



DIVISION OF
PLAN REVIEW & PERMITTING

SAME DAY PERMITTING OPTIONS

Residential Projects Permitted:

- Decks – one level and are not pool accessible
- Open porch slabs with foundations or pier footers (no roof)
- Sheds and Accessory structures less than 400 sq. ft.
- Fences over 7 feet in height
- Retaining walls over 36 inches (with land disturbances less than 5,000 sq. ft. or 100 cubic yards)
- Home Occupation/Daycare Zoning Certification
- Handicap Ramps/stairs
- Demolition
- Wood Stove

Commercial Projects Permitted:

- Zoning Certifications
- Change of Name
 - Change of tenant that does not involve a change in use or structural changes involving electrical, plumbing and mechanical work
 - Minor interior renovations that do not involve change in use or construction involving electrical, plumbing and/or mechanical work
- Demolition
- Kiosk – supplied by tenant or Valley Mall/Outlets – as long as previously approved by our office
- Seasonal Tents
- Signs – non-illuminated and building mounted only
- Open Pavilion

Trade Permits Permitted:

- All trade permits that do not require review of electrical or plumbing and do not require a building permit
- All mechanical permits except Geothermal permits

Criteria for Submission:

- Proposed construction or use allowed by current zoning
- No exterior construction such as grading, parking, etc., is allowed for commercial applications

80 West Baltimore Street | Hagerstown, MD 21740-6003 | P: 240.313.2460 | TDD: 711

- No increase in density is proposed
- No changes to International Building Code occupancy classification proposed
- No outside agency review required
- No mechanical, electrical or plumbing plan review is required

Processing Time: Applications will be processed every Wednesday from 7:30 a.m. to 11:30 a.m.