (U)
APPENDIX 2 – CURRENT BUILDING CODES

Building

  International Building Code w/ local amendments
  Maryland Accessibility Code (International Existing Building Code)

Plumbing

  International Plumbing Code w/ local amendments

Electrical

  National Electrical Code w/ local amendments

Mechanical

  International Mechanical Code w/ local amendments

Gas

  International Fuel Gas Code

Energy

  International Energy Conservation Code

Please visit the Division’s website at www.washco-md.net/permits/codes.shtm to view current year adopted building codes as well as view and/or print the current local amendments.
This is to certify that _________________________________ is authorized to make application for the work described as _________________________________*, and located at _____________________________________________.

The said work is authorized by _________________________________, the owner in fee, as required by Section 105.1 of the currently adopted International Residential Code and the International Building Code.

This office does not enforce covenants or deed restrictions and it is the owner’s, builder’s and/or developer’s responsibility to make sure the covenants and/or deed restrictions are not being violated as a result of the issuance of this permit.

**OWNER:**

Name
Address
City, State, Zip Code
Owner’s Signature

**AUTHORIZED REPRESENTATIVE:**

Name
Address
City, State, Zip Code
Authorized Representative’s Signature

**PLEASE SIGN AND RETURN TO:**
Washington County Division of Plan Review & Permitting
80 West Baltimore Street
Hagerstown, Maryland 21740
240-313-2460 (Phone)
240-313-2461 (Fax)
Town of Boonsboro  
21 North Main Street  
Boonsboro, MD 21713  
Phone: 301-432-5141  
E-mail: www.boonsboromd.govoffice2.com

Town of Clear Spring  
146 Cumberland Street  
P.O. Box 104  
Clear Spring, MD 21722  
Phone: 301-842-2252  
E-mail: townofclearspring@starpower.net

Town of Funkstown  
30 East Baltimore St.  
P.O. Box 235  
Funkstown, MD 21734  
Phone: 301-791-0948  
E-mail: www.funkstown.com/government

City of Hagerstown  
Office of Code Compliance  
11 Public Square, Suite 300  
Hagerstown, MD 21740  
Phone: 301-739-8577 Ext. 194  
Email: codecompliance@hagerstownmd.org

Town of Hancock  
Hancock Chamber of Commerce  
126 West High Street  
Hancock, MD 21750  
Phone: 301-678-5622  
E-mail: info@HancockMD.com
Town of Keedysville
P.O. Box 359
Keedysville, MD 21756
Phone: 301-432-5795
E-mail: www.keedysvillemd.com/news.asp

Town of Smithsburg
21 West Water Street
Smithsburg, MD 21783
Phone: 301-824-7234
E-mail: www.wc-link.org/smithsburg

Town of Sharpsburg
P.O. Box 368
Sharpsburg, MD 21782
Phone: 301-432-4428
E-mail: townofsharpsburg@comcast.net

Town of Williamsport
2 North Conococheague Street
Williamsport, MD 21795
Phone: 301-223-7711
E-mail: www.williamsportmd.gov
Site Plan Determination Form

Prior to filing a permit application for additions or revisions to multi-family or non-residential projects, this form shall be completed to determine the necessity of a commercial site plan application in compliance with Section 4.11 of the Washington County Zoning Ordinance.

### OWNER INFORMATION

Name: 
Address: 
Phone No.: Office: Cell: 

### SUMMARY DATA

PROPERTY ADDRESS: 
Map: Block: Parcel: (See reverse side for how to)
ZONING DISTRICT: AREA OF DISTURBANCE: sq. ft. estimate area of disturbance)
NAME OF EXISTING/PREVIOUS BUSINESS: 
IS PROPERTY CURRENTLY OCCUPIED? YES NO IF NOT, WHEN DID PREVIOUS OCCUPANT VACATE? 
EXISTING/PREVIOUS USE OF PROPERTY: Retail Warehouse Industrial Office Restaurant Church Residential
DID EXISTING/PREVIOUS OCCUPANT HAVE AN APPROVED SITE PLAN? YES NO IF YES, PLEASE ATTACH A COPY

<table>
<thead>
<tr>
<th>EXISTING BUSINESS</th>
<th>PROPOSED BUSINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Parking Spaces</td>
<td>_______</td>
</tr>
<tr>
<td>Number of Employees</td>
<td>_______</td>
</tr>
<tr>
<td>Daily Traffic (One-Way Trips, Including Employees)</td>
<td>_______</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>_______</td>
</tr>
<tr>
<td>Gross Floor Area of Building(s)</td>
<td>_______</td>
</tr>
<tr>
<td>Number of Floors</td>
<td>_______</td>
</tr>
</tbody>
</table>

PROPOSED USE OF PROPERTY: Retail Warehouse Industrial Office Restaurant Church Residential

NAME OF PROPOSED BUSINESS: 

***ON A SEPARATE SHEET PROVIDE A DETAILED DESCRIPTION OF THE OPERATIONS OF PROPOSED TENANT USE***

DATE SIGNATURE OF OWNER

□ REVIEW AND APPROVAL OF SITE PLAN REQUIRED BY THE DIVISION OF PLAN REVIEW & PERMITTING
□ SITE PLAN NOT REQUIRED
□ CONDITIONS:

Kathy A. Kroboth, Zoning Coordinator Date
Determining Area or Limit of Disturbance for Grading Permit Requirements

It is important to properly access the limits of earth disturbance associated with the construction project in order to determine applicable requirements and the level of review and approval required.

What is earth disturbance?

Earth disturbance is defined as any human activity which moves or changes the surface of land, including, but not limited to, clearing and grubbing, grading, excavation, embankments, land development, timber harvesting activities, road maintenance activities, mineral extraction, moving, depositing, stockpiling or storing of soil, rock or earth materials. All earth disturbance activities must be included when determining the total area or limit of disturbance.

The total area or limit of disturbance for a project is the sum of areas needed to construct all of the following applicable activities:

- Area of infrastructure improvements (structure(s) and any paved surface areas)
- Area of utility connections (sewer connection, water connection, electrical lines and other utilities, under drains, roof drains, stormwater systems, including work in public rights-of-way)
- Installation area for new or improved septic system
- Stockpiles
- Temporary stockpiles
- Construction vehicle paths
- Construction equipment storage and staging areas
- Grading
- Excavation
- Clearing and grubbing
- Embankments and retaining walls

How to calculate area or limit of disturbance?

To calculate the area of disturbance, add an additional 20 feet to the length and width of each area of activity then add the total area of each of the activities. (Example: If constructing a commercial building with a 100 ft. x 200 ft. foundation, calculate the disturbed area as 120 ft. x 220 ft.)
APPENDIX 6 – COMMERCIAL PERMIT APPLICATION CHECKLIST

COMMERCIAL PERMIT APPLICATION CHECKLIST

Building permits are required for the construction, alteration, repair, addition and removal of structures. Application is made at the Division of Plan Review & Permitting, 80 West Baltimore Street, Hagerstown, Maryland 21740 between the hours of 7:30 a.m.-3:30 p.m., Monday-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 delayed if any items are omitted.

EXTENSIVE - NEW CONSTRUCTION AND/OR ADDITION REQUIREMENTS

_____ Three copies of the site plan (dimensioning plan) approved by the Washington County Planning Commission

_____ Three (3) sets of detailed architectural construction drawings—drawn to scale—to include:

  (Drawings marked “Preliminary-Not for Construction” will not be accepted)

  _____ Maryland licensed design professional's wet seal with signature, date and professional certification. (Title block rules shall be followed as required by the applicable professional design board. Professionals are required to operate within their area of expertise.)

  _____ Structural drawings signed and sealed by a Maryland registered structural engineer (The codes and editions used for the design and design loads shall be listed)

  _____ Plumbing drawings signed and sealed by a Maryland registered design professional (Show floor plan and riser diagrams, plumbing fixtures and ADA compliance details. A minimum of one “hi-lo” accessible drinking fountain and one mop sink are required for each building/tenant space)

  _____ Mechanical drawings signed and sealed by a Maryland registered design professional (Show HVAC duct layout plans, equipment sizes, fire/smoke/radiation damper locations with rating of dampers, Energy Code compliance (Comcheck), and equipment schedules, as required.

  _____ Electrical drawings signed and sealed by a Maryland registered design professional (Include device locations, lighting and receptacle circuiting with home runs labeled, service and meter locations identified, single line diagram with wire sizes, panel board schedules with load calculations completed, emergency exit lighting and signage and Energy Code compliance (Comcheck for interior and exterior lighting)

  _____ Building code analysis — Include the occupancy classification(s), type of mixed occupancy, occupancy of adjacent tenant spaces, if applicable, last legal use of the building/tenant space, construction type, square footage of each floor and/or tenant space, sprinkler system installation and type, fire alarm system installation, occupant load calculation, height and area calculation, key plan for the entire building, fire separation and rating requirements with U.L. design numbers, and plumbing fixture calculation

  _____ Floor plans with all areas labeled according to the proposed use. (Proposed furniture layout and storage area layout shall be provided as applicable. Manufacturer’s cut sheets shall be provided for systems furniture indicating the flame spread and smoke development ratings.

  _____ Egress floor plan (Provide location of exits, corridor width and occupant egress paths for large projects)
APPENDIX 6

_____ Fire stop systems (Detail on construction drawings for both through penetration and membrane penetrations)

_____ Elevation drawings (Exterior and interior as may be applicable)

_____ Cross sections and wall details (Convey the construction method and materials to be used. Full height cross sections, in both directions, shall be provided for each stair enclosure and all fire walls)

_____ Window and door schedules (Provide fire-rating, closing device, hardware and glazing type for each window and door. The sequence of operation shall be provided for all access controlled egress doors.)

_____ Maryland Accessibility Code compliance (clearly indicate with details and drawings)

_____ Letter of Intent from the tenant/occupant detailing how the building/tenant space will be used. (Be specific in describing special processes and room names that may not be common knowledge. Include any history of prior tenants and/or use of the building/tenant space.

_____ Building Envelope Energy Code analysis in the form of a Comcheck

_____ Sprinkler design drawings (Submit directly to the Maryland State Fire Marshal’s Office for review and comment)

_____ Special equipment (i.e. spray booths, walk-in freezer/cooler units, kitchen hoods, incinerators/crematories or other equipment requiring major structural support) (Provide detailed information from the manufacturer in the form of cut-sheets and installation information. Specific U.L. design numbers and testing information shall be provided as required by applicable sections of the building code.)

_____ Kitchen Equipment (Provide manufacturer cut sheets for each piece of equipment to the Health Dept.)

_____ Pre-engineered metal building (Drawings shall be signed and sealed by a Maryland registered engineer and shall include the codes, editions used for the design and design loads listed)

MODERATE PERMIT TYPE REQUIREMENTS

_____ Tenant fit-out

_____ Letter of Intent from the tenant/occupant detailing how the building/tenant space will be used. (Be specific in describing special processes and room names that may not be common knowledge. Include history of prior tenants and/or use of the building/tenant space.

_____ Change of occupancy classification or performing construction work (Signed and sealed construction drawings, including architectural, mechanical, electrical and plumbing)

_____ Moderate interior renovations

_____ Letter of Intent from the tenant/occupant detailing how the building/tenant space will be used. (Be specific in describing special processes and room names that may not be common knowledge. Include any history of prior tenants and/or use of the building/tenant space.
____ Signed and sealed construction drawings (Architectural, mechanical, electrical and plumbing) (In some instances mechanical, electrical and/or plumbing drawings provided by a Washington County licensed mechanical, electrical or plumbing contractor may be acceptable. Contact the Chief Plans Examiner for determination – 240-313-2471)

____ Scaled floor plan indicating location of renovations, extent of work and materials to be used

____ Accessory structure (If greater than 200-sq. ft., signed and sealed architectural plans may be required)

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**MINOR PERMIT TYPE REQUIREMENTS**

____ Minor interior renovations (Architect not typically required)
   _____ Scaled floor plan indicating location of renovations and extent of work
   _____ List of material to be used

____ Demolition (Architect not typically required)
   _____ Scaled floor plan indicating area and extent of work

____ Kiosks (Located in the Valley Mall/Prime Outlets) (Architect not typically required)
   _____ “Key” plan indicating location of kiosk placement within mall/outlet center
   _____ Floor plan/construction details and flame retardant information
      (Not required with the use of pre-approved Retail Merchandising Unit – RMU)

____ Sales Office In Model Home (Architect not typically required)
   _____ Scaled floor plan with accessible elements indicated – parking, access to sales area, etc
   _____ Scaled plot plan showing both regular and accessible parking

____ Temporary Office/Sales Trailer (Sealed plans not required if provided by manufacturer)
   _____ Make and model of unit
   _____ Floor plan
   _____ Tie down location and method (Manufacturer’s Installation Instructions)
   _____ Pier sizes and support locations per manufacturer

____ Zoning Certification (Change of owner/operator/name of business only)
   _____ Provide last legal tenant (business name)

____ Zoning Certification (New business w/ same occupancy classification – no construction work)
   _____ Provide last legal tenant (business name)
   _____ Floor plan drawn to scale
   _____ Letter of Intent (Letter detailing proposed use/type of business)

____ Sign (Freestanding/Pylon)
   _____ Sign located on copy of approved site plan
   _____ Plans showing sign is designed and attached to withstand 105 mph, 3 second wind gusts
      (Engineering required if retaining earth or sign exceeds 10-ft. in height)
____ Retaining Wall (Exceeding 3-ft. above grade or supporting a structure or surcharge)
   _____ Retaining wall located on copy of approved site plan
   _____ Engineered drawings

____ Ramp and/or Stairs
   _____ Scaled plot plan showing location of ramp/stairs on structure
   _____ Construction drawings prepared by a Maryland licensed architect

____ Storage Tanks
   _____ Scaled plot plan (copy of approved site plan) showing proposed location of tank with dimensions
       to property lines, structures and other tanks
   _____ Manufacturer specification sheet(s)
   _____ Foundation design prepared by a Maryland licensed engineer

____ Tents/Seasonal Projects (Architect not typically required)
   _____ Scaled plot plan indicating proposed tent location with dimensions to property line and other
       structures
   _____ Floor plan indicating sizes and location of egress openings

____ Cellular Communication Towers - NEW
   _____ Copy of approved site plan
   _____ Three (3) sets of engineered drawings prepared by a Maryland licensed engineer

____ Co-Locating Antennas on an Existing Tower
   _____ Structural analysis of existing tower prepared by a Maryland licensed engineer
   _____ Copy of approved site plan showing location of additional equipment cabinet/pad, if any
## APPENDIX 7 – REVIEWING AGENCIES AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Reviewing Agency</th>
<th>Review Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wash. Co. Division of Plan Review &amp; Permitting</td>
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<tr>
<td>Permitting Plan Review</td>
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<tr>
<td>80 W. Baltimore Street</td>
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<tr>
<td>Hagerstown, MD 21740</td>
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<tr>
<td>Phone: 240-313-2460</td>
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</tbody>
</table>
| [http://www.washco-md.net/permits/permits1.shtm](http://www.washco-md.net/permits/permits1.shtm) | Building Code: Compliance with all current building codes for health, safety and general welfare  
Zoning Ordinance: Compliance for conforming uses, property size and setbacks |
| Board of Zoning Appeals                          |
| 80 W. Baltimore Street                           |
| Hagerstown, MD 21740                             |
| Phone: 240-313-2460                              |
| [www.washco-md.net/permits/zoning.shtm](http://www.washco-md.net/permits/zoning.shtm) | Approves or denies requests for non-conforming uses, special exceptions and variances |
| Wash. Co. Division of Plan Review & Permitting Land Use Plan Review  |
| 80 W. Baltimore Street                           |
| Hagerstown, MD 21740                             |
| Phone: 240-313-2430                              |
| [http://www.washco-md.net/permits/plan_review/ld_home.shtm](http://www.washco-md.net/permits/plan_review/ld_home.shtm) | Subdivision submittals for compliance with the current Subdivision Ordinance, Zoning Ordinance, Forest Conservation Ordinance and presents proposed plans to the Planning Commission for final approval  
Contact department directly for current fee information |
| Division of Public Works                         |
| Dept. of Engineering & Construction              |
| 80 W. Baltimore Street                           |
| Hagerstown, MD 21740                             |
| Phone: 240-313-2400                              |
| [http://www.washco-md.net/public_works/eng_constr/index.shtm](http://www.washco-md.net/public_works/eng_constr/index.shtm) | Review and approves grading permits for compliance with current storm water management requirements, driveway entrances and utility installations on County roads, street acceptance and flood plain review.  
Note: All entrance permits require a performance bond or cash in lieu of bond prior to approval of the entrance permit.  
Contact department directly for current fee information |
| Wash. Co. Department of Planning & Zoning         |
| 80 W. Baltimore Street                           |
| Hagerstown, Maryland 21740                       |
| Phone: 240-313-2430                              |
| [http://www.washco-md.net/planning/plan.shtm](http://www.washco-md.net/planning/plan.shtm) | Responsible for establishing and implementing short and long term land use planning goals; maintenance of the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Forest Conservation Ordinance; contains GIS Mapping Support; administers several Federal, State, and local Land Preservation programs. |
| State Highway Administration                     |
| 18320 Col. Henry K. Douglas Drive                 |
| Hagerstown, MD 21740                             |
| Phone: 301-791-4790                              |
| [www.marylandroads.com/Home.aspx](http://www.marylandroads.com/Home.aspx) | Reviews residential driveway permits for access onto a State highway route. These applications are obtained directly from State Highway Administration.  
Contact department directly for current fee information |
| Washington County Soil Conservation District      |
| 1260 Maryland Avenue                             |
| Hagerstown, MD 21740                             |
| Phone: 301-797-6821 Ext. 3                       |
| [www.conservationplace.com/index.htm](http://www.conservationplace.com/index.htm) | Reviews parcels consisting of two acres or less for compliance with sediment and erosion control requirements  
Contact department directly for current fee information |
| Washington County Health Department               |
| 1302 Pennsylvania Avenue                         |
| Hagerstown, MD 21742                             |
| Phone: 240-313-3400                              |
| [www.washhealth.org](http://www.washhealth.org/) | Approves location of well and septic for properties without public sewer and water services and final approval for water samples required for issuance of the Use & Occupancy Certificate  
Contact department directly for current fee information |
| City of Hagerstown – Water Department             |
| 51 W. Memorial Boulevard                        |
| Hagerstown, MD 21740                             |
| Phone: 301-739-8577 Ext. 680                     |
| [www.hagerstownmd.org/Utilities/Water.html](http://www.hagerstownmd.org/Utilities/Water.html) | Confirms payment of fees for properties receiving water services located within their service area.  
Contact department directly for current fee information |
<table>
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<tr>
<td><strong>City of Hagerstown – Sewer Department</strong>&lt;br&gt;1 Clean Water Circle&lt;br&gt;Hagerstown, MD 21740&lt;br&gt;Phone: 301-790-8577 Ext. 650&lt;br&gt;www.hagerstownmd.org/Utilities/Wastewater.html</td>
<td>Confirms payment of fees for properties receiving sewer services within the City's service area. Must provide signed receipt for payment of connection fees. Contact department directly for current fee information</td>
</tr>
<tr>
<td><strong>Environmental Management–Dept. of Water Quality</strong>&lt;br&gt;16232 Elliott Parkway&lt;br&gt;Williamsport, MD 21795&lt;br&gt;Phone: 240-313-2600&lt;br&gt;www.washco-md.net/water_sewer/index.shtm</td>
<td>Confirms payment of fees for properties receiving sewer and/or water services with the County’s service area. Must provide signed receipt for payment of connection fees. Contact department directly for current fee information</td>
</tr>
<tr>
<td><strong>Allegheny Energy</strong>&lt;br&gt;10802 Bower Avenue&lt;br&gt;Williamsport, MD 21795&lt;br&gt;Phone: 1-800-255-3443&lt;br&gt;www.alleghenyenergy.com</td>
<td>Approves electrical service installations and clearances of electrical lines and service entrance for swimming pools. Contact department directly for current fee information</td>
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</tbody>
</table>
INSPECTION CODES

920 Anchors
910 Blocking
1624 Boiler Heater Equipment
1100 Bonding/Steel
605 Ceiling (Electrical)
1840 Chimney Relining
520 Crawl Space
1000 Thimble/Throat
410 Electrical Service
100 Entrance
830 Final Building
800 Final Electrical
820 Final Mechanical
810 Final Plumbing
815 Final Grinder Pump
300 Footer
500 Foundation
700 Framing/Raeton
701 Framing—Deck
880 Fuel Storage Tanks
890 Gas Fireplace
875 Gas Piping
710 Insulation
1607 Hydronic Connection
710 Insulation
607 Low Voltage—Rough
897 Low Voltage—Final
880 LP Gas Tank
900 Pier Footing
905 Piers
950 Placement
501 Pre-Pour—Concrete
1700 Progress Check

INSPECTION CODES CONT’D

530 Radon
900 Removal
600 Rough Electrical
1607 Rough Hydronic
620 Rough Mechanical
610 Rough Plumbing
615 Rough Grinder Pump
1621 Septic Line Connection
200 Setbacks
1600 Sewer Connection
1400 Site Work
515 Slab—Basement/Raeton
510 Slab — Garage/Structural
405 Storm Drains
420 Sub-Food
430 Temporary Electrical Service
390 Underground Elec Conduit
400 Underground Plumbing
1622 Water Conditioner
1610 Water Connection
1623 Water Heater
1620 Well Line Connection

FOR MORE INFORMATION CONTACT:
Dept. of Engineering & Construction
80 West Baltimore Street
Hagerstown, Maryland 21740-6003
Telephone: 240-313-2488
Fax: 240-313-2491

Washington County
Department of
Engineering
&
Construction

INTERACTIVE VOICE
RESPONSE (IVR) SYSTEM
USER’S GUIDE
240-313-2488

Call the automated IVR System for all of your Inspection transactions seven (7) days a week.

80 West Baltimore Street
Hagerstown, Maryland 21740-6003
http://www.washco-md.net

Revised 06/13/11
Dept. of Engineering & Construction's Interactive Voice Response (IVR) System

In an on-going commitment to improve customer service, the Dept. of Engineering & Construction has installed an Interactive Voice Response System for permits, 7 days a week, from 8:00 a.m. until 5:00 PM.

IVR System Permit Line
240-313-2488

Schedule Inspections
Cancel Inspections
Retrieve Inspections Results
Check Permit Status
Obtain Dept. Information

Before Calling You Will Need:
1. A touch tone phone
2. A Permit Number
3. An Inspection Code—Choose from the inspection codes listed outside this brochure

Choose From The Following Options:

Press [1] Schedule an inspection
Press [2] Cancel an inspection
Press [3] Obtain inspection results
Press [4] Check permit status
Press [5] Receive dept. information by fax
Press [6] Transfer to departmental staff

The IVR system prompts users through the entire process. You may perform multiple transactions during each call. At the end of the call you will be issued a confirmation number. We recommend that you keep a record of your confirmation numbers and associated transactions in case they are needed for future reference.

Schedule An Inspection

Press [1] If your permit begins with a number
Press [2] If your permit begins with SH
Press [3] If your permit begins with DR
Press [4] If your permit begins with BO
Press [5] If your permit begins with CL
Press [6] If your permit begins with BU
Press [7] If your permit begins with HK
Press [8] If your permit begins with WI
Press [9] If your permit begins with SR

1. Enter your permit number followed by the # sign.
The system will confirm this permit by speaking back the site address.
2. Enter the Inspection Code from the list on the inside of this brochure.
3. Enter the Inspection Date. The cut-off time is 12:00 am for an inspection the following day.

After you have scheduled the inspection, you will be able to:
- Leave a message for the inspector
- Get a Confirmation Number and hang up

Use this Confirmation Number when inquiring about this telephone request.
- Request another inspection, same permit
- Request another inspection, different permit
- Return to Main Menu

Cancel An Inspection

1. Enter the Permit Number followed by the # sign
2. Enter the Inspection Code from the list on the outside of this brochure.

After you have cancelled the inspection, you will be able to:
- Press [1] Hear confirmation # & hang up
- Press [2] Cancel inspection on same permit
- Press [3] Cancel inspection on different permit

Obtain Inspection Results

1. Enter the Permit Number.
The system will confirm this permit by speaking back the site address.
2. Enter the Inspection Code from the list on the outside of this brochure.

After you have listened to the inspection results, you will be able to:
- Retrieve Inspector Message
- Hear confirmation # and hang up
- Listen to more results, same permit
- Listen to more results, different permit
- Return to Main Menu

Check Permit Status

1. Enter Permit Number.
2. Press [1] to have the permit status and list of outstanding agencies faxed to you, or Press [2] to have the permit status and list of outstanding agencies spoken to you. You will be asked to enter your fax number if the information is being faxed to you.

Transfer To Staff

You can press [9] at any menu to transfer to a live departmental staff member.

Departmental Information By Fax

The following information can be received from our Dynamic Information System by fax:

Press [1] Directions to our offices
Press [3] Information regarding the permit process and list of our current fee schedule
Press [9] Back up