

Reviewing Agencies

Building permit applications are submitted to various outside agencies for review. Approval of these agencies is necessary before the permit can be issued. It is important that you contact any applicable agency for verification of their requirements and/or fees prior to making application for your building permit. A list of agencies and their contact information is provided below.

- ☐ **Washington County Permitting Department**
80 W Baltimore Street
Hagerstown, MD 21740
Frank Quillen 240.313.2472
Becky Gander 240.313.2466
- ☐ **Washington County Plan Review Department**
80 W Baltimore Street
Hagerstown, MD 21740
Jennifer Mellott 240.313.2425
- ☐ **Washington County Planning & Zoning Department**
100 W Washington St. Suite 2600
Hagerstown, MD 21740
Main Number 240.313.2430
- ☐ **Washington County Department of Environmental Management**
16232 Elliott Parkway
Williamsport, MD 21795
Karen Flook 240.313.2614
- ☐ **City of Hagerstown – Water Dept.**
1 Clean Water Circle
Hagerstown, MD 21740
Kim Ridenour 301.739.8577 Ext. 662
- ☐ **City of Hagerstown – Sewer Dept.**
1 Clean Water Circle
Hagerstown, MD 21740
Ed Norman 301.739.8577 Ext. 653
- ☐ **Potomac Edison**
10802 Bower Avenue
Williamsport, MD 21795
Debbie Johnson Bldg-301.582.5260
Heather Stumball Solar-301.582.5220
- ☐ **State Fire Marshal**
18345 Col. Henry K Douglas Drive
Hagerstown, MD 21740
Dan Hoang - Fire Marshal 301.766.3892
Heidi Ritchie 301.766.3885
- ☐ **State Highway Administration**
18320 Col. Henry K Douglas Drive
Hagerstown, MD 21740
Mark McKenzie 301.729.8465
- ☐ **Wash. Co. Health Department**
1302 Pennsylvania Avenue
Hagerstown, MD 21742
Lois Dreisbach 240.313.3400
- ☐ **Other**

Applying for a Permit...



240.313.2460



www.washco-md.net



permitting@washco-md.net



Washington County

M A R Y L A N D

80 West Washington Street
Hagerstown, MD 21740



GENERAL INFORMATION

Applications for a building permit must be applied for in person. Permit application forms are available online at www.washco-md.net/permits or may be obtained at the Permitting Office.

PERMITTING

Permit Applications are processed Monday, Tuesday, Thursday and Friday from 7:30 a.m. to 4:00 p.m. and Wednesday from 7:30 a.m. to 3:00 p.m.

SAME DAY PERMITTING / APPOINTMENT SCHEDULING

Same day permitting option allows customers to walk in and have their permit application processed, reviewed by a Plans Examiner and issued before they leave or by no later than the end of the same business day. This is available to the customer at no extra cost. Same Day hours are Wednesdays from 7:30 a.m. to 11:30 a.m. Same Day permits are limited to minor residential, non-residential and trade permits, that do not require the approval of outside agencies. A complete listing of these permits is available online at www.washco-md.net/permits.

Appointment scheduling option enables customers to schedule an appointment, and have their application submitted without waiting. Appointment hours are Tuesday's and Thursday's from 8:00 a.m. to 3:00 p.m. No appointments will be scheduled from 12:00 p.m. to 2:00 p.m. Only single building permit applications will be processed during appointment times. Arriving 10 minutes late for a scheduled appointment will cancel the appointment and your application will be processed by the next available permit technician. Call 240.313.2460 to schedule an appointment.

ONLINE SERVICES

Trade permits (electrical, plumbing and limited mechanical) can be applied for through Citizen Access at www.velocityhall.com. All users must first be registered and have their account enabled before permits can be completed online. All accounts must be associated to an active Washington County license in order for the account to be enabled. Contact the Permitting Department at 240.313.2460 for training and registration on how to apply.

PERMITTING FEES

A fee schedule for building and trade permits is available online at www.washco-md.net/permits and in our office. If the building permit cost is less than the minimum \$250, the total amount is to be paid at the time of building permit application. If the cost is greater, a minimum payment of \$250 is due at time of building permit application.

Other fees may be applicable and may be verified by calling the Permitting Department or accessing the fee schedule on the website at www.washco-md.net/permits. Fees are non- refundable excluding excise tax and driveway bond.

INCORPORATED TOWNS

Permits for properties located within town limits must receive Town approval/zoning approval prior to the application being submitted to the Permitting Department. Contact the Town for more information regarding fees and requirements.

Boonsboro	301.432.5141
Clear Spring	301.842.2252
Funkstown.....	301.791.0948
Hancock	301.678.5622
Keedysville	301.432.5795
Sharpsburg.....	301.432.4428
Smithsburg.....	301.824.7234
Williamsport.....	301.223.7711

LICENSING REQUIREMENTS

Construction of a new dwelling by a contractor requires a Home Builders registration number through the State of Maryland and improvements to an existing residential dwelling or structure requires a Maryland Home Improvement License. An MHIC license or HB registration is required for permit applications when a contractor is doing the work. Owners may apply as the general contractor by signing an Owner-Builder Declaration Form or Affirmation of Landowner, whichever applies.