



DIVISION OF  
PLAN REVIEW & PERMITTING

**RESIDENTIAL PERMIT APPLICATION CHECKLIST**

*Building permit applications are made at the Division of Plan Review and Permitting Department, 80 West Baltimore Street, Hagerstown, Maryland 21740 between the hours of 7:30 a.m. – 3:30 p.m., Monday, Tuesday, Thursday and Friday and between 7:30 a.m. – 3 p.m. on Wednesdays due to Permit Tech Training. For information on permits that are not required, please contact the Permitting Office at 240-313-2460.*

**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”. (If the mechanical submittals are revised from the originally approved application, an additional review of the mechanical plans and building plans may be required along with the \$100 revision fee.) A signed waiver form stating that the Manual J, D and S will be submitted for review under the mechanical permit, may be submitted in lieu of the Manual J, D and S at the time of building permit application.
- \_\_\_\_\_ Proof of paid water/sewer allocation fees – receipt from Dept. of Water Quality and/or receipt from City of Hagerstown. A signed waiver letter from the agency can be accepted in lieu of a receipt.
- \_\_\_\_\_ 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 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, sunroom additions, attached garages, roof mounted or ground mounted solar panels 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)
- \_\_\_\_\_ 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 Plan Review Department at 240-313-2460.

### **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.