

HOMEOWNER'S PROCEDURES FOR FILING
A 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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SUBDIVISION INFORMATION

A subdivision is defined as the division of a lot, tract, or parcel of land into two or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale or of building development.

If a lot is being subdivided from a larger parcel for the purpose of sale or development, the following process shall be followed before submitting for a building permit:

- Contact the Washington County Division of Plan Review & Permitting (The “Division”) regarding requirements of the adopted Subdivision Ordinance for the submittal of a subdivision plat. The subdivision plat must be approved by the Washington County Planning Commission and recorded in the Washington County Land Records (Clerk of Circuit Court) prior to making application for a building permit. The absence of such approval will delay the approval of all permits and/or could cause undue financial hardships.
- If a dwelling is proposed on a parcel that is not served by a public sewerage and water system, contact the Washington County Health Department (Environmental Health) for assistance in conducting a soil percolation test and determining a proper well location. Application for a percolation test shall be made at the Health Department. The percolation test determines if the lot’s soil is suitable to absorb the liquid which will flow from the septic tank. The well will be located so that the water will not be contaminated by the septic on the parcel being developed as well as by the septic areas from surrounding parcels.
- If public sewer and/or water are available from either Washington County Department of Environmental Management – Water Quality, the City of Hagerstown Water Department and/or Water Pollution Control, the appropriate agency should be contacted for connection information.

Building permits may be filed if construction is proposed in an approved subdivision (plat has been recorded in Land Records) or a “lot of record”.

PERMIT REQUIREMENT

A permit is required 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 Residential Code (IRC). See **Appendix 1 – Building Permit Application** and **Appendix 2 - Current Building Codes**. Please visit the departmental website at www.washco-md.net/permits/permits.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, 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 may 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 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

PLOT PLAN Each application shall include a plot plan (except for interior renovations) of the entire parcel, drawn to scale, showing the following: **See Appendix 5 - Sample Plot Plan**

- Location of the proposed structure with accurate measurements from the proposed structure to each property line
- Location of any existing structures
- Location of the existing/proposed entrance
- Location of existing/proposed well and septic area
- Limits of ground disturbance and soil stockpile area

If property is part of an approved subdivision, the above information should be drawn on a copy of the platted lot at the scale indicated on the plat.

BUILDING PLANS In addition to the plot plan, two (2) complete sets of detailed construction plans, **See Appendix 6 – Sample Dwelling Construction Drawings**, drawn to scale, shall also be submitted to include:

- Footing and foundation plan
- Floor plan for each level with all rooms labeled with the proposed use
- Cross section drawn at 1/4 scale
- Wall section drawn at 3/4 scale

- Front, rear and both side elevations
- Square footage totals of both finished and unfinished areas
- Complete Mechanical Manual “J” and Manual “D”
- Manufacturer installation instructions if dwelling is manufactured (mobile home)
- Modular Dwelling: Seal indicating plans are Maryland State approved. Applications for a modular dwelling shall also include installation details for the residential fire sprinkler system as required by the State of Maryland.
- Proof of paid water/sewer tap fees from Dept. of Water Quality and/or City of Hagerstown
- Homeowner’s Affirmation – if owner is acting as general contractor. Must own the property, will reside in the dwelling and be the general contractor during construction. **See Appendix 7 - Affirmation of Landowner**
- Maryland Home Builder’s License if dwelling is to be constructed/installed by a contractor
- Townhouse construction drawings are required to be sealed and signed by a Maryland registered design professional
- Maryland Home Improvement License is required of contractor for construction of anything other than a new dwelling i.e. addition, swimming pool, deck, shed, etc.
- Plumbing permit from a master plumber (For mobile homes and modular dwellings)

See Appendix 8 Residential Checklist for permit information required for permit applications such as additions, garages and sheds, decks, swimming pools and finishing of basement or remodeling, as well as wall sections that can be completed to assist in building plans submittals.

A building permit application may not be accepted without the scaled plot plan and/or incomplete construction drawings.

FEES

Fees are based on the current adopted fee schedule (**See Appendix 10**). 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. (**See Appendix 9 – Reviewing Agencies and Contact Information**) 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 www.washco-md.net/permits/permits.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 9 - 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 any), 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 11 – 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 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.



APPENDIX 1 – BUILDING PERMIT APPLICATION

BUILDING PERMIT APPLICATION

Washington County Division of Plan Review & Permitting
80 West Baltimore Street, Hagerstown, Maryland 21740 - 240-313-2460

JOB LOCATION				SUBDIVISION NAME		LOT NO.	
TYPE OF IMPROVEMENT (DWELLING, DETACHED GARAGE, DECK, FINISH BASEMENT, REMODEL, ETC.)						LOT SIZE - ACERAGE	
PROPERTY OWNER(S)						TELEPHONE	
PROPERTY OWNER(S) ADDRESS				CITY		STATE	
PROPERTY OWNER(S) ADDRESS				CITY		STATE	
APPLICANT/OWNER REPRESENTATIVE						TELEPHONE	
APPLICANT/OWNER REPRESENTATIVE ADDRESS				CITY		STATE	
APPLICANT/OWNER REPRESENTATIVE ADDRESS				CITY		STATE	
CONTRACTOR'S NAME						TELEPHONE	
CONTRACTOR'S ADDRESS				CITY		STATE	
CONTRACTOR'S ADDRESS				CITY		STATE	
CONTRACTOR'S MARYLAND STATE HOME BUILDER'S LICENSE NO.				CONTRACTOR'S HOME IMPROVEMENT LICENSE NO.			
HB-				MHIC-			
TOTAL FINISHED SQUARE FOOTAGE (ALL HABITABLE SPACE*)				TOTAL UNFINISHED SQUARE FOOTAGE (BASEMENT, PORCH/DECK, GARAGE, ETC.)			
(*AREA FOR LIVING, EATING, SLEEPING, COOKING)							
DETAILED DESCRIPTION OF CONSTRUCTION							
<p>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</p>							
HOUSE/ADDITION SIZE:		GARAGE/SHED/CARPORT SIZE		TOTAL BEDROOMS:		Public <input type="checkbox"/> Water <input type="checkbox"/> Sewer	
EXTERIOR FINISH TYPE		PORCH/DECK SIZE		BATHROOMS		Private <input type="checkbox"/> Septic <input type="checkbox"/> Well	
				FULL HALF		AIR COND Y N	
						ELEC GAS: NATURAL PROPANE	
ROOF TYPE:		CRAWL SPACE: YES NO SLAB ON GRADE: YES NO				AREA ABOVE GARAGE? YES NO	
TRUSS		BASEMENT: YES NO				IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)	
RAFTER		IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)				SQUARE FOOTAGE: _____ SQ. FT.	
		IF UNFINISHED WILL THERE BE A ROUGH-IN BATH? YES NO				OCCUPIED AS: OFFICE BEDROOM STORAGE	
		EXIT FROM BASEMENT: WALK-OUT BILCO WINDOW WELL				OTHER: _____	

APPENDIX 2 – CURRENT BUILDING CODES

Building

International Residential Code w/ local amendments
Maryland Rehabilitation Code (International Existing Building Code)

Plumbing

International Plumbing Code w/ local amendments

Electrical

National Electrical Code w/ local amendments
International Electrical Code – Administration Provisions

Mechanical

International Residential Code w/ local amendments

Gas

International Fuel Gas Code

Energy

Energy Conservation Code

Please visit the departmental 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.



APPENDIX 3 – OWNER’S REPRESENTATIVE AFFIDAVIT
Washington County

Division of Plan Review & Permitting

Owner’s Representative Affidavit

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

*If the scope of work is for a mobile home replacement, the following information must be provided: The mobile home is replacing a ____ x ____ mobile home which was removed on _____.
(date)

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)

APPENDIX 4 – INCORPORATED TOWNS' CONTACT INFORMATION

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

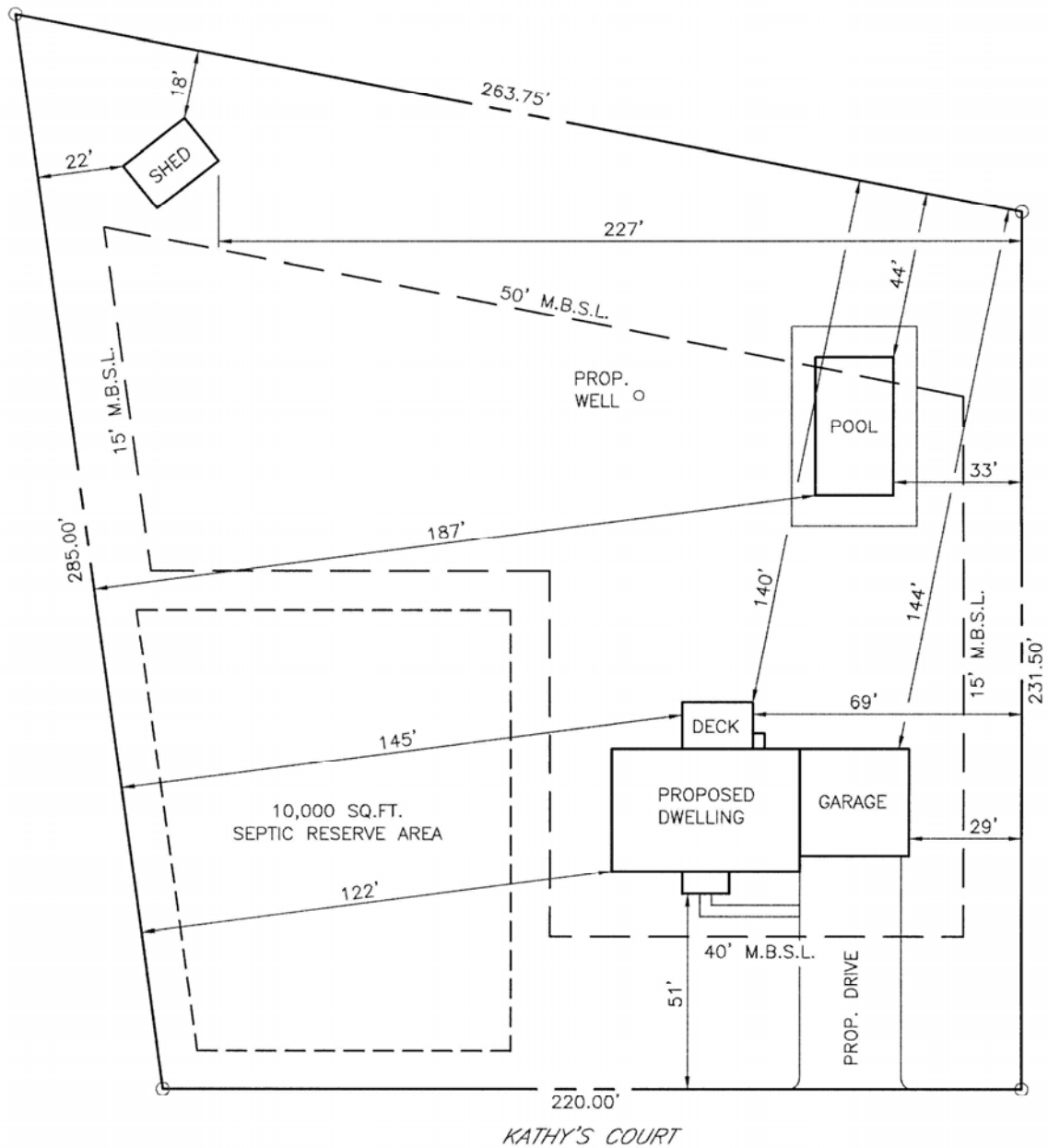
E-mail: townofsharpsburg@comcast.net

Town of Williamsport

2 North Conococheague Street
Williamsport, MD 21795
Phone: 301-223-7711

E-mail: www.williamsportmd.gov

APPENDIX 5 – SAMPLE PLOT PLAN



SAMPLE PLOT PLAN

SCALE: 1" = 40'

NOTE: PLOT PLAN MUST BE TO SCALE

SINGLE FAMILY DWELLING

ZONING – AGRICULTURAL (RURAL)

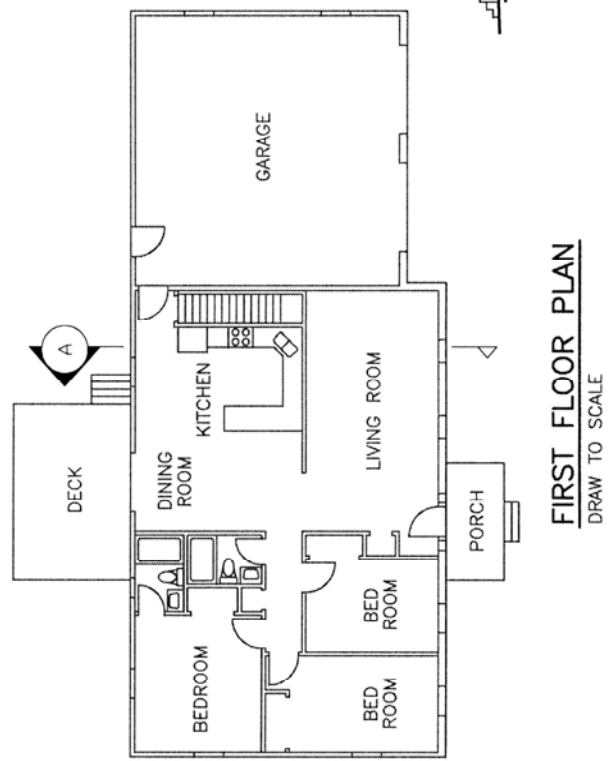
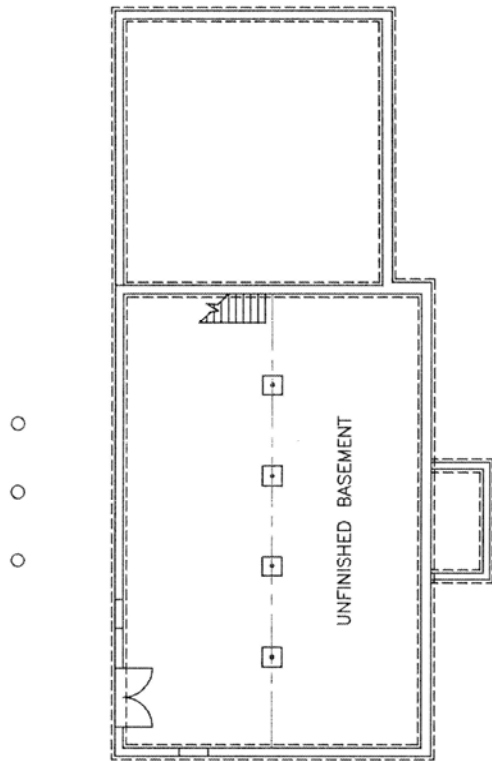
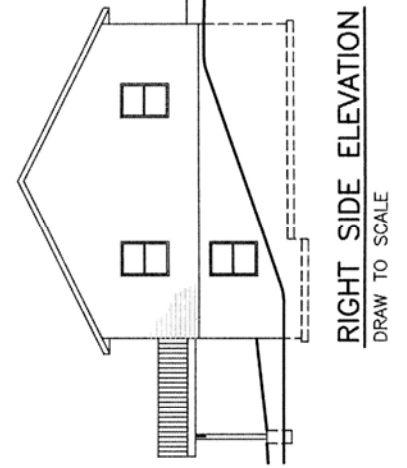
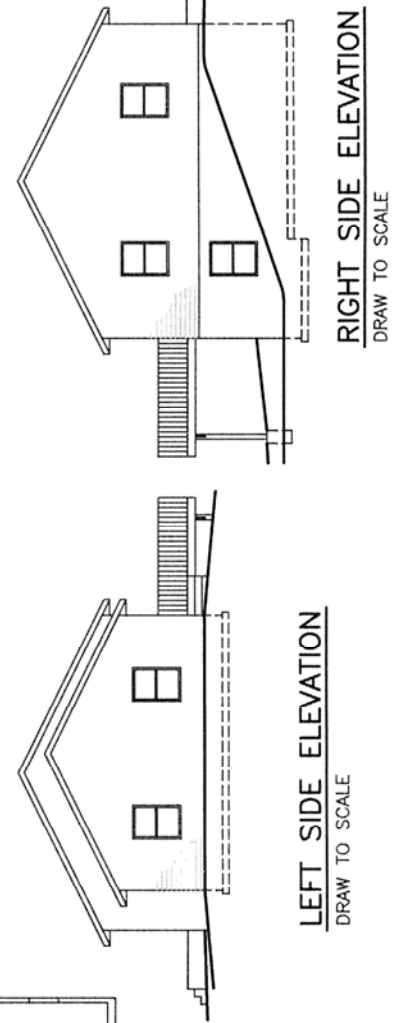
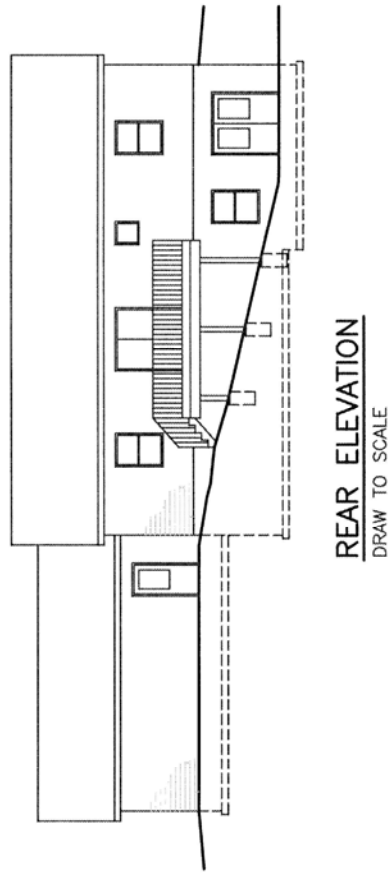
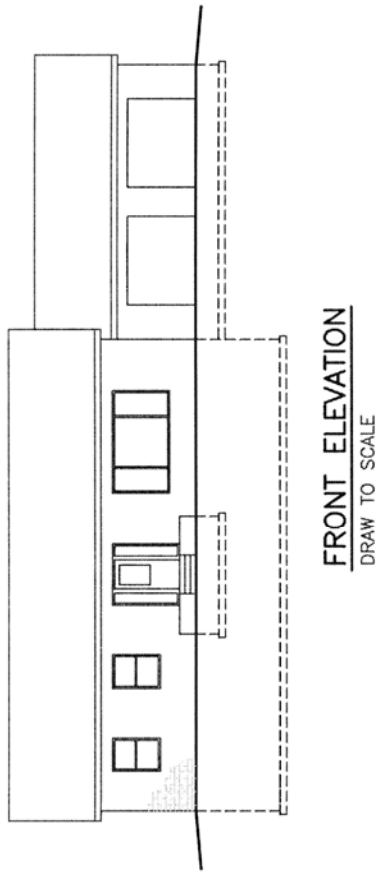
FRONT SETBACK – 40'

REAR SETBACK – 50' (15' FOR AN ACCESSORY STRUCTURE)

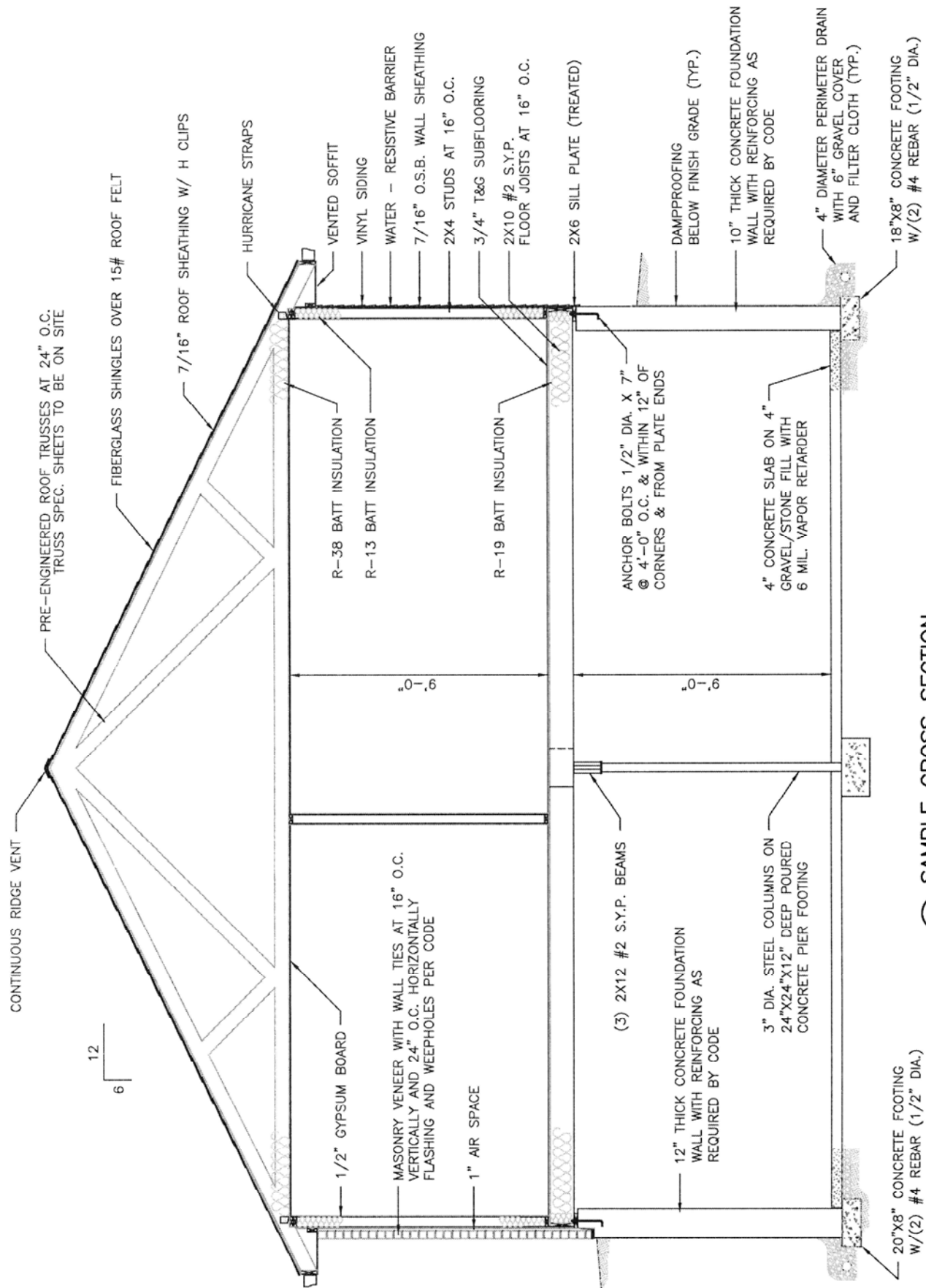
SIDE SETBACK – 15'

M.B.S.L. – MINIMUM BUILDING SETBACK LINE

APPENDIX 6 – SAMPLE DWELLING CONSTRUCTION DRAWINGS



APPENDIX 6 – SAMPLE DWELLING CONSTRUCTION DRAWINGS



A SAMPLE CROSS SECTION
DRAW TO SCALE

Appendix 7 – Affirmation of Land Owner

AFFIRMATION OF LANDOWNER

NAME OF LANDOWNER: _____ **PERMIT #** _____

**ADDRESS OF PROPERTY
COVERED BY PERMIT:** _____

The Maryland Home Builder Registration Act, effective January 1, 2001, prohibits the issuance of building permits unless the home builder is registered with the State and the builder's registration number is included on the building permit. The purpose of this Act is to protect customers when they are purchasing new homes. A builder can lose its registration if it violates the Act.

The Act permits a landowner to obtain a building permit for construction to be performed directly by the landowner solely for the landowner's own use. In order to obtain a permit that does not contain the registration number of a builder, the landowner has to affirm as follows:

1. I understand that the Maryland Home Builder Registration Act was passed to provide landowners like me with certain protections and that I could lose the benefits of those protections if I ever entered into a contract with an unregistered builder.
2. I understand that builders of new homes in the State of Maryland must be registered with the Home Builder Registration Unit of the Consumer Protection Division of the Office of the Attorney General.
3. I have title to property located in the State of Maryland and am seeking a building permit for that land.
4. I am requesting this building permit for construction to be performed directly by me on my own land, solely for my own use.
5. I have not entered into a contract with any person or company to erect or otherwise construct the new home covered by this permit, including a contract for somebody to manage, oversee, or supervise in any way the construction of the home. I will not enter into such a contract without first notifying (the building permit office) of the name of the person or company so that its builder registration status can be determined and, if registered, the builder's name and registration number can be added to the building permit. I understand that a builder cannot perform any work on the new home until this information has been added to the permit.
6. I understand that I may be deemed to have violated the Home Builder Registration Act if I enter into any contract for the sale of the new home covered by this permit under circumstances indicating that it was never my intention to use the completed home as my own.

Appendix 7 – Affirmation of Land Owner

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7. To the extent known, the name of the primary subcontractors who will be working on my home and the areas in which they will be providing improvement, i.e. plumbing, electrical, roofing, etc. are as follows:

Contractor/Company

Improvement

General Contractor:

_____	_____
_____	_____

Electrical Contractor(s):

_____	_____
_____	_____
_____	_____

Plumbing Contractor(s):

_____	_____
_____	_____
_____	_____

Mechanical Contractor(s):

_____	_____
_____	_____
_____	_____

I, _____, of _____
(Landowner's name – print) (Address)

hereby certify under personal knowledge and under penalty of perjury, that these affirmations are complete, accurate, and true.

Name

Date

APPENDIX 8 – RESIDENTIAL CHECKLIST

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 Division of Plan Review and Permitting, 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”. (If the Manual “J” or Manual “D” is changed during the construction process, an additional review will be needed and a \$50 revision fee may be charged.)
- _____ Manufacturer Installation Instructions (For manufactured (mobile home) only)
- _____ Seal indicating plans are Maryland State approved (Modular dwellings only)
- _____ Modular dwelling applications shall also include installation details for the residential fire sprinkler system as required by the State of Maryland.

_____ **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)**

_____ **Townhouse drawings shall be designed by a Maryland registered architect and are required to be sealed and signed.**

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)

APPENDIX 9 – REVIEWING AGENCIES AND CONTACT INFORMATION

Reviewing Agency	Review Considerations
<p>Wash. Co. Division of Plan Review & Permitting Permitting Plan Review 80 W. Baltimore Street Hagerstown, MD 21740 Phone: 240-313-2460 http://www.washco-md.net/permits/permits1.shtm</p>	<p>Building Code: Compliance with all current building codes for health, safety and general welfare Zoning Ordinance: Compliance for conforming uses, property size and setbacks</p>
<p>Board of Zoning Appeals 80 W. Baltimore Street Hagerstown, MD 21740 Phone: 240-313-2460 www.washco-md.net/permits/zoning.shtm</p>	<p>Approves or denies requests for non-conforming uses, special exceptions and variances</p>
<p>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</p>	<p>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</p>
<p>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</p>	<p>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</p>
<p>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</p>	<p>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.</p>
<p>State Highway Administration 18320 Col. Henry K. Douglas Drive Hagerstown, MD 21740 Phone: 301-791-4790 www.marylandroads.com/Home.aspx</p>	<p>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</p>
<p>Wash. Co. Soil Conservation District 1260 Maryland Avenue Hagerstown, MD 21740 Phone: 301-797-6821 Ext. 3 www.conservationplace.com/index.htm</p>	<p>Reviews parcels consisting of two acres or less for compliance with sediment and erosion control requirements Contact department directly for current fee information</p>
<p>Washington County Health Department 1302 Pennsylvania Avenue Hagerstown, MD 21742 Phone: 240-313-3400 www.washhealth.org/</p>	<p>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</p>
<p>City of Hagerstown – Water Department 51 W. Memorial Boulevard Hagerstown, MD 21740 Phone: 301-739-8577 Ext. 680 www.hagerstownmd.org/Utilities/Water.html</p>	<p>Confirms payment of fees for properties receiving water services located within their service area. Contact department directly for current fee information</p>

APPENDIX 9

Reviewing Agency

Review Considerations

City of Hagerstown – Sewer Department 1 Clean Water Circle Hagerstown, MD 21740 Phone: 301-790-8577 Ext. 650 www.hagerstownmd.org/Utilities/Wastewater.html	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
Environmental Management–Dept. of Water Quality 16232 Elliott Parkway Williamsport, MD 21795 Phone: 240-313-2600 www.washco-md.net/water_sewer/index.shtm	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
Allegheny Energy 10802 Bower Avenue Williamsport, MD 21795 Phone: 1-800-255-3443 www.alleghenyenergy.com	Approves electrical service installations and clearances of electrical lines and service entrance for swimming pools Contact department directly for current fee information

APPENDIX 10 – RESIDENTIAL BUILDING FEE SCHEDULE

WASHINGTON COUNTY DIVISION OF PLAN REVIEW AND PERMITTING BUILDING FEE SCHEDULE <i>Effective July 1, 2006 - Revised July 1, 2010)</i>		<i>Page 1 of 2</i>
NOTE: Building permit fees shall be based on the square footage area of proposed structure(s) and shall include an application fee and technology fee unless otherwise noted.		
\$500.00 Minimum Payment Due At Time of Submittal Permit Fees Less Than \$500.00 To Be Paid In Full All Fees Are Non-Refundable		
NOTE: All measurements shall be computed using gross exterior building dimensions.		
RESIDENTIAL		
* \$65.00 Application Fee and \$15.00 Technology Fee		
Mobile Home (Manufactured Housing)	\$65 plus \$.10/sf.	
New Dwelling Units - Single Family/ Multi-Family/ Apartment(s)	*(\$80) plus \$.10 square foot for finished and unfinished area	
Garages, carports, sheds, porches, decks, chimney and other accessory structures	*(\$80) plus \$.10/sf.	
Interior/exterior alterations, repairs and remodeling	*(\$80) plus \$.10/sf.	
Swimming Pools	*(\$80) plus - \$75 Above Ground - \$125 In-ground	
RESIDENTIAL - NO APPLICATION OR TECHNOLOGY FEE REQUIRED		
Demolition	\$50	
Fences Higher than 6 ft.	No Fees Required (Until June 30, 2012)	
Retaining/Masonry Walls	\$50	
Zoning Certification - Home Occupation Resident Business	\$65	
Solar Panel/Wind Turbines	\$50	
Storage Shed under 400 sq. ft. (where no foundation construction is required)	No Fees Required (Until June 30, 2012)	
A non-bearing partitioning wall constructed to divide an existing space	No Fees Required (Until June 30, 2012)	
Demolition	\$50	
Zoning Certification: Change of Ownership Only (No interior alterations needed)	\$165	
Solar Panels/Wind Turbines	\$100	
Early Start – Commercial Projects Only	\$75	
Pre-Permit Commercial Plan Review	\$200	

APPENDIX 10

WASHINGTON COUNTY DIVISION OF PLAN REVIEW FEE SCHEDULE <i>(Page 2 of 2)</i>	
Temporary Occupancy	\$75
Zoning Confirmation Letter	\$100
EXCISE TAX	
In accordance with Section 2-701 of the Code of the Public Local Laws of Washington County, as amended from time to time, there is a building excise tax on building construction in Washington County. See the Building Excise Tax Ordinance for applicability.	
MISCELLANEOUS	
Archive/Records Research	\$100
Appeal to the Building Code Appeals Board	\$250
Permit Extension	\$25 each
Expedited Certificate of Occupancy	\$75
Replacement Placard	\$25
Plan Revisions	\$100.00

APPENDIX 11 – INTERACTIVE VOICE RESPONSE (IVR) SYSTEM BROCHURE



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>

INSPECTION CODES CONT'D

530 Radon
960 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/Radon
510 Slab — Garage/Structural
405 Storm Drains
420 Sub-Feed
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: 240-313-2400
Fax: 240-313-2401

Business Hours: 7:30 a.m.—4:30 p.m.
Monday through Friday

Revised 06/13/11

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/Radon
701 Framing—Deck
880 Fuel Storage Tanks
890 Gas Fireplace
875 Gas Piping
710 Insulation
1607 Hydronic Connection
710 Insulation
607 Low Voltage—Rough
807 Low Voltage—Final
880 LP Gas Tank
900 Pier Footing
905 Piers
950 Placement
501 Pre-Pour—Concrete
1700 Progress Check

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 inspections, 7 days a week, from 6:00 a.m. until 11:00 p.m.

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 [0] Transfer to departmental staff
Press [#] Hang up

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 confirmations 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 FU
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 inside 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
Press [4] Return to Main Menu

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 [0] 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 [2] Inspection Requirement & codes
Press [3] Information regarding the permit process and list of our current fee schedule
Press [4] Interactive Voice Response System User's Guide
Press [#] Back up

APPENDIX 12 – DECK PLANS AND WALL SECTION DETAILS

**WASHINGTON COUNTY DIVISION OF
PLAN REVIEW & PERMITTING**

LEDGER BOARD SHALL BE AT LEAST THE DEPTH OF THE FLOOR JOIST AND SHALL BE ATTACHED TO THE HOUSE WITH _____ AT _____ SPACING.

GUARDRAILS SEE ATTACHED DECK GUIDE

DECKING IS _____ BOARDS.

DO NOT NOTCH POST

CLEAR SPAN OF JOIST IS _____

FLOOR JOIST ARE 2" x _____ AT _____ ON CENTER

BEAM IS (2) _____ BOLTED TO POST WITH _____

SUPPORT POST ARE _____ P.T. SPACED AT _____ ON CENTER

OVERHANG NOT TO EXCEED 3 TIMES THE FLOOR JOIST DEPTH.

HEIGHT ABOVE GRADE _____

30" MINIMUM

PIER FOOTINGS SEE ATTACHED DECK GUIDE

DIMENSIONS OF DECK

SHOW POSITION OF POSTS
AND STAIR LOCATION

EXISTING HOUSE

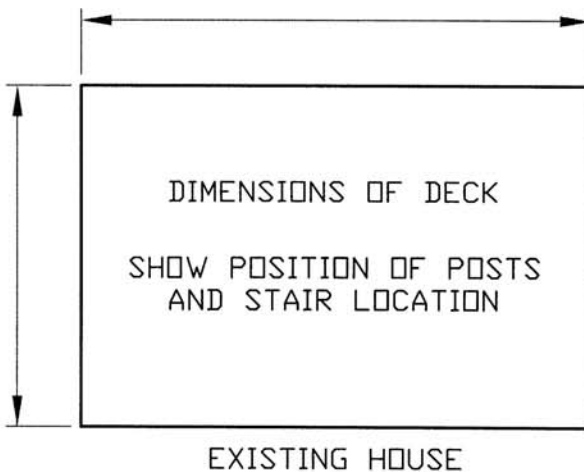
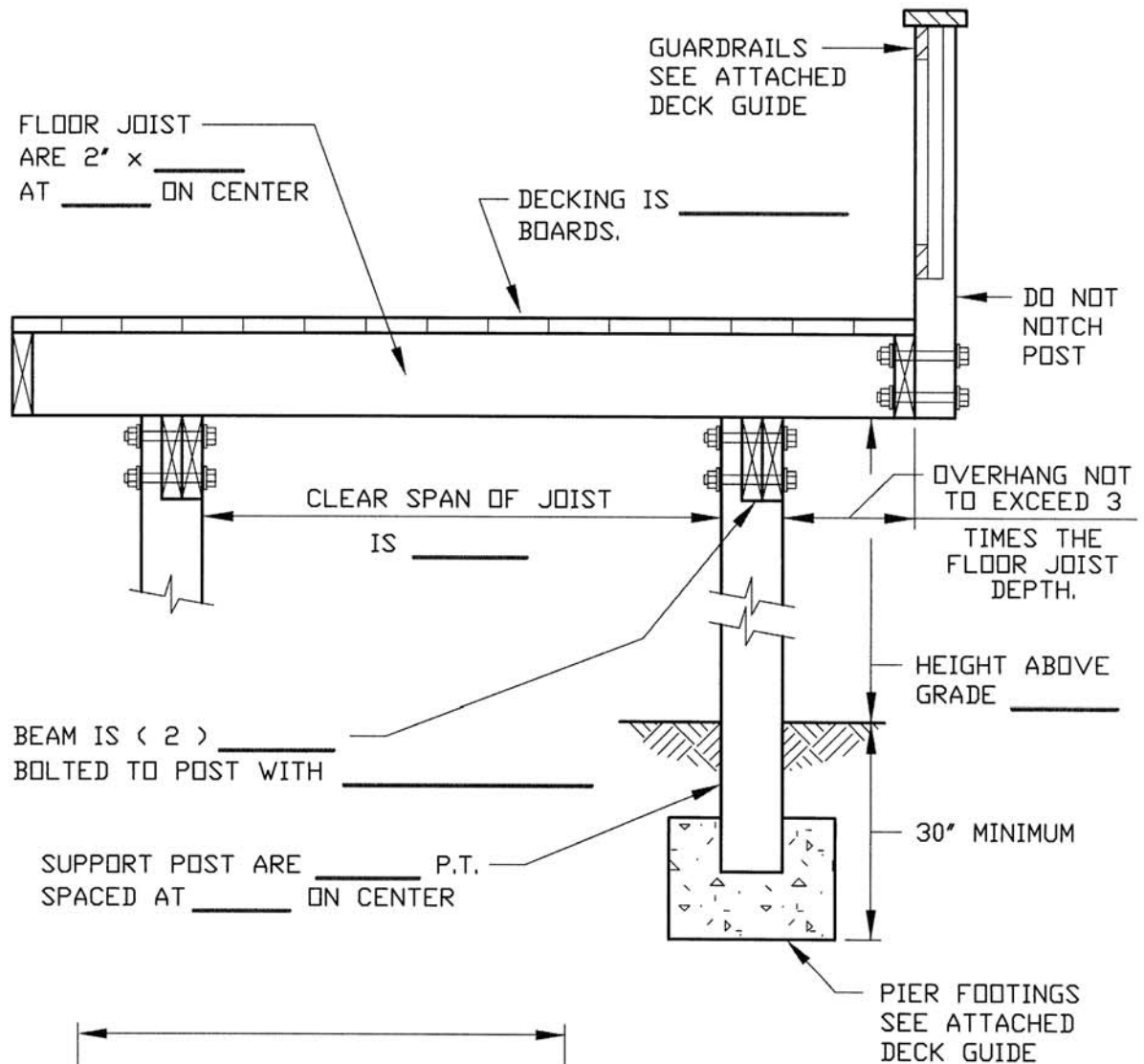
RESIDENTIAL DECK PLAN

* ONLY FOR USE WITH SIMPLE
SQUARE OR RECTANGLE DECKS.

NOTE: SEE ATTACHED DECK
GUIDE FOR CONSTRUCTION
REQUIREMENTS.

REV: 4/01/11

WASHINGTON COUNTY DIVISION OF
PLAN REVIEW & PERMITTING



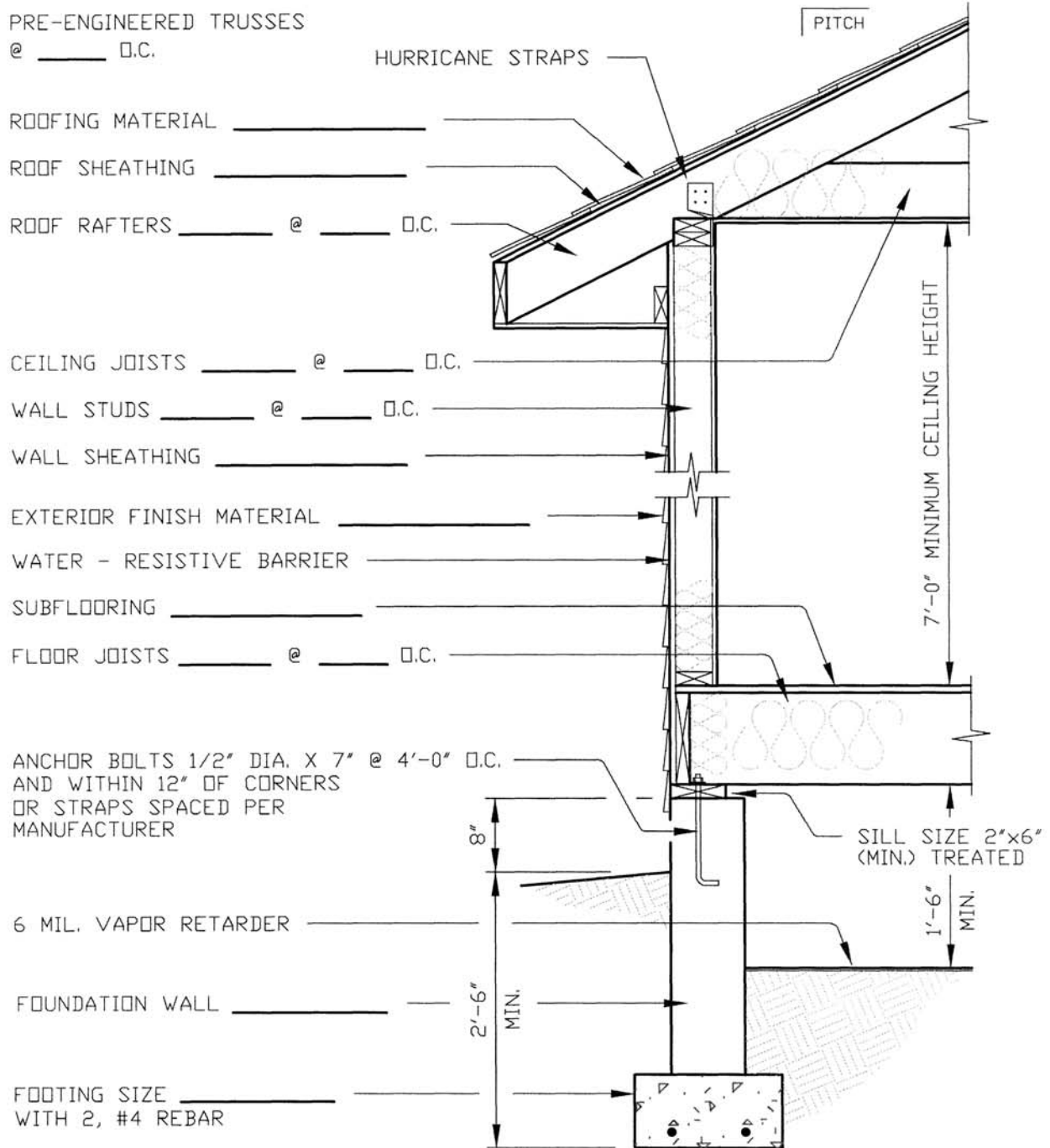
RESIDENTIAL
SELF SUPPORTING
DECK PLAN

* ONLY FOR USE WITH SIMPLE
SQUARE OR RECTANGLE DECKS.

NOTE: SEE ATTACHED DECK
GUIDE FOR CONSTRUCTION
REQUIREMENTS.

REV: 4/01/11

WASHINGTON COUNTY DIVISION OF
PLAN REVIEW & PERMITTING

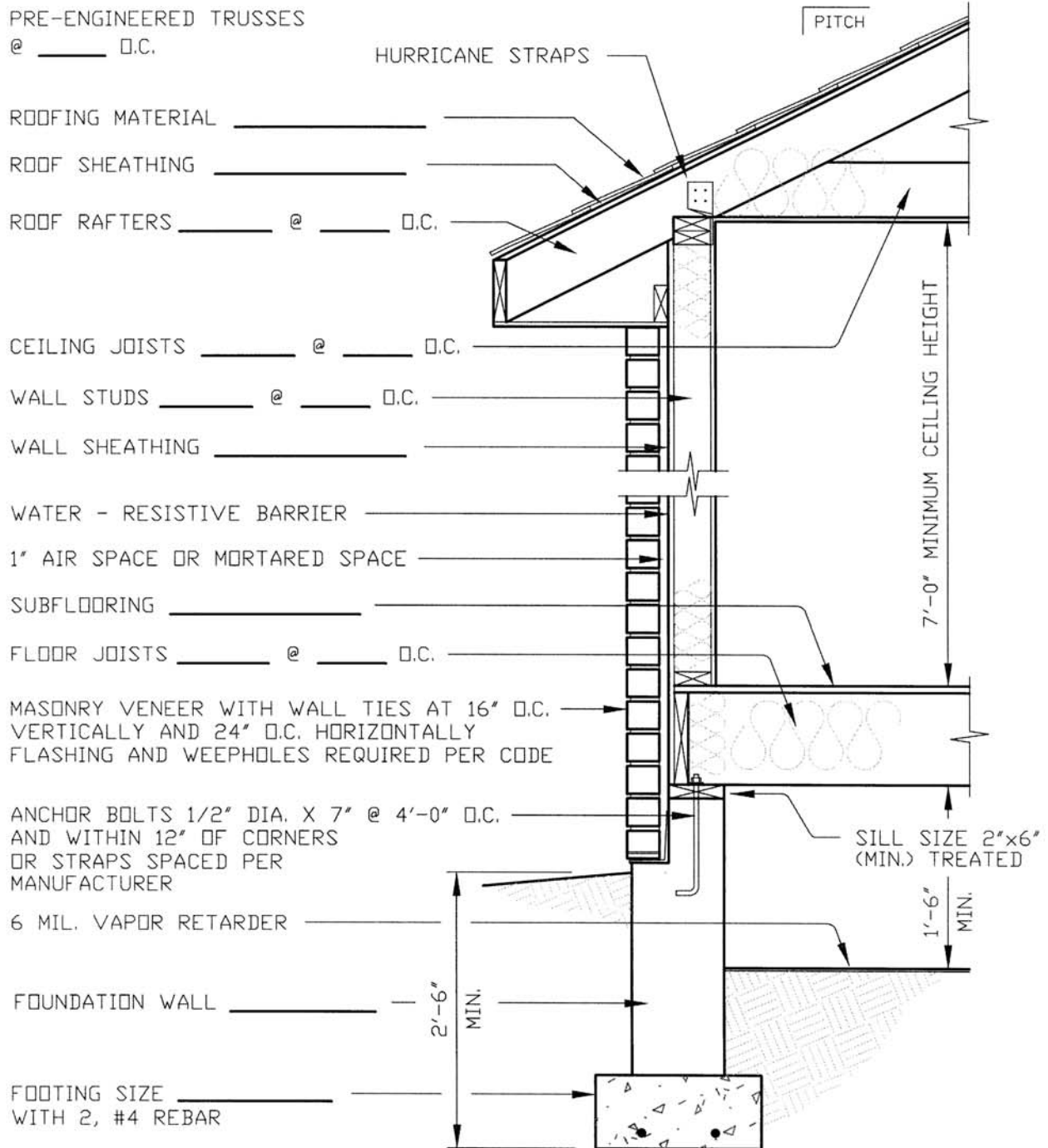


WALL SECTION - VINYL SIDING
FRAME CONSTRUCTION ON CRAWL SPACE

* FOR ADDITIONS ONLY

REV: 4/01/11

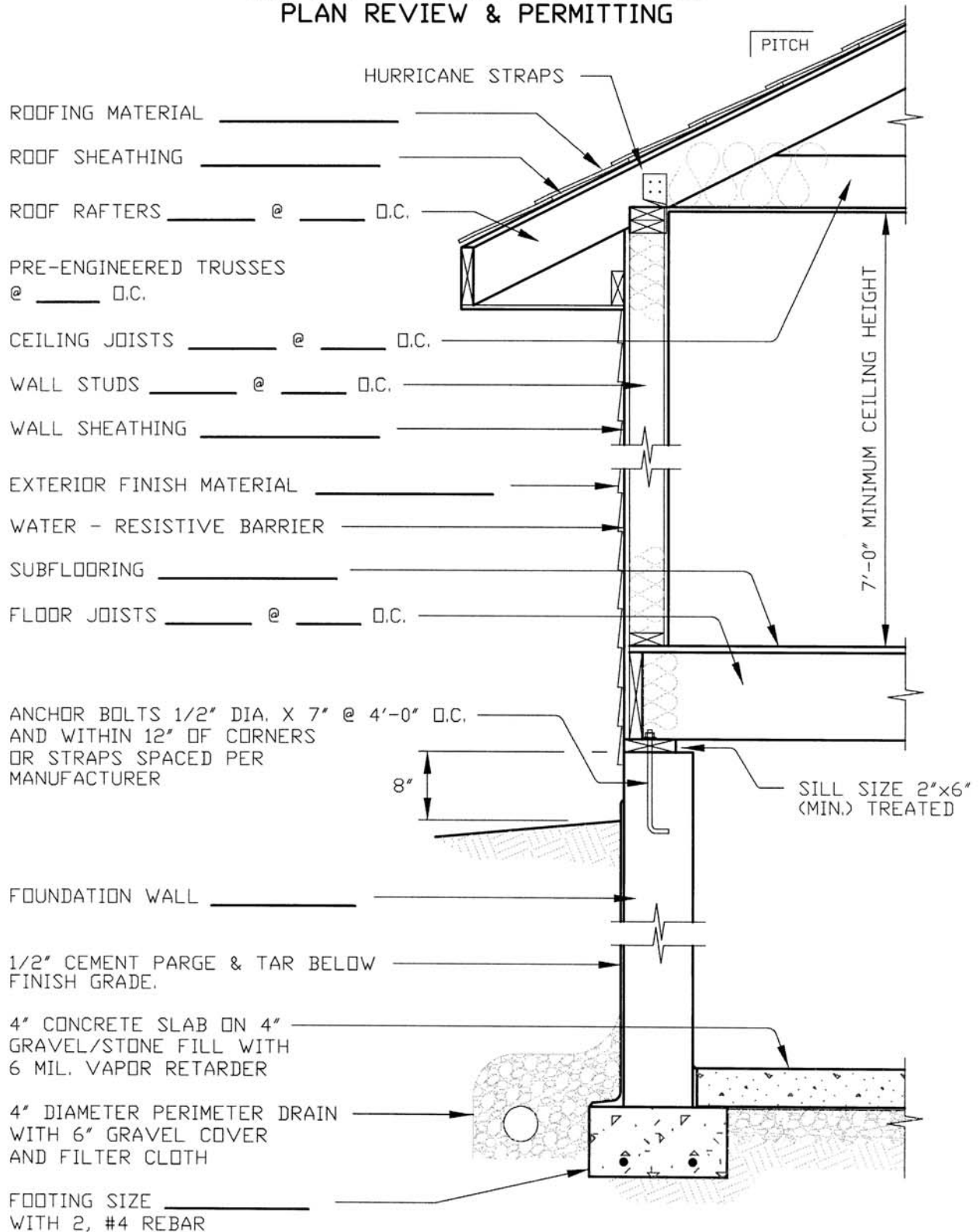
WASHINGTON COUNTY DIVISION OF PLAN REVIEW & PERMITTING



**WALL SECTION - MASONRY VENEER
FRAME CONSTRUCTION ON CRAWL SPACE**
* FOR ADDITIONS ONLY

REV: 4/01/11

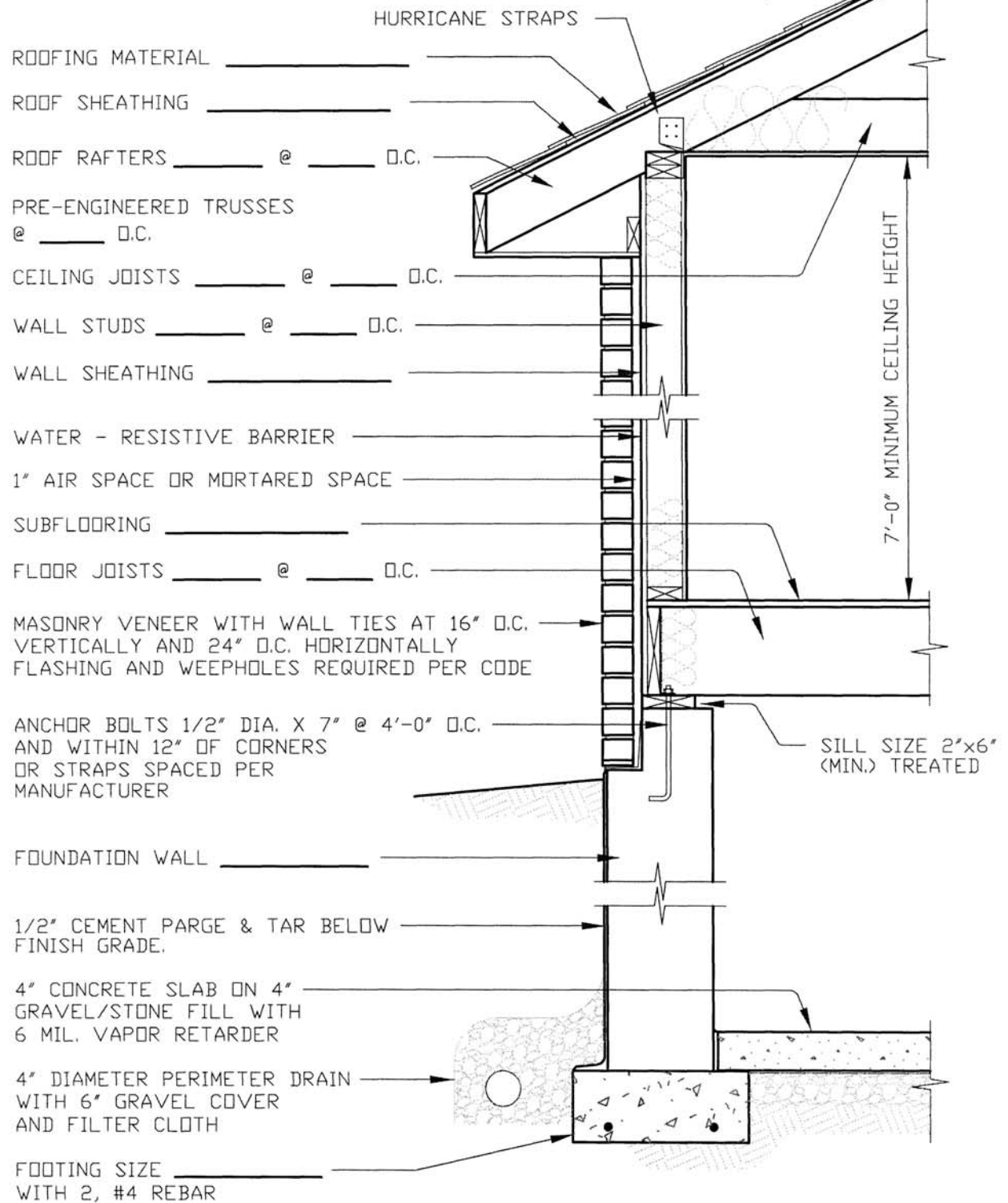
WASHINGTON COUNTY DIVISION OF PLAN REVIEW & PERMITTING



**WALL SECTION - VINYL SIDING
FRAME CONSTRUCTION ON FULL BASEMENT**
* FOR ADDITIONS ONLY

REV: 4/01/11

WASHINGTON COUNTY DIVISION OF PLAN REVIEW & PERMITTING

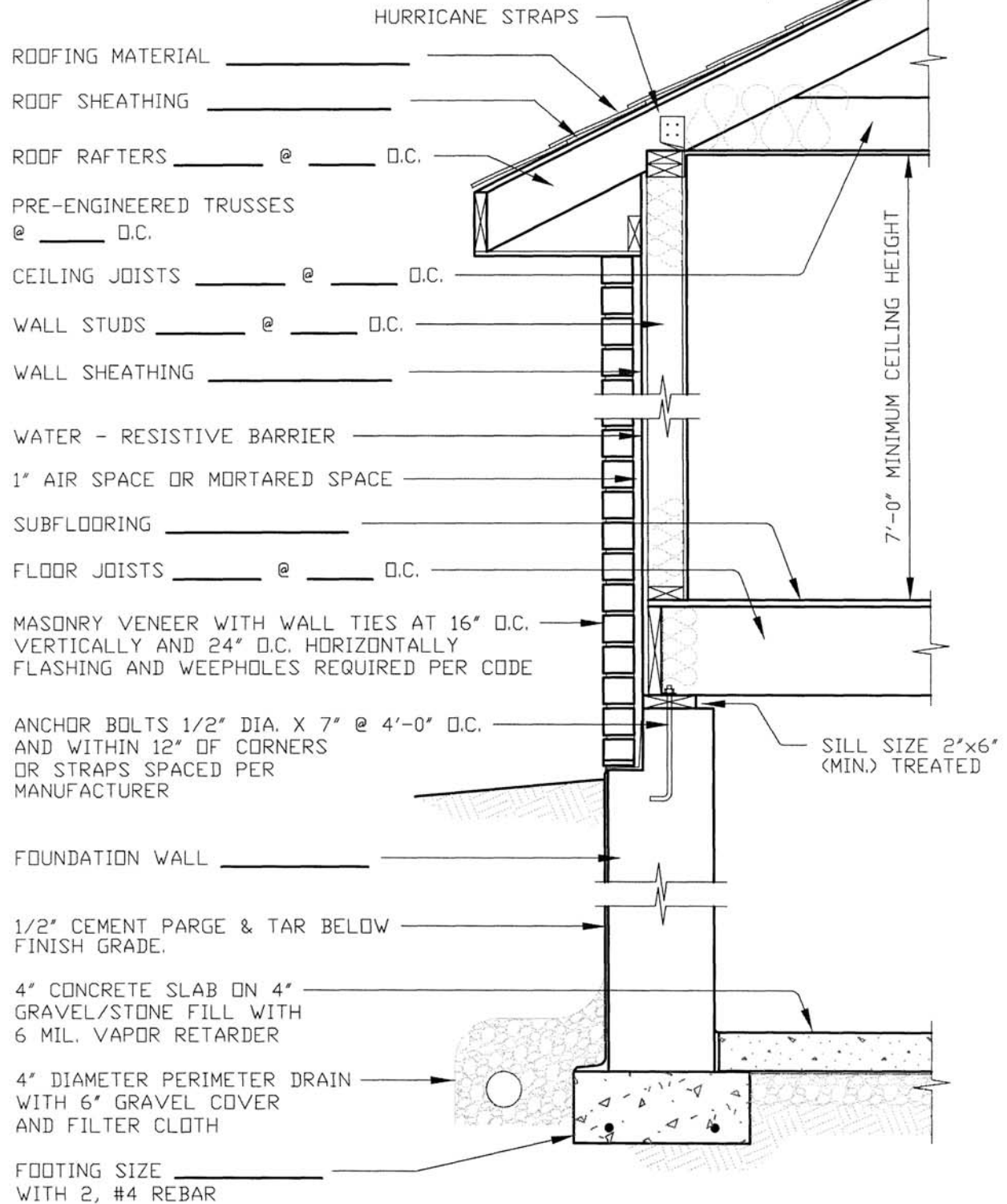


WALL SECTION - MASONRY VENEER FRAME CONSTRUCTION ON FULL BASEMENT

* FOR ADDITIONS ONLY

REV: 4/01/11

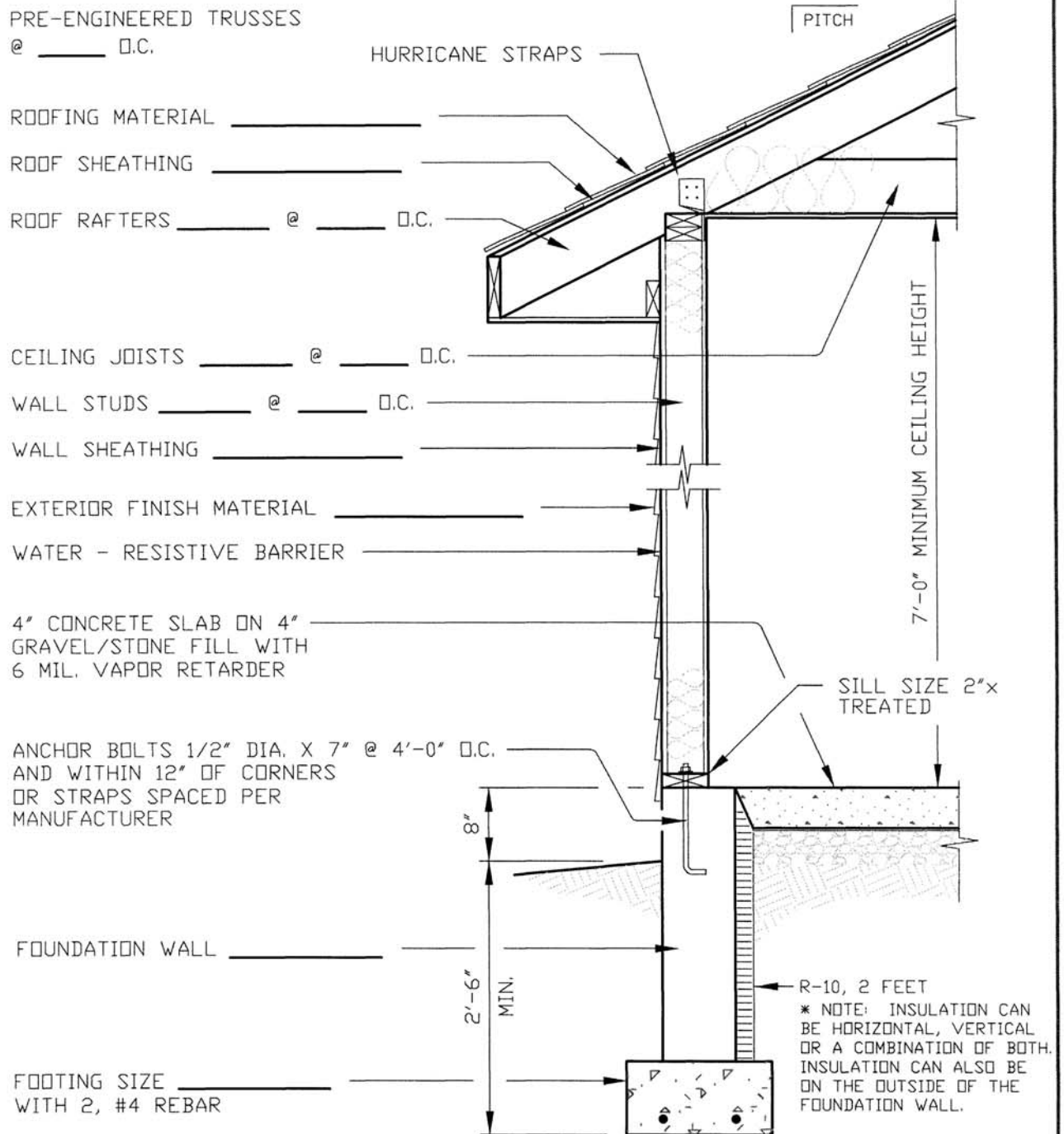
WASHINGTON COUNTY DIVISION OF PLAN REVIEW & PERMITTING



**WALL SECTION - MASONRY VENEER
FRAME CONSTRUCTION ON FULL BASEMENT**
* FOR ADDITIONS ONLY

REV: 4/01/11

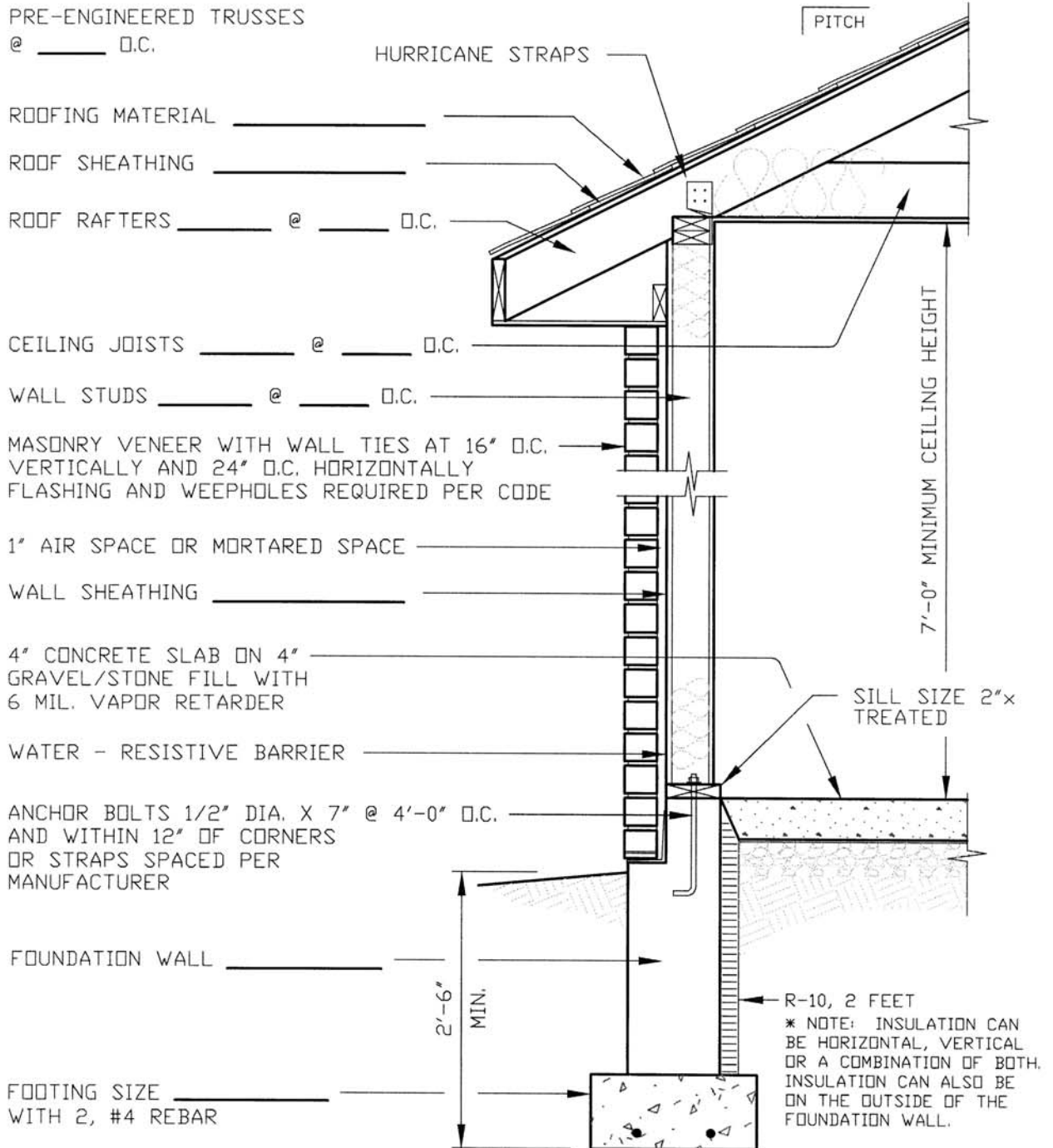
WASHINGTON COUNTY DIVISION OF PLAN REVIEW & PERMITTING



**WALL SECTION - VINYL SIDING
FRAME CONSTRUCTION ON CONCRETE SLAB**
* FOR ADDITIONS ONLY

REV: 4/01/11

WASHINGTON COUNTY DIVISION OF PLAN REVIEW & PERMITTING



**WALL SECTION - MASONRY VENEER
FRAME CONSTRUCTION ON CONCRETE SLAB**
* FOR ADDITIONS ONLY

REV: 4/01/11