



DIVISION OF  
PERMITS AND INSPECTIONS

# MEMORANDUM

TO: Permitting Staff, Contractors, and General Public

FROM: Greg Cartrette, Director/Code Official

DATE: March 5, 2024, Rev: March 16, 2026

SUBJECT: Residential Permit Plan Requirements

Effective March 25, 2024, the following will apply when submitting construction plans for a residential building permit and where applicable.

- **Building plans must meet at least the minimum requirements. Plans that do not include these requirements will be rejected:**
  - All plans (hand drawn or otherwise) must be drawn to scale for all new dwellings, Accessory Dwelling Units (ADU) and additions, regardless of size. Detached accessory structures, decks, porches, interior renovations, finished basements, pole buildings are exempt from plans being drawn to scale as long as all rooms are labeled with the dimensions.
  - 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)
  - Elevations (Front, Rear and Sides) for all dwellings, additions, ADU's and all exterior structures including decks, porches and all detached accessory structures
  - Square footage totals for finished and unfinished areas
- **Dimensions** - measured from exterior edge of the footprint of the proposed structure.
- **Conditions** - will be added and made part of the approved permit. Therefore, it is important that these conditions are read and understood to stay in compliance.
- **Modular Dwellings** - State of Maryland approval must be received prior to permit issuance.
  
- **Sprinkler Requirements** - will remain as is and in accordance with the building code and local amendments.

- Sprinklers are required for all new residential dwellings.
- Sprinklers are required for all mobile homes manufactured after July 1, 2015.
- Sprinklers are required for additions if the existing house is sprinklered.
- **Replacement Dwellings** - where the foundation is existing or partial walls remain, an engineer's certification is required.
- **Townhomes** – more than (3) units must be signed and sealed by a licensed professional.