

PROCEDURE TO OBTAIN A SAME DAY PERMIT CUSTOMER ASSISTANCE GUIDE



Charles County Government

Department of Planning & Growth Management

P.O. Box 2150

La Plata, MD 20646

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**CHARLES COUNTY GOVERNMENT
PLANNING & GROWTH MANAGEMENT
P.O. BOX 2150
LA PLATA, MD 20646**

July 1, 2016

Introduction

The **“Same Day”** permit program, introduced by the Charles County Commissioners, is an endeavor to provide **“Same Day”** permits to the citizens of Charles County for qualified residential projects such as decks, fireplaces, pools, detached garages, etc.

This Customer Assistance Guide is designed to provide you with certain facts and information that will assist in preparing an application for a **“Same Day”** permit. Also included are phone numbers, if questions should arise.

We hope this service is beneficial and utilized by our citizens!

General Information

“Same Day” building permits are issued on Thursdays only, except holidays.

Applications cannot be accepted if the submittal information is incomplete.

All applications are processed on a “first come, first served” basis, with application cut-off at 2:30 p.m. Permits will be ready for issuance between 3:00 p.m. – 4:00 p.m.

Any **“Same Day”** applications that encounter a “hold up” for any reason shall be placed in the standard permit process until resolved or returned to the applicant.

Any permit application associated with a code violation cannot be processed as a **“Same Day”** permit.

If a property is located within the Chesapeake Bay Critical Area, the permit cannot be processed as a **“Same Day”** permit. If you have any questions, please contact the Environmental Planning Office at 301-645-0540.

Health Department Pre-Approval

If your property is currently being served by well and/or on-site sewage disposal system, you MUST obtain PRE-APPROVAL from the Environmental Health Department BEFORE you apply for a building permit. Review may take than one (1) day. It is recommended that a request for pre-approval be made at least five (5) working days prior to applying for a **“Same Day”** building permit.

The Health Department will require you to complete a Pre-Approval Application and pay a review fee.

Once you have made contact with the Health Department, they will advise you of their processing procedures.

The Health Department is located at 4545 Crain Highway, White Plains. The hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The phone number is 301-609-6900.

Once you have received PRE-APPROVAL from the Health Department, you may file for the **“Same Day”** permit process.

*Health Department pre-approval is not required for storable pools, wood stoves, fireplaces, chimneys, or gazebos.

Permit Process

Where to apply:

Charles County Government Building, 2nd floor, Department of Planning and Growth Management; Codes, Permits, and Inspection Services, 301-645-0692 or 301-870-3935.

Hours of Operation:

We are available to receive your permit application Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. However, your application will be reviewed on the first Thursday following your application date. If you apply on Thursday and desire a review on that date, you must submit your application no later than 2:30 p.m.

Types of Permits

The following is a list of residential projects, including fees, that are eligible for the **“Same Day”** permit process:

Porches, Covered Patios and Attached Carports

Application Fee: \$64.00 Plan Review Fee: \$119.00 minimum; \$.043/sq. ft.

Inspections:

| | | |
|---------------------|--------------------|------------------|
| Footing: \$38.00 | Slab: \$33.00 | Framing: \$73.00 |
| Foundation: \$25.00 | Load Path: \$25.00 | Final: \$73.00 |
| Rebar: \$25.00 | Energy: \$38.00 | |

Open Decks/Retaining Walls/Solar Panels/Wind Turbines

Application Fee: \$22.00 Plan Review Fee: \$54.00 minimum; \$.019/sq. ft.

Inspections:

| | | |
|------------------|------------------|----------------|
| Footing: \$31.00 | Framing: \$31.00 | Final: \$55.00 |
|------------------|------------------|----------------|

Detached Garages and Detached Carports

Application Fee: \$22.00 Plan Review Fee: \$85.00 minimum; \$.042/sq. ft.

Inspections:

| | | |
|---------------------|--------------------|----------------|
| Footing: \$38.00 | Slab: \$33.00 | Final: \$73.00 |
| Foundation: \$25.00 | Load Path: \$25.00 | |
| Rebar: \$19.00 | Framing: \$49.00 | |

Sheds (over 200 sf)

Application Fee: \$22.00 Plan Review Fee: \$42 minimum

Inspections:

| | |
|---------------------|------------------------|
| Footing: \$31.00 | Slab: \$33.00 |
| Foundation: \$25.00 | Load Path: \$25.00 |
| Rebar: \$19.00 | Framing/Final: \$61.00 |

Note: A building permit is not required for residential sheds 200 square feet or less in area however, a zoning permit is required to show the location of the shed. Please contact the Planning Office at 301-645-0540 for more information. Pre-made residential-use storage sheds for non-automotive storage that are delivered totally assembled shall not be required to provide footings and foundations below the frost line.

Farm Buildings

Application Fee: \$22.00

Zoning Fee:

Less than \$2,500 estimated cost: \$39.00
\$2,500 to \$20,000 estimated cost: \$39.00
Over \$20,000 estimated cost: \$53.00

Farm buildings in the Certified Agriculture Preservation District are exempt from fees.

Finished Basements, Minor Interior Alterations, New Window & Door Openings, and Minor Fire Restoration

Application Fee: \$39.00 Plan Review Fee: \$54.00 minimum; \$.043/sq. ft.

Inspections:

| | | |
|---------------------|--------------------|------------------|
| Footing: \$38.00 | Load Path: \$25.00 | Framing: \$73.00 |
| Foundation: \$38.00 | Slab: \$33.00 | Final: \$73.00 |
| Rebar: \$38.00 | Energy: \$38.00 | |

Wood Stoves, Fireplaces, and Chimney & Stacks

Application Fee: \$22.00 Plan Review Fee: \$54.00 minimum; \$.018/sq. ft.

Inspections:

Footing: \$31.00 Framing: \$31.00 Final: \$31.00

Demolition

Application Fee: \$19.00 Plan Review Fee – Flat Rate: \$39.00
Inspection Fee: \$39.00

Pools

Application Fee: \$22.00 Plan Review Fee: \$43.00
Inspection Fee: \$76.00

Technology Fee

A 4% Technology Fee surcharge will be added to all permits issued after July 1, 2014.

Submittal Requirements

The following is a list of items that must be submitted with each application:

One (1) completed building permit application signed by the property owner or authorized agent.

Other than the homeowner, state law requires all persons engaging in home improvement work to be licensed through the Maryland Home Improvement Commission (MHIC). Provide your builder's MHIC license number, company name, address, and contact number.

You must obtain PRE-APPROVAL from the Environmental Health Department if your property is served by well and/or on-site sewage disposal system. See pages 1-2.

Submit four (4) complete site plans showing property lines, existing dwelling, front road, driveway, and well and septic. Show proposed project such as the, garage, etc., the "setback" dimensions (how many feet) from the proposed structure to the property lines, and existing and proposed tree lines.

Submit two (2) sets of **construction drawings** showing the extent of your proposed project.

Floor Plans: Show dimensions and wall, window and door locations. Label each room's use, etc.

Foundation and Framing Plans: Show size and spacing of joists, rafters, headers and beams, footings, and piers.

Elevations: What will the structure look like when complete? Front, back, and both sides need to be drawn to scale.

Wall Sections: Show section through proposed project from the footing to roof peak. Identify materials to be used.

Details: Any details that will help describe your project.

All drawings must be complete, legible, and drawn to scale of at least $\frac{1}{4}'' = 1'-0''$. After review, one (1) set will be returned to the application with notations and conditions.

For above ground and storable pools, please submit two (2) sets of the manufacturer's literature including assembly instructions. For in-ground pools, please submit two (2) sets of dimensioned construction drawings consisting of plan view, profile, wall section, and diving board details. The in-ground pool construction drawings must be signed and sealed by a Maryland registered engineer.

NOTE: A permit is required for any structure intended for swimming or recreational bathing that contains water over 24 inches (610 mm) deep. This includes in-ground and on-ground swimming pools, storable pools, hot tubs, and spas.

NOTE: Above ground swimming pools that do not require any form of excavation for the install do not require Health Department approval.

For projects located in Smallwood Village and Westlake Village, you must provide the **Planning Design Review Board's (PDRB) approval** with your application.

For projects located in Potomac Heights and Swan Point, you must provide the Architectural Review Committee (ARC) approval letter and two (2) copies of the stamped architectural drawings approved by the committee.

Three (3) completed copies of the Declaration of Intent form regarding forest conservation signed by the property owner(s) – this requirement only applies if the property area is greater than 20,000 sq. ft.

If you need additional information, see our Customer Assistance Guides available for decks and residential detached accessory buildings.

Review Agencies

The following agencies will review your permit application package:

Permit Specialist

Will review the basic submittal package to ensure that all necessary documents are provided in a complete and legible manner.

Codes, Permits, and Inspection Services – Engineering

Will review for property located in a flood plain.

Environmental Health

Once you have received PRE-APPROVAL from the Health Department, you may file for the **“Same Day”** permit.

Plan Review

Review construction drawings of proposed project to ensure compliance with the building codes.

Planning

Review for compliance with setbacks, intended use, and other zoning regulations.

Permits that DO NOT qualify as a “Same Day”

The following projects require standard building permits and are not eligible for the **“Same Day”** process:

All commercial and industrial new, remodel, and additions

All single and multi-family dwellings

All townhouses and apartments
Attached garages

All additions for living space

Enclosing carports for living space

Creating second floors over existing dwelling

Creating basements

All conversions for additional living space

Signs and towers

Mobile homes and temporary trailers

Fuel tanks and pumps

Projects in suspected flood plains, critical areas, and wetlands

Projects requiring special Zoning approval

**Any permit associated to a building permit violation may not be considered for “Same Day” status.

Permits Not Required

The following is a list of items and projects that DO NOT require a building permit from Codes, Permits, and Inspection Services (unless otherwise noted):

Acid cleaning of buildings or other structures

Air conditioning repair or cleaning

Residential awnings

Residential kitchen cabinets

Carpet installation

Caulking

Replacement of existing windows and doors (new openings require a building permit)

Drywall repairs

Fencing not over 7 feet high (except as required as part of a POOL permit)

Flagstone work

Floor laying and refinishing

Furnace repair and cleaning, does not include replacement of equipment

Insulation (except as required under new work and additions, etc.)

Interior decoration (painting, trim work, “Z” brick, etc.)

Ornamental iron railings, handrails

Jalousie windows in existing openings

Landscaping**

Linoleum and tile work

Replacing locks and hardware

Oil burner repair

Painting, plastering, paneling, and paper hanging

Driveway paving, blacktop, concrete, and sidewalks**

Open patio concrete slabs (not covered)**

Pointing brick work

Replacement of shingle or roll roofing

Sandblasting

Replacement of siding (wood, aluminum, vinyl, etc.)

Sink and counter tops

Stained glass work

Storm windows, doors, and screens

Stucco work

Tile work (ceramic and non-ceramic)

Extermination

Gutters and down spouts

Accessory building for farm use on lots of five acres or more when accessed by the Maryland Tax Assessments Office as agricultural use. Contact the Environmental Planning Office regarding restrictions for property located within the Chesapeake Bay Critical Area, Resource Protection Zones, and for limits of tree clearing.

Hot tubs, if water level is less than 24 inches deep

Storage sheds for residential use, 200 sq. ft. or under, require a Zoning Permit and must meet the following requirements:

Do not locate shed over your existing well and septic area.

The minimum setback from any property line is six (6) feet.

The shed must be located behind your house.***

Tie shed down to wind uplift.

Any wood in contact with concrete or ground must be treated wood and the bottom minimum of eight (8) inches above ground.

Not for commercial use.

- * Contact the Office of Planning at 301-645-0540 or 301-870-3896 and the Environmental Health Department at 301-609-6900 prior to starting any of the above projects on an abandoned house or a house which has been vacant.
- ** Contact the Office of CPIS Engineering at 301-645-0618 or 301-870-3937 if the proposed work will have an impact on existing drainage, swales and water run-off to adjacent properties; or is located within a determined critical area. No work will be permitted within drainage easements, rights-of way, and existing swales.
- *** If property fronts on tidal waters, a 100 foot buffer measured landward from the mean high water line, tidal wetlands, or tributary streams of the Chesapeake must be maintained. Lots in the Critical Area that front on tidal waters may place accessory buildings on the side or front yard (yard which fronts street) provided the structure is six (6) feet from the property line and placed behind the front building restriction line. Contact the Environmental Planning Department at 301-645-0540 or 301-870-3896 for additional information.

Have You:

- a. filled out the permit application completely? Our Permit Specialists will provide assistance if there is something you do not understand. Call 645-0692 or 301-870-3935, Monday – Friday, 8:00 a.m. – 4:30 p.m.
- b. submitted three (3) copies of the Declaration of Intent form, if applicable, properly signed by the property owner(s)?
- c. provided your DAYTIME phone number where you may be reached by our staff?
- d. reviewed the TYPES OF PERMITS on pages 2 thru 4 that are acceptable for “**Same Day**” processing?
- e. reviewed the SUBMITTAL REQUIREMENTS on pages 4 and 5?

Mission Statement

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

Vision Statement

Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.



Charles County Government
 Department of Planning and Growth Management
 200 Baltimore Street, P.O. Box 2150, La Plata, MD 20646
 (301) 645-0692 or (301) 870-3935 Fax: (301) 645-0575
www.charlescounty.org
 Inspections: (301) 870-8710 or (301) 645-3302

| | |
|----------------------------|--------|
| FOR OFFICE USE ONLY | |
| Date Received: | _____ |
| Permit Number: | _____ |
| Revision To: | _____ |
| Plans on File #: | _____ |
| Same Day: | Y or N |
| Time Received: | _____ |

BUILDING AND ZONING PERMIT APPLICATION

| | | | | |
|---------------------|----|---------|--------|------|
| Property Tax Number | OR | Tax Map | Parcel | Grid |
|---------------------|----|---------|--------|------|

| | | | | |
|------------------------|------------------------|-------------|-----|-----------|
| Property Owner(s) Name | Address/E-Mail Address | City, State | Zip | Phone No. |
|------------------------|------------------------|-------------|-----|-----------|

| | | | | |
|-------------------|------------------------|-------------|-----|-----------|
| Applicant(s) Name | Address/E-Mail Address | City, State | Zip | Phone No. |
|-------------------|------------------------|-------------|-----|-----------|

| | | | | |
|-------------------|------------------------|-------------|-----|-----------|
| Contractor's Name | Address/E-Mail Address | City, State | Zip | Phone No. |
|-------------------|------------------------|-------------|-----|-----------|

| | | |
|----------------------------------|-------------------------|----------------------|
| MD Homebuilders Registration No. | MD Home Improvement No. | MD State License No. |
|----------------------------------|-------------------------|----------------------|

Job Address (ADC Map #, House #, Street, City, etc.) _____

| | | | | |
|------------------|---------|---------|-------|---------|
| Subdivision Name | Lot No. | Section | Block | Acreage |
|------------------|---------|---------|-------|---------|

General Description of Work and Intended Use: _____

| | | | | | |
|----------------------|-----------------------|--------------------|-------------------|--------------------|-------------------|
| Total Disturbed Area | Flood Plain Elevation | Front Yard Setback | Rear Yard Setback | Right Yard Setback | Left Yard Setback |
|----------------------|-----------------------|--------------------|-------------------|--------------------|-------------------|

| | | |
|---|--|--|
| State Road: <input type="checkbox"/> Yes <input type="checkbox"/> No | Chesapeake Bay Critical Area: <input type="checkbox"/> Yes <input type="checkbox"/> No | Stormwater Management: <input type="checkbox"/> Provided <input type="checkbox"/> Exempt <input type="checkbox"/> Waived |
| County Road: <input type="checkbox"/> Yes <input type="checkbox"/> No | Resource Protection Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| PDRB Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No | Development District: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | | | |
|-------------------------|------------------------------|--|--|
| Total Floor Area: _____ | No. of Full Bathrooms: _____ | Public: <input type="checkbox"/> Water <input type="checkbox"/> Sewer | Related Permits Required: |
| No. of Stories: _____ | No. of 1/2 Bathrooms: _____ | Private: <input type="checkbox"/> Well <input type="checkbox"/> Septic | Electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| No. of Bedrooms: _____ | Rough-In Only: _____ | Food/Drink: <input type="checkbox"/> Yes <input type="checkbox"/> No | Plumbing: <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | |
|--|--|
| Estimated Construction Cost (Building Cost Only): Application Fee: _____ Plan Review Fee: _____ Soil Conservation Fee: _____ Inspections: _____ _____ Total: \$ _____ Name on Check: _____ | Commercial Business Trading As: <div style="text-align: center;">Treasurer's Validation</div> |
|--|--|

CAUTION: I/we have carefully examined and read this application and know the same is true and correct. I/we are also aware that whoever is indicated as the OWNER assumes full responsibility for this application and for the construction and will comply with all provisions of the Charles County ordinances and State laws whether herein specified or not. I/we further understand that to start construction before a building permit is issued and to use and occupy the premises before a Use and Occupancy Certificate is obtained is in violation of the law.

| | | | |
|--|--------------|------|----------------------------|
| Signature of <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized Agent | Printed Name | Date | Permit Specialist Initials |
|--|--------------|------|----------------------------|

**CHARLES COUNTY FOREST CONSERVATION ORDINANCE
DECLARATION OF INTENT
SINGLE LOT EXEMPTION**

Tax Account Number _____ Tax Map _____ Parcel Number _____ Lot No. _____

Name(s) of Property Owner(s) _____

Address and/or location of property _____

I (We), _____, the Owner(s) of the real property located at _____ as described as _____ hereby declare my (our) intention to meet the requirements for an exemption under the *Single Lot Exemption* of the Charles County Forest Conservation Ordinance (§298-4.H of the Charles County Code) for five (5) years.

Under this Declaration of Intent, I (we) propose to disturb _____ square feet of forest. I (We) have included a sketch map or site plan showing approximate existing forest cover and the forest area to be cleared.

Is the property for which this Declaration of Intent being filed subject to either (please indicate yes or no):

- _____ A previously approved Forest Conservation Plan; or
- _____ A previous Declaration of Intent

This declaration grants an exemption for (name of activity) _____ conducted on an existing single lot based on the *Single Lot Exemption* of the Charles County Forest Conservation Program. If the Owner makes application for an additional activity regulated under the Forest Conservation Ordinance on all or part of the lot within a five (5) year period, the County Commissioners of Charles County shall require the Owner to satisfy requirements established in the Charles County Forest Conservation Ordinance. If the owner cumulatively clears more than 20,000 square feet of forest without an approved Forest Conservation Plan, or violates the requirements of a previous Forest Conservation Plan on all or part of the lot within the five (5) year period, the County Commissioners of Charles County shall require the Owner to satisfy requirements established in the Charles County Forest Conservation Ordinance, and may also assess a non-compliance fee of \$0.30 per square foot for forested areas disturbed in violation of this exemption.

I (We) declare under the penalties of perjury, that I (we) have examined this declaration, including any accompanying forms and statements, and the information contained herein, to the best of my (our) knowledge, information, or belief, is true, correct, and complete.

| | |
|--------------------------------|-------|
| Property Owner(s) Signature(s) | Date |
| _____ | _____ |
| _____ | _____ |

CHARLES COUNTY GOVERNMENT
DEPARTMENT OF PLANNING AND GROWTH MANAGEMENT
P.O. BOX 2150, LA PLATA, MARYLAND 20646

CODES, REGULATIONS AND STANDARDS
FOR CONSTRUCTION IN CHARLES COUNTY

January 1, 2016

1. International Building Code/2015, International Mechanical Code/2015 and the International Energy Conservation Code/2015 as amended by periodic supplements and Charles County Bill No. 2015-05.
2. International Residential Code/2015 as amended by periodic supplements and Charles County Bill No. 2015-05.
3. National Electrical Code/2014
4. International Existing Building Code/2015 **(existing structures more than one year old)**
5. 2015 International Plumbing Code
6. 2015 International Fuel Gas Code
7. Code of Maryland Regulations 05.02.02 -Maryland Accessibility Code
8. Code of Maryland Regulations 05.02.06.02B - Maryland Safety Glazing Law
9. Code of Maryland Regulation 29.06.01 State Fire Prevention Code Incorporated by reference: NFPA 101 Life Safety Code/2015 and NFPA 1 Fire Code/2015
10. Code of Maryland Regulations 10.15.03 - Food Service Facilities
11. Code of Maryland Regulations 26.04.02 - On-Site Water Supply and Sewage Disposal
12. 2015 International Property Maintenance Code