



**DIVISION OF PLANNING AND PERMITTING**  
**FREDERICK COUNTY, MARYLAND**  
*Department of Permits and Inspections*

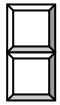
30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-2313 • Fax (301) 600-2309

**RESIDENTIAL BUILDING PERMIT INFORMATION**  
**ADDITION, ALTERATION & ACCESSORY**

Check each box after verifying that requirement is met for submittal.

**Submittal Requirements**

Verified by Staff:  
Date:



1. Completed application form for Residential Uses- Attachment (A).
2. Two copies of plot plan. See example, Attachment (B). When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. It must be legible and drawn to scale. Plot plan must be on letter or legal size paper, and must include the following:
  - All property lines and property line dimensions
  - Square footage or acreage of the property
  - Building Restriction Lines (BRL) and utility easements
  - North direction arrow
  - Scale of drawing
  - Property Owner name(s)
  - Street Address of property
  - Existing dwelling and any other existing structures
  - Existing well if property is served by well.
  - Existing septic area if property is served by septic.
  - Existing driveway
  - Detailed dimensions of the proposed new construction.
  - Proposed new construction location with setbacks from the proposed new construction to property lines and/or the nearest structure IN EACH DIRECTION.



3. Two sets of construction plans. Construction drawings shall be drawn to an appropriate scale; written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building permit, per requirements noted in Attachment (C) [Plan Review Checklists](#).



4. Print out from the Maryland Department of Assessments and Taxation Real Property Data website [www.dat.state.md.us](http://www.dat.state.md.us).



5. When a property is within an incorporated town, paperwork from the town is required before a permit application may be submitted. Contact the town for details.



6. **Fees are due at the time of application:**

Accessory Structure 399sf or less:  
Pavilion, Shed, Gazebo or Carport  
\$ 10.00 Automation Enhancement Fee  
\$ 27.00 Filing Fee  
\$113.00 Building Fee  
\$ 44.00 Zoning Review Fee

Accessory Structure 400sf or more:  
Pavilion, Shed, Gazebo or Carport  
\$ 10.00 Automation Enhancement Fee  
\$ 27.00 Filing Fee  
\$177.00 Building Fee  
\$ 44.00 Zoning Review

Additions

\$ 10.00 Automation Enhancement Fee  
\$ 27.00 Filing Fee  
\$215.00 – 500sf or less Building Fee  
\$323.00 – 501sf to 1500sf Building Fee  
\$431.00 - More than 1500sf Building Fee  
\$ 44.00 Zoning Review Fee

Alteration or Conversion

\$ 10.00 Automation Enhancement Fee  
\$ 27.00 Filing Fee  
\$108.00 – 500sf or less Building Fee  
\$215.00 – 501sf to 1500sf Building Fee  
\$323.00 – More than 1500sf Building Fee  
\$ 44.00 Zoning Review Fee

Basement Finish

\$ 10.00 Automation Enhancement Fee  
\$ 27.00 Filing Fee  
\$ 108.00 – 500sf or less Building Fee  
\$ 215.00 – 501sf to 1500sf Building Fee  
\$ 323.00 – More than 1500sf Building Fee  
\$ 44.00 Zoning Review Fee

Garage or Pole Building

\$ 10.00 Automation Enhancement Fee  
\$ 27.00 Filing Fee  
\$ 177.00 Building Fee  
\$ 44.00 Zoning Review Fee

Handicap Ramp

\$ 10.00 Automation Enhancement Fee  
\$ 27.00 Filing Fee  
\$ 49.00 Building Fee  
\$ 44.00 Zoning Review Fee

Retaining Wall

\$ 10.00 Automation Enhancement Fee  
\$ 27.00 Filing Fee  
\$ 88.00 Building Fee  
\$ 44.00 Zoning Review Fee

Covered or Screened Porch or Deck 499sf or less

\$ 10.00 Automation Enhancement Fee  
\$ 27.00 Filing Fee  
\$ 88.00 Building Fee  
\$ 44.00 Zoning Review Fee

Covered or Screened Porch or Deck 500sf or more

\$ 10.00 Automation Enhancement Fee  
\$ 27.00 Filing Fee  
\$ 113.00 Building Fee  
\$ 44.00 Zoning Review Fee

Solar Panel- roof mounted

\$ 10.00 Automation Enhancement Fee  
\$ 27.00 Filing Fee  
\$ 49.00 Building Fee

Solar Panel- ground mounted

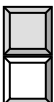
\$ 10.00 Automation Enhancement Fee  
\$ 27.00 Filing Fee  
\$113.00 – 399sf or less  
\$177.00 – 400sf or more  
\$ 44.00 Zoning Review Fee

And

\$50.00 Health Review Fee if property is served by well and/or septic.



Notarized Letter of permission: The owner or licensed contractor must apply unless the applicant has a notarized letter of permission. The notarized letter of permission must be from the land owner, unless the permission is for a permit service to act on behalf of the contractor, and then the letter will be from the contractor giving permission to the permit service to act as an agent on their behalf.



Incorporated Towns: Same, except no Zoning Review fee; no Health Review fee unless indicated.



Walk-Through Permit Fees: Fees are the same as above, except there is no Health Review Fee.

## Procedures

### STEP ONE – APPLY FOR THE PERMIT

Where to apply: Applications are accepted in the Department of Permits and Inspections, at the above address.

When Applications Are Accepted: Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm. Walk-Through Permit applications are accepted between 8:00am and 3:00pm, Monday through Friday.

### STEP TWO – OBTAIN REVIEW APPROVALS

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

Plan Review Timeframes:

- Walk-Through Permits. When the property is not served by individual well or septic, and the property is not within an incorporated town, the application may be considered for processing as a Walk-Through Permit. Walk-Through Permit applications are accepted, reviewed, and issued within the same day, usually within hours.
- Conventional Permits. When an application is not eligible for walk-through processing, the review timeframe of the application by Plan is one week for their initial review comments for this type of application.

Agency Review Status: Review timeframes for agencies outside of the Division of Planning and Permitting may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website [www.FrederickCountyMD.gov/permit](http://www.FrederickCountyMD.gov/permit).

Permit Issuance:

- Walk-Through Permits. When all reviews are completed, the approved permit packet will be prepared and issued.
- Conventional Permits. The issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested.

The issued Building Permit packet will contain the permit copy, the permit placard to post on the property, approved plans, inspection procedures, and additional information.

### STEP THREE – OBTAIN INSPECTION APPROVALS

Inspections: The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

Certificate of Completion: The end result of the permitting process is the issuance of the Certificate of Completion. The Certificate of Completion is issued when all final inspections have been approved and the construction has been approved for use. It is mailed to the applicant of the Building Permit.

OTHER GENERAL INFORMATION REGARDING BUILDING PERMITS
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- Residential accessory structures less than 150 sq.ft. do not require a Building Permit. Incorporated Towns may require a Zoning Certificate; contact the Town office for information.
- Residential accessory structures may not be placed in the required front yard.
- If property has a Residential Zoning (and not within an Incorporated Town), an accessory structure may be 600 sq.ft. (footprint) or less **-or-** half of the footprint of the house per Zoning regulations.
- All fees must be paid at time of application, by check, cash or credit card (fee applies to all credit or debit card transactions). Permit fees are calculated for each permit application. Each structure, use or permit type require a separate permit application.
- Building fee is charged according to the square footage. Any increment of a foot is dropped from the measurements.
- Building Permits are non-transferable and non-assignable.
- Electrical and Plumbing Permits are separate permits with separate fees. The licensed person, or a property owner that passes a Homeowner Electrical or Plumbing Exam and is going to do the work applies for these permits.
- Time Limitation of Application: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Administrative Authority is authorized to grant 1 or more extensions of time for additional periods not exceeding 180 days. The extension shall be requested in writing and justifiable cause demonstrated.
- Extensions: The fee to extend a permit application or a building permit is the minimum permit fee of \$49.00. Each request to extend shall be made in writing with justification and received *in advance* of expiration date.
- Refunds: Filing fees are non-refundable and non-transferable. In the case of an abandonment or discontinuance of a project that has been made and, upon cancellation, 50 percent of the fee paid, less the minimum fee may be refunded, provided (1) No construction has occurred, and (2) The request for refund is received prior to the expiration date of the permit. The request must be made on a form provided by the County. Revoked, suspended, expired or invalid permits are not eligible for refunds.
- Revisions:
  - Revisions to a permit or application are \$27.00.

CONTACTS FOR BUILDING PERMIT APPLICATIONS
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General Information.....	301-600-2313
Customer Service Supervisor, Building Permits (processing or fee questions) .....	301-600-1095
Plan Reviewer (for construction plans).....	301-600-1086
Zoning Reviewer (plot plans, setbacks, use, flood plain, building height).....	301-600-1143
Environmental Health (well and septic information) .....	301-600-1726
Manager of Permitting Services.....	301-600-3463

DIVISION OF PLANNING AND PERMITTING  
DEPARTMENT OF PERMITS AND INSPECTIONS  
30 NORTH MARKET STREET  
FREDERICK, MARYLAND 21701  
301-600-2313 INFORMATION

A/P #

Process

Date:

Application Reviewed  
By (initials):

## RESIDENTIAL BUILDING PERMIT APPLICATION ADDITION, ALTERATION & ACCESSORY

<input type="checkbox"/> Additions and Alterations	<input type="checkbox"/> Shed or Gazebos	<input type="checkbox"/> Basement Finish	<input type="checkbox"/> Handicap Ramp
<input type="checkbox"/> Garage or Carport	<input type="checkbox"/> Pavilion or Pole Building	<input type="checkbox"/> Covered or Screened Porch	<input type="checkbox"/> Retaining Wall
<input type="checkbox"/> Deck	<input type="checkbox"/> Solar Panels	<input type="checkbox"/> Accessory Structure	

### SECTION I: CONTACT INFORMATION

#### Applicant

Name(s) of person (s) the construction is for:

Current street address for above person(s):

Town:                      State:                      Zip:

Daytime Telephone Number:

Email Address

#### Permit Service

Name of Permit Service when applicable:

Street (mailing address) :

Town:                      State:                      Zip:

Contact Person for Permit Service (Applicant/Contact)

Phone #

Email Address

#### Home Improvement Contractor

Company name:  
(Contractor must apply when contracted to do the work)

Current street (mailing) address for Contractor:

Town:                      State:                      Zip:

MHIC license number:                      Exp Date:

Contact Person for Contractor:

Contractor Telephone Number:                      Fax #

Contractor E-mail Address:

### SECTION II: PROPERTY INFORMATION

Current Property Owner(s):

Eight Digit Property Tax ID (account) #

Acreage or Square Footage of Property:

Water Type :                      Sewer Type :

Well                                            Septic                     

Community                                            Community                     

Property Address of Jobsite:

Town:                      State:                      Zip:

Subdivision Name:                      Lot #

Is Property Within an Incorporated Town?

Yes\*                     

No                     

\*Town paperwork must be submitted with application.

Is there a roadside tree that will be disturbed or removed due to the proposed construction? (A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)

Yes                       No

#### Walk-Through Permits

When property is served by public water and sewer, and property is not within an incorporated town, application may be eligible to be processed as a walk-through permit, if electrical and plumbing permit applications are submitted at the same time as the Building Permit Application.

If you would like to process this application as a walk-through, please check here:  
Determination will be made by Staff at time of application submittal.

**RESIDENTIAL BUILDING PERMIT APPLICATION**  
**ADDITION, ALTERATION & ACCESSORY**  
**Please Complete All Applicable Fields Below**

Cost of Construction: \_\_\_\_\_  
*includes electrical, plumbing, labor & materials*

Any Electrical Work Involved? Y  N   
 Any Plumbing Work Involved? Y  N

Check all proposed work that applies: Square Footage

<input type="checkbox"/>	covered porch	_____		
<input type="checkbox"/>	screen porch	_____		
<input type="checkbox"/>	sunroom	_____		
<input type="checkbox"/>	slab only	_____		
<input type="checkbox"/>	carport	_____	attached <input type="checkbox"/>	detached <input type="checkbox"/>
<input type="checkbox"/>	garage	_____	attached <input type="checkbox"/>	detached <input type="checkbox"/>
<input type="checkbox"/>	shed	_____		
<input type="checkbox"/>	pavilion	_____		
<input type="checkbox"/>	gazebo	_____		
<input type="checkbox"/>	pole building	_____		
<input type="checkbox"/>	finished area	_____		
<input type="checkbox"/>	unfinished area	_____		

Will the structure have any use other than residential? Y  N   
 If yes, please describe: \_\_\_\_\_

**Dimensions:** \_\_\_\_\_ ft x \_\_\_\_\_ ft

For alterations and remodeling, list names of existing rooms to be **converted** to new rooms (if currently unfinished, list Existing as Unfinished). Do not list new room *additions* here.

Existing	convert to	New
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total square footage of **Alterations:** \_\_\_\_\_

**Additions**

List all new rooms by name:

_____
_____
_____
_____
_____

Total square footage of **Additions:** \_\_\_\_\_  
*Do not include porches, decks, garage, or alterations in addition square footage.*

Dimensions of **Deck** (each level): \_\_\_\_\_ ft X \_\_\_\_\_ ft; \_\_\_\_\_ ft X \_\_\_\_\_ ft; \_\_\_\_\_ ft X \_\_\_\_\_ ft  
 Steps to Grade Y  N  Total square footage of deck: \_\_\_\_\_ sq. ft

**Any additional information that will aid in the processing of your application:**

**Construction Details**

New Basement?: \_\_\_\_\_  
 Bsmt.Egress Type: \_\_\_\_\_  
 Building Height: \_\_\_\_\_ feet  
 # of New Levels: \_\_\_\_\_ *include new basement*  
 #of New Bedrooms: \_\_\_\_\_  
 Total # of Bedrooms: \_\_\_\_\_ *when completed*  
**For each detail, if not applicable, please enter "n/a":**

Foundation Wall: \_\_\_\_\_  
 Exterior Wall Construction: \_\_\_\_\_  
 Exterior Wall Covering: \_\_\_\_\_  
 Roof Type (Truss or Rafter?): \_\_\_\_\_  
 Roof Composition: \_\_\_\_\_  
 Interior Wall: \_\_\_\_\_  
 Floor Covering: \_\_\_\_\_  
 Heating Fuel: \_\_\_\_\_  
 Heating System: \_\_\_\_\_  
 Central Air Y/N? \_\_\_\_\_  
 Chimney Y/N? \_\_\_\_\_  
 Fireplace Y/N? \_\_\_\_\_  
 Existing Sprinkler? \_\_\_\_\_  
 Retaining Wall Height (at highest point) \_\_\_\_\_ feet  
 Handicap Ramp Length \_\_\_\_\_ feet

**Solar Panels:** Number of panels installed: \_\_\_\_\_  
 ground mounted  roof mounted  
 Kilowatts: \_\_\_\_\_ Dimensions: \_\_\_\_\_ ft X \_\_\_\_\_ ft  
 Total square footage of panels: \_\_\_\_\_ sq. ft

If property served by Septic and/or Well, is proposed construction area staked Y/N? Y  N

Setbacks to property lines/nearest structure:  
 Front:  Right:   
 Rear:  Left:

**Grading Permit Details From Grading Permit**

Disturbed Area in Square Feet: \_\_\_\_\_  
 Quantity of Cut and/or Fill in Cubic Yards: \_\_\_\_\_  
*A minor grading permit is required when quantity of cut and/or fill exceeds 99 cubic yards OR disturbed area exceeds 4,999 square feet.*

**Home Occupation**

If there is a home occupation permit related to the proposed structure, please enter the permit number:

\_\_\_\_\_

What is the home occupation?

\_\_\_\_\_

*RESIDENTIAL BUILDING PERMIT APPLICATION  
ADDITION, ALTERATION & ACCESSORY*

**SIGNATURE PAGE**

**IMPORTANT - PLEASE READ CAREFULLY**

The Applicant hereby certifies under the penalties of perjury, and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

**Permit Application Extension :**

The permit application is valid for 6 months. The fee to extend an application is the minimum fee. The extension request must be made in writing, with justification, prior to the expiration date. Each extension for an application shall not exceed 6 months.

**Properties Served by County Water and Sewer :**

It is the applicant's responsibility to identify and disclose any water and/or sewer utilities or easements, in, on, or near the proposed improvements. Approval of this permit by DUSWM shall not, on behalf of the County Executive, be construed as a modification or amendment of any water or sewer easement nor constitute permission to encroach thereon. Should an encroachment be found in the future, the cost to remedy said encroachment shall be borne by the property owner.

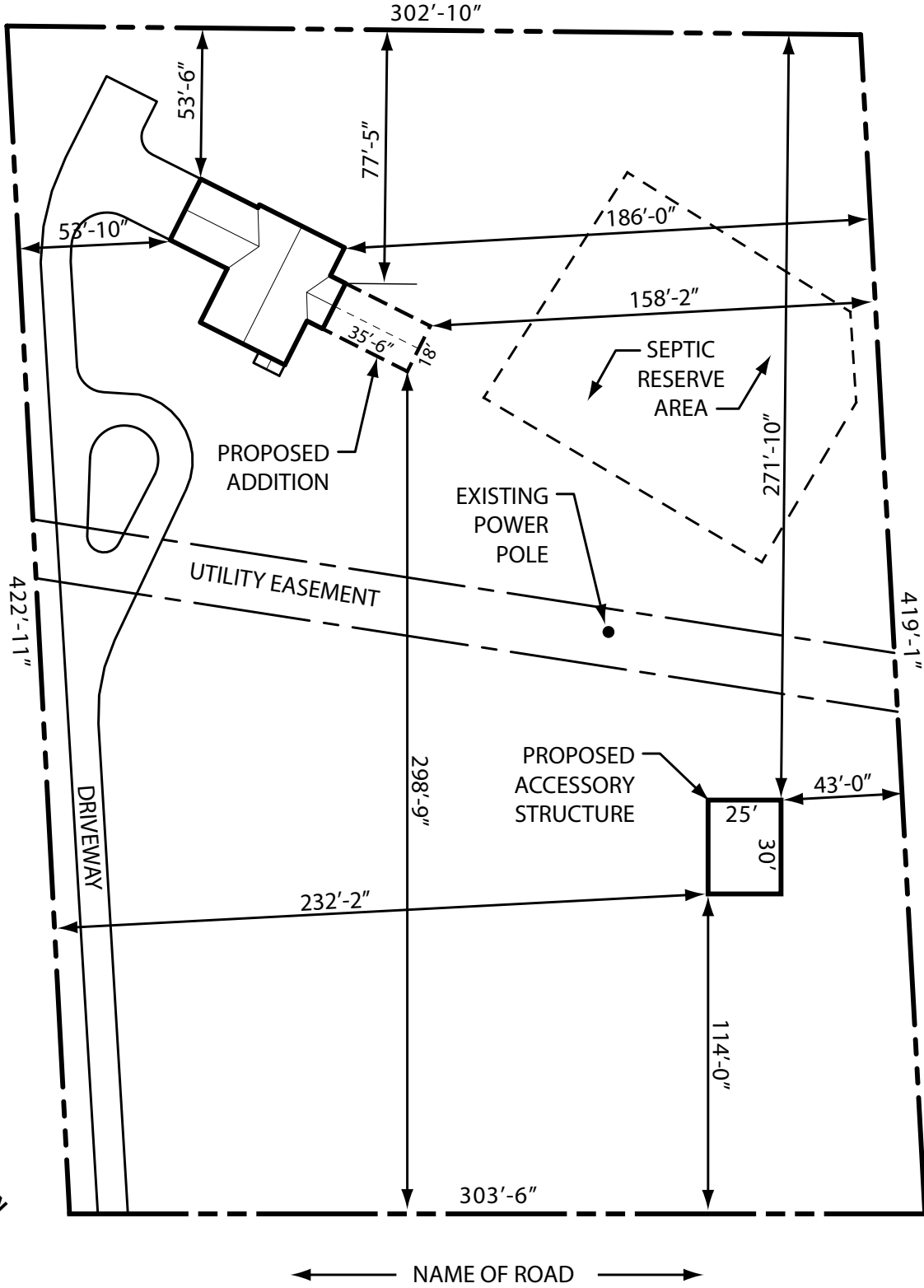
***Building Permits and Applications for Building Permits are non-transferrable and non-assignable.***

\_\_\_\_\_  
*Signature of APPLICANT*

\_\_\_\_\_  
*Please print name*

\_\_\_\_\_  
*Connection with application*

# SAMPLE PLOT PLAN



SUBDIVISION NAME:		OWNER/APPLICANT NAME:		DRAWING SCALE:	
LOT #:	LOT SIZE:	PROPERTY ADDRESS:	PROPERTY TAX ID #:		



**FREDERICK COUNTY HEALTH DEPARTMENT**  
Environmental Health Services  
Procedures and Policies for Expediting Building Permit Approval  
(For Properties Served by Individual Wells and /or Septic Systems)

**New Residential Construction**

1. Property corners, house corners, septic area corners, and center of driveway need to be staked and flagged so they can be seen at the time of the preliminary inspection. Tall grass, weeds and brush may need to be removed. All new home permits will have a site visit within 10 business days (typically does not take that long unless there is a staff shortage or extreme weather conditions) prior to approval by Environmental Health. It is suggested that the staking be completed prior to building permit application or within the next business day to avoid a reinspection fee. If a site visit is made and there is no staking or the staking is incorrect or not visible a reinspection fee of \$50 will be imposed.
2. If the property is to be served by a septic system, the applicant must provide the name of a Licensed Septic Installer/Master Plumber in Frederick County at the time of building permit application. If the installer is not provided, the permit will not be approved until such time as one is selected.
3. If the property is to be served by an individual water well, the well must be drilled and the completion report must be submitted to and reviewed by the Health Department prior to building permit approval.
4. Foundations must be a minimum of 30 feet from the well.
5. No permanent or physical objects can be located within the designated septic areas. Septic areas are reserved for the initial installation and future repairs of the septic system.
6. Proposed houses should be located where a gravity flow septic system can be installed. The elevation of the sewer pipe exiting the house must be higher in elevation than the highest point of the designated septic area. (This item is particularly important if your desire is to have a basement bathroom without using a pump.)
7. Contact with Health Department is always important if there are questions or concerns that you would like to discuss at any point during the permit or building process.
8. A final septic inspection is required through the Well & Septic Office prior to a Use and Occupancy Certificate being issued. The septic installer is responsible for making sure that this process is completed.

**Accessory Permits**

1. Proposed additions (pool, shed, addition, etc.) must be staked prior to Health Department site visit. It is suggested that the staking be completed prior to building permit application or within the next business day. If additions are not staked when the site visit is made, the permit will be placed on hold until contact is made to let the Sanitarian know this has been done. If a site visit is made and there is no staking or the staking is incorrect or not visible a reinspection fee of \$50 will be imposed. This fee will be paid at the Health Department prior to a reinspection taking place.
2. Proposed additions and/or accessory structures cannot be located within designated septic areas. Properties that were subdivided after 1972 have designated septic areas.
3. Additions and accessory structures cannot be located over principal parts (septic tank, distribution box, leaching area) of the septic system. An addition without a basement can be located up to the septic tank and leaching area but not over them. An addition or accessory structure with a basement must maintain a minimum of 10 feet from the septic tank, leaching area and septic area. If your addition requires a connection to the septic system more than 5 feet from the foundation, a septic repair permit will be needed (\$30.00 fee). Repair permits can be applied for at the Health Department.
4. Foundations within 30 feet of the well are not permitted unless a well variance is requested and granted by the Health Department.
5. Please restrain dogs and other animals since the Health Department will try to make a site visit within 5 business days of receipt of permit application.
6. If you void your permit or have further questions, please call 301-600-1726.