



DIVISION OF
PERMITS AND INSPECTIONS

RESIDENTIAL PERMIT APPLICATION CHECKLIST

Building permits are required for the construction, alteration, repair, addition and removal of structures, including decks and sheds over 400 sq ft. Application is made at the Permitting Office, 80 West Baltimore Street, Hagerstown, Maryland 21740 between the hours of 7:30 a.m. – 4:00 p.m., Monday, Tuesday, Thursday and Friday and between 7:30 a.m. – 3 p.m. on Wednesdays due to Permit Tech Training.

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.

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))
 - Townhouse drawings shall be designed by a Maryland registered architect and are required to be sealed and signed.
 - Manufacturer Installation Instructions (for manufactured mobile home only)
 - Seal indicating plans are state approved (modular dwellings only)
 - Modular dwelling application shall also include installation details for the residential fire sprinkler system as required by the State of Maryland
- Mechanical Manual “J”, Manual “D” and Manual “S”.
- Homeowner’s Affirmation (must own property, be general contractor and will reside in dwelling)
- Home Builder’s Registration Number (only for construction/placement of a new dwelling)

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by a licensed contractor.)

_____ Plumbing Permit (signed by a master plumber – for mobile homes and modular dwellings)

DETACHED GARAGE / SHED OVER 400 SQ FT

_____ 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-GROUND 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, roof mounted or ground mounted solar panels 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)
- _____ Owner-Builder Declaration Form (If owner is doing the work themselves)
- _____ IECC Residential Energy Efficiency Code Form for new dwellings, additions and basement finishing

TRADE PERMITS

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

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

ENTRANCE PERMIT (\$25.00)

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

A base coat is required to be in place prior to the issuance of the Use & Occupancy at which time bond or check in lieu of bond will be released.

GRADING PERMIT (\$20.00 minimum or \$5.00 per acre of disturbance)

Grading permits are required when total disturbed area is greater than 5000 square feet or total disturbed volume is greater than 100 cubic yards. Exemptions include residential landscaping.

Applications for a grading permit can be taken concurrently with a Standard Grading Plan at the time of the building permit application.

For additional information regarding grading plans and fee schedules, contact the Division of Engineering at 240-313-2400.

FLOODPLAIN PERMIT (\$35.00 Permit Fee and \$150 Review Fee if applicable)

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

ENVIRONMENTAL HEALTH (WASHINGTON COUNTY HEALTH DEPT.) 240-313-3400

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

Applicants need to contact the Washington Co Health Dept. to apply for their well and/or septic permit and pay fees. Applications for a building permit can be taken concurrently with a well/septic permit. Applicant shall stake the four corners of the dwelling, 10,000-sq. ft. sewage disposal area and the well location and contact the Wash. Co. Health Dept. for approval.

MARYLAND STATE HIGHWAY ADMINISTRATION (301-791-4790)

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