



## 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 • TTY: Use Maryland Relay Services

## **Expedited Permit Process – Residential Uses**

Applications should be submitted electronically via the citizen portal at  
<https://planningandpermitting.frederickcountymd.gov/>

### **Purpose**

Frederick County offers an expedited plan review and permitting process for certain types of residential applications. The intent of this process is that applicants will be able to obtain a particular type of permit within one business day. Projects that are more complex and those that are not in the eligible projects list, require more time to process. The expedited review process is available to anyone whose project meets the established criteria however, be advised the County will determine final eligibility based on project, workload and availability of staff. Please be advised, if eligible for an expedited permit you must be available by phone to answer reviewer questions.

### **Eligibility Guidelines**

The following are types of construction that is normally accepted as an expedited residential permit applications:

- Deck (one level, 500 square feet or less)
- Roof mounted solar panels
- Basement finish (no kitchen involved)
- Shed, gazebo, or other accessory structure (400 square feet or less and one level with max height 10 feet, anchor plan required) \* Sheds under 150 square feet do not require a building permit \*
- Covered or Screened Porch with truss roof, under 500 square feet and not on existing construction
- Minor interior alteration not involving a **load-bearing wall or floor plan change**
- One story addition with truss roof (500 square feet or less)
- Pavilion (500 square feet or less)
- Carport
- One story garage with truss roof (excludes pole building construction)
- Swimming pool or hot tub (free standing on slab/not on a deck, with electrical and plumbing permits at same time)
- Minor fire damage repair (Insurance/ Fire report required)
- Fireplace or woodstove
- Retaining wall with engineered plans sealed by a professional engineer (P.E.)
- Handicap ramp

**Certain projects on properties served by private well or private septic system may not be eligible.**

An expedited residential project for a property that is within an incorporated town may be eligible, provided the construction is one of the eligible types listed above *and* the municipality has issued an approved zoning certificate. A

municipal chart with contact information is available from the Permits Office, and on the Permits and Inspections' website; [Municipality Information](#).

## **Submittal Requirements**

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1. Application submission via our [application portal](#).
2. Complete set of construction plans drawn to scale, labeled and dimensioned. All uploaded files should be submitted in PDF format.
3. Plot plans are required unless the permit is for interior work only.
4. Once your application is processed by our intake staff, payment of fees will be required. Fees can be paid electronically via your portal account by check or credit cards (a separate processing fee will apply). To make cash or check payment in person, you may make payment via the Treasury drive thru window located at 30 N. Market Street, Frederick, MD 21701. Checks should be made out to the Treasurer of Frederick County.

## **Additional requirements for Swimming Pools, Hot Tubs, and Spas:**

- **Electrical Permit** for motor, lights, and bonding. Permit may be applied for by an Electrician licensed by Frederick County or a homeowner may apply after passing a homeowner electrical exam.
- **Grading Permit** must be obtained for *in-ground pools*.

## **Process**

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1. **Application submission:** Log into your [application portal](#) to begin the application submission process. If you do not already have an account, one must be created. Once you have an account you may log in and select *submit an application/request* link located at the top of the webpage. Select *building permits* and then select the type of application.
2. **Application:** Once your application submission is made via our [application portal](#), a permit technician will review the application to ensure all submittal requirements have been satisfied. If there is any missing information the technician will provide the applicant with details and instructions on how to obtain any missing information. Upon approval of the application, the application fees must be paid. *Please be advised that the plan review does not begin until the application fees are paid.*
3. **Reviews:** Applicant will be reviewed by a *Zoning Planner* to obtain zoning review approval. Additionally a *Building Plans Examiner*, who will review the submitted plans to evaluate code compliance. If plan revisions are not significant, the plans will be released with appropriate conditions of approval noted on the plans.
4. **Permit issuance:** Upon successful completion of the reviews, the plans and permit issuance documents will be released and available for download within the attachments folder on your portal account.

## **FAQ's:**

### **When are expedited permit applications accepted?**

- All applications must be made electronically via your [application portal](#). Applications are processed Monday through Friday 8 am to 4 pm, excluding holidays.

### **Who may apply for the permit?**

- The property owner, licensed MHIC (Maryland Home Improvement Commission) Contractor, design professional, or the owner's agent. An owner's agent other than a licensed contractor or design professional must present a notarized form stating that they are acting as the owner's agent and they are not contracted to do the work and are not being paid.

### **What are the fees?**

- The fees vary according to the type of construction. Each building permit application information packet includes the fee information for the specific type of construction. These packets can be found on the Frederick County [permits website](#) or within the instruction details on the portal application.

### **What types of inspections are required after the permit is issued?**

- The inspections vary according to the type of construction. General [inspection procedures](#) can be found on the permits and inspection webpage. We offer next day inspection if the request is received by 12:00 p.m. on the business day prior to the date when the inspection is needed. Inspection requests can be submitted via your application portal by using the look up feature.

### **Helpful Contact Information:**

- **Plan Review – 301-600-1086:** Contact the Plan Reviewer if you have any questions regarding the Building Code requirements or building plans.
- **Zoning Review – 301-600-1143:** Contact the Zoning Planner if you have any questions regarding setbacks to property lines for your property, the use of a structure, or other Zoning regulations.
- **Customer Service Supervisor – 301-600-1095:** Contact the Customer Service Supervisor if you have questions about the application form, processing of the permit, permit procedures in general, or if you would like to discuss any part of the application process that you would like to see improved.
- **Manager of Permitting Services – 301-600-6727:** Contact the Manager of Permitting Services if you would like to discuss any problems that you encounter and you are not able to resolve to your satisfaction, or if you would like to share what worked particularly well from your experience that you feel could be expanded to other areas. Your input is important to us!

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