

# SINGLE FAMILY DWELLING CUSTOMER ASSISTANCE GUIDE



Charles County Government

Department of Planning & Growth Management

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

November 30, 2012

**WHEN IS A BUILDING PERMIT REQUIRED FOR THE CONSTRUCTION OF A SINGLE FAMILY DWELLING?**

A permit is required for all detached one-or two-family dwellings and one-family townhomes. All information indicated in this guide is also applicable to townhouse permit applications.

NOTE: As of January 18, 2007, see Charles County Bill 2006-14, all new detached one- or two-family dwellings constructed in Charles County are required to have an automatic fire suppression system installed in accordance with NFPA 13D.

**PROCEDURE TO OBTAIN A BUILDING PERMIT FOR A SINGLE FAMILY DWELLING:**

1. **Application:**

Complete attached building permit application (Attachment 1). Include the home builder's name and home builder registration number. If the landowner is obtaining a building permit for construction to be performed directly by the landowner solely for the landowner's own use, complete "Affirmation of Landowner" (See Attachment 2).

2. **Record Plat:**

Submit a copy of the recorded final plat. Copies may be obtained from Land Records located in the Charles County Courthouse.

3. **Forest Conservation Ordinance:**

As of August 27, 2004, compliance with the Forest Conservation Ordinance is required; however, projects on tracts of land less than 40,000 square feet are automatically exempt from the requirements of the Ordinance.

If the subject tract of land is 40,000 square feet or larger, forest conservation requirements must be addressed with your project. If there is a pending or approved forest conservation plan already on file in the Charles County Planning office, please provide documentation. For more information, contact the Planning Department at 301-645-0540. (See Attachment 3) This form is a required document for verification of the applicant's intent.

4. Checklist for Grading and Sediment Control:

Complete one of the two Checklists for Grading and Sediment Control (Attachment 4). One checklist is for lots **more** than two (2) acres and one is for lots **less** than two (2) acres. If sediment and erosion control is required, complete the Standard Erosion and Sediment Control Form (Attachment 5).

5. Construction Drawings:

Stick Built - Submit two (2) complete sets to include a detailed foundation plan, fully dimensioned floor plans, roof and floor framing plans, cross section, wall detail, and elevations of all four sides. All drawings shall be scaled to a minimum of 1/4" = 1'0". All structural information shall be consistent with materials intended to be used at time of construction. Reference the attached drawing checklist (See Attachment 6).

Modular - Submit two (2) complete sets of the Manufacturer's Construction Plans, including foundation plan. Plans must have Maryland State Certification. Modular homes shall be marked with a Testing Facility label, Manufacturer's data plate, and Maryland State certification insignia.

Manufactured/Mobile - Submit two (2) complete sets of the certified Manufacturer's Installation Manual. Include floor plan and foundation plan. Manufactured/Mobile homes must exceed U.S. Department of Housing and Urban Development (HUD) standards. Submit a copy of MVA title. For more information, contact the Planning Department at 301-645-0540.

6. Site Plan:

Submit five (5) copies signed and sealed by a Maryland Registered Professional Engineer or Maryland Registered Professional Land Surveyor or Maryland Registered Landscape Architect. Site Plan shall include setback dimensions on all four sides from the property line to the proposed structure, existing and proposed topography and tree lines, first floor and basement floor elevations, well and/or septic location, sediment and erosion control if required, stormwater management if required and other information requested on Grading and Sediment Control Checklists.

**NOTE:** Environmental Health Department Site Plan Approval: For property served by individual well and/or on-site sewage disposal system, submit ten (10) copies of the site plan to the Health Department. For more information, contact the Health Department at 301-609-6900.

**NOTE:** Flood Plain: If the property is located in this area, the site plan shall note the 100 year flood plain elevation and lowest finished floor elevation of the structure.

**NOTE:** Stormwater Management: Provide a PGM Number, or SWM Standard Plan or engineered site plan to include SWM details. Refer to the Charles County Stormwater

Management and Storm Drainage Ordinance for information (See Attachment 7).

7. Residential Basement Wall Type Certification:

If the dwelling will include a basement, complete Attachment 8 and submit at time of permit application. If the foundation wall design has been prepared by a Professional Engineer, two (2) sets of the wall design signed and sealed by a Maryland Registered Professional Engineer may be submitted at time of permit application or one (1) set submitted to the building inspector at time of wall reinforcement inspection. Said engineer must also provide a general certification of compliance to the field inspector. This certification must contain the requested information as set by the Charles County Certification Guidelines (See Attachment 9).

8. Complete Load Path Form:

The Complete Load Path is a series of wall and roof ties installed on a building which are designed to reduce up lift during high wind storms. This form shall be provided with the issued building permit and a completed copy shall be provided to the building inspector at the corresponding inspection (See Attachment 10).

In addition, the following information shall be provided for specific areas in Charles County:

1. Surveillance Area:

Property located in the surveillance area may have geological conditions which create uncertainty in obtaining sufficient water for residential use. For this reason, the Health Department recommends that the well be drilled prior to construction of a house or sewage disposal system. Contact the Health Department at 301-609-6900 for delineation of the Surveillance Area.

2. Area of Special Geotechnical Consideration:

Proposed structures on property located in portions of the 7<sup>th</sup> District (Bryans Road/Indian Head) must comply with amendments to the building code (see Charles County Ordinance 01-93) due to the possibility of the soil exhibiting high shrinkage and/or expansion characteristics. A Geotechnical Report prepared by a Maryland Registered Professional Engineer may be provided in lieu of complying with the requirements. For more information, contact Codes, Permits, and Inspection Services at 301-645-0692.

3. Chesapeake Bay Critical Area and Resource Protection Zone:

Please see Attachment 11 for further information.

4. Single Family Dwelling Minimum Standards:

All single-family detached dwelling permit applications in development zones RL, RM, RH, RV, RO, PRD, MX, PUD, WPC, TOD, PMH, CER, CMR, and CRR Zones must have a minimum finished living space of 1,250 square feet, excluding garages, porches, decks, unfinished basements or attic areas; and are subject to a square footage percentage scale, which allows 25% of the total of new homes within a subdivision to be between 1,250 and 1,450 square feet, 25% to be between 1,450 and 1,650 square feet, and the remaining 50% to be a minimum of 1,650 square feet. For specific information, contact the Planning Department at 301-645-0540.

**Zoning**

1. Planning Design Review Board Approval - (PDRB)

- a. If your property is located within the neighborhoods of the Smallwood Village PUD - Huntington (including Sentry Woods), Bannister, Sheffield and Wakefield - you **must** obtain PDRB approval from the Smallwood Village PDRB. You may contact them at:

SMALLWOOD VILLAGE - PDRB, 14G Irongate Drive  
Telephone Number: 301-843-8111

- b. If your property is located within the neighborhoods of the Westlake PUD - Hampshire, Lancaster, Dorchester, Fairway Village and any future neighborhoods - you **must** obtain PDRB approval from the Westlake Village PDRB. You may contact them at:

WESTLAKE VILLAGE - PDRB, 236 Smallwood Village Center  
Telephone Number: 301-870-4304

- c. If your property is located in Potomac Heights, you **must** submit the Review Committee approval letter. You may contact them at:

POTOMAC HEIGHTS - 200 Cedar Lane, Indian Head  
Telephone Number: 301-753-9148

- d. If your property is located in Swan Point, you **must** submit the Architectural Review Committee (ARC) approval letter and two (2) copies of stamped architectural drawings approved by the committee. You may contact them at:

SWAN POINT - 11550 Swan Point Boulevard, Issue  
Telephone Number: 301-259-0054

2. Site Design and Architectural Review Board Approval

If your property is located in Adams Crossing, Autumn Hills, Avalon, Ballantrae, Bensville Acres, Berry Grove, Berry Park, Billingsley Estates, Bracey Estates I & II, Brentwood, Brierholme, Brookwood, Bryans Crossing, Bryans Green, Bryans Village, Charles Crossing, Chelsea Manor, Christopher Pointe, Colonial Charles (Charles Retreat), Deer Park Estates, Earnshaw Property, Edmonton, Falcon Ridge, Greenhaven Run, Heritage Crossing, Highgrove, Hope Park, Hunters Brooke, Kingsview, Leighland Meadows, Linden Grove, McBerry, McCormick Property, Meadows at Forgotten Farm, Middletown South, Millard's Mill, Myers Estates, North Pointe, Pinecrest, Piney Grove, Piney Brae, Richland's Crossing, Saddle Ridge, Scotland Heights, Sherwell Property, Springhaven, Stonebridge, Sun Ridge, Sun Valley (lots 22-26 and 47-58), The Groves at Piney Church, The Groves at Piney Reach, Timber Ridge, Whispering Woods, Windsor Manor, Windsor Mills, and Woods at Deer Creek, you **must** obtain approval from SDARB. For more information, you may contact the Planning Department at 301-645-0540.

**Other Permits**

1. Utility Permit:

If property is served by public water and/or sewer, a completed utility permit application shall be submitted when applying for the building permit. The utility permit application shall be signed by a Maryland Registered Master Plumber and the property owner. Applications may be obtained from Codes, Permits, and Inspection Services 301-645-0692.

2. Well/Septic:

If the property is served by individual well and/or on-site sewage disposal, you must apply for well and septic permits from the Environmental Health Department. For more information, contact the Health Department at 301-609-6900.

3. Plumbing Permits:

**Prior** to commencement of any plumbing and/or gas work, a plumbing permit shall be obtained from Codes, Permits, and Inspection Services. The plumbing permit application shall be signed by a Maryland Registered Master Plumber.

4. Electrical Permits:

**Prior** to commencement of any electrical work, an electrical permit shall be obtained from Codes, Permits, and Inspection Services. The electrical permit application shall be signed by a Master Electrician licensed by the Board of Electrical Examiners and Supervisors of Charles County.

5. Mechanical Permits:

**Prior** to commencement to any mechanical (HVAC) work, a mechanical permit shall be obtained from Codes, Permits, and Inspection Services. The mechanical permit application shall be signed by a Maryland Registered Master HVAC Contractor.

**NOTE:** Homeowners desiring to do his/her own plumbing work must complete an application and pass an exam. Exams are administered at the Charles County Government Building. Provide 24 hour notice by calling Codes, Permits, and Inspection Services at 301-645-0692. Any person wishing to take the exam shall have his application on file with Codes, Permits, and Inspection Services within a reasonable time prior to the date of the scheduled exam.

**NOTE:** Homeowners desiring to do his/her own electrical work must complete an application and provide it to the Charles County Board of Electrical Examiners. The Board will evaluate and approve or disapprove the homeowner's application. Once the application has been approved or disapproved by the Board, the homeowner will be notified and if approved, an exam may be scheduled. Please contact the Board's secretary at 301-638-0804 for further information.

6. Entrance Permits:

A residential entrance permit is required for all driveway entrances on a state or county road. Provide a completed residential driveway entrance permit application when applying for the building permit. Applications may be obtained from Codes, Permits, and Inspection Services (301-645-0692). The residential driveway entrance must be installed in accordance with the County or SHA required details, inspected, and approved prior to issuance of a Use and Occupancy Certificate for the dwelling (See Attachment 12 for Charles County Application and Attachment 13 for SHA Application).

7. Cross Connection Control Permit Application (Attachment 14):

This application is part of the Charles County Cross Connection Control Program adopted by the County Commissioners in Bill 2005-20 which was effective November 17, 2005. The program applies only to structures connected to the Charles County Government water distribution system. The application must be completed and signed by the owner or authorized agent.

**Fees**

**Fees are subject to change every July 1.**

Please make checks payable to the Charles County Commissioners.

1. Application Fee

An application fee of \$101.00 is due at the time of application. Please be advised that this fee is non-refundable.

2. Plan Review Fee

\$.043 per square foot of the gross building area at each story. The minimum plan review fee is \$118.00 and is non-refundable. This fee is payable at the time of application.

3. Home Builder Guaranty Fund Fee

A fee of \$50.00 is due at the time of application. Please be advised that this fee is non-refundable. For more information about this fee, please contact the Home Builder Registration Unit at 1-877-259-4525.

4. Cross Connection Control Fee

Application fee: \$16.00 Inspection fee: \$49.00

5. Soil Conservation Review Fee

A Soil Conservation review fee of \$29.00 is due at the time of application for lots of two (2) acres or more with more than 21,780 square feet of disturbed area or for lots of less than two (2) acres with 5,000 square feet or more of disturbed area.

6. Inspection Fee

The inspection fee is due when the permit is issued.

Single Family Dwelling:

Footing - \$49.00	Framing - \$224.00
Foundation - \$43.00	Driveway Entrance - \$31.00
Rebar - \$38.00	Final - \$213.00
Slab - \$38.00	SDARB: \$29.00
Load Path - \$38.00	SED Control Insp. - \$146.00
Energy - \$49.00	SWM Insp. - \$146.00

Modular/Mobile Homes:

Footing - \$38.00	Energy - \$31.00
Foundation - \$31.00	Framing - \$31.00
Rebar - \$31.00	Driveway Entrance - \$31.00
Slab - \$31.00	Final - \$110.00
Load Path - \$31.00	SED Control Insp. - \$146.00

**NOTE:** The building permit must be issued before obtaining the associated trade permits.

7. Plumbing Permit Fee

Application Fee: \$19.00

**Inspection Fees (SFD):**

Underground - \$38.00                      Final - \$49.00  
Rough-In - \$49.00

**Inspection Fees (Modular/Mobile Homes):**

Underground - \$38.00                      Final - \$49.00  
Rough-In - \$49.00

8. Electrical Permit Fee

Application Fee: \$22.00

**Inspection Fees (SFD):**

Underground - \$39.00                      Final - \$73.00  
Rough Wire - \$73.00

**Inspection Fees (Modular/Mobile Homes):**

Underground - \$39.00                      Final - \$73.00  
Rough Wire - \$73.00                      Service Only (including feeder or receptacles) -  
\$54.00

9. Mechanical Permit Fee

Application Fee: \$19.00

**Inspection Fees (SFD):**

Underground - \$37.00                      Final - \$54.00  
Rough-In - \$54.00

**Inspection Fees (Modular/Mobile Homes):**

Underground - \$37.00                      Final: \$54.00  
Rough-In - \$54.00

10. Utility Fee

The utility fee is due when the building permit is issued. This fee applies only to property served by public water and/or sewer. For information on the fee amount, contact the Water & Waste Water Permit Technician at 301-645-0726.

11. Off-Site Road Improvement Fee

Certain subdivisions are assessed this fee which currently varies from \$59.00 to \$877.00. The fee shall be paid when obtaining the building permit. For more information, contact the Planning Department at 301-645-0540.

12. Well and/or Septic Site Plan Fee

Environmental Health Department site plan review fee is \$65.00 per lot. Also, there is a \$95.00 septic permit application fee and an \$80.00 well permit fee. Fees are paid to the Health Department at time of application. For more information, contact the Health Department at 301-609-6900.

**Other Requirements**

1. Foundation Wall Location and First Floor Elevation Certification  
(Attachment 15)

This form certifies the foundation wall location and if the lot size is one acre or less, that the first floor elevation is in compliance with the approved site plan. The certification shall be signed and sealed by a Maryland Registered Land Surveyor or Professional Engineer and submitted to the building inspector when the framing inspection is performed.

2. On-Site Drainage Certificate for Lots of One Acre or Less  
(Attachment 16)

This form certifies compliance to the approved site plan dealing with on-site grading and drainage. The completed form shall be submitted to Codes, Permits, and Inspection Services when requesting a Use and Occupancy Certificate. The certification may be signed by the general contractor, property owner, or the property owner's agent. If the homeowner/property owner/buyer has signed an "Owner Responsibility for Building Lot Stabilization" form (Attachment 17), then this "On-Site Drainage Certification" form must be signed by the homeowner/property owner/buyer.

3. Owner Responsibility for Building Lot Stabilization  
(Attachment 17)

This form may be required, as determined by the building inspector, in order to obtain a Certificate of Use and Occupancy. This form certifies that the property owner (buyer)

and contractor/builder acknowledge that there is presently no permanent lot stabilization (fine grading, seeding, or sodding and landscaping). It is understood and agreed that the sediment and erosion control and permanent lot stabilization is the responsibility of the owner of the property and that the owner will cause the permanent lot stabilization to be completed within 120 days.

**Contractor License Requirement**

Maryland Home Builder Registration

**Codes, Permits, and Inspection Services Form**

Use and Occupancy Certificate

This certificate shall be obtained from Codes, Permits, and Inspection Services prior to using or occupying a building or structure. When requesting a Use and Occupancy Certificate, submit the Use and Occupancy Approval form signed by the building inspector from the inspection agency and any of the above required certifications. If, for any reason, a building or site inspector issues a temporary Use and Occupancy Certificate, an additional fee of \$36.00 will be assessed at the issuance of this certificate.

**Codes and Regulation Standards for Construction in Charles County**

See Attachment 18.

See Attachment 19 for the Standard R1 Conditions for Residential Dwellings.

The following departments and agencies may be contacted directly to answer any questions:

- Health Department ..... 301-609-6900  
 Web Site ..... [www.charlescountyhealth.org](http://www.charlescountyhealth.org)
  
- Inspection Agency ..... 301-645-3302  
 Electrical, Building, Plumbing Inspections ..... 301-870-8710  
 Web Site ..... [www.planchekinc.com](http://www.planchekinc.com)
  
- Planning and Growth Management  
 Codes, Permits, and Inspection Services ..... 301-645-0692 or 301-870-3935  
 Planning and Zoning ..... 301-645-0540 or 301-870-3896  
 Engineering ..... 301-645-0618 or 301-870-3937  
 Web Site ..... [www.charlescounty.org](http://www.charlescounty.org)  
 Fax ..... 301-645-0575
  
- Soil Conservation and Sediment Control ..... 301-934-9588, ext 3  
 or 301-870-3555  
 Web Site ..... [www.charlesscd.com](http://www.charlesscd.com)

State Highway Administration ..... 1-800-876-4742  
or 410-333-1350  
Web Site ..... [www.marylandroads.com](http://www.marylandroads.com)

State Fire Marshal ..... 443-550-6820  
Web Site ..... [www.firemarshal.state.md.us](http://www.firemarshal.state.md.us)

**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.



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 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](http://www.charlescounty.org)  
 Inspections: (301) 870-8710 or (301) 645-3302

<b>FOR OFFICE USE ONLY</b>	
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
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Property Owner(s) Name	Address/E-Mail Address	City, State	Zip	Phone No.
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Applicant(s) Name	Address/E-Mail Address	City, State	Zip	Phone No.
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Contractor's Name	Address/E-Mail Address	City, State	Zip	Phone No.
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MD Homebuilders Registration No.	MD Home Improvement No.	MD State License No.
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Job Address (ADC Map #, House #, Street, City, etc.) \_\_\_\_\_

Subdivision Name	Lot No.	Section	Block	Acreage
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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
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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):	Commercial Business Trading As:
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Application Fee: _____	<b>Treasurer's Validation</b>
Plan Review Fee: _____	
Soil Conservation Fee: _____	
Inspections: _____	
_____	
Total: \$ _____	
Name on Check: _____	

**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
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**AFFIRMATION OF LANDOWNER**

NAME OF LANDOWNER: \_\_\_\_\_ PERMIT # \_\_\_\_\_

ADDRESS OF PROPERTY  
COVERED BY PERMIT: \_\_\_\_\_

The Maryland Home Builder Registration Act, which took effect January 1, 2001, prohibits the issuance of building permits unless the home builder is registered with the State and the builder’s registration number is included on the building permit. The purpose of this Act is to protect consumers when they are purchasing new homes. A builder can lose its registration if it violates the Act.

The Act does permit a landowner to obtain a building permit for construction to be performed directly by the landowner solely for the landowner’s own use. In order to obtain a permit that does not contain the registration number of a builder, the landowner has to affirm as follows:

1. I understand that the Maryland Home Builder Registration Act was passed to provide landowners like me with certain protections and that I could lose the benefits of those protections if I ever entered into a contract with an unregistered builder.
2. I understand that builders of new homes in the State of Maryland must be registered with the Home Builder Registration Unit of the Consumer Protection Division of the Office of the Attorney General.
3. I have title to property located in the State of Maryland and am seeking a building permit for that land.
4. I am requesting this building permit for construction to be performed directly by me on my own land, solely for my own use.
5. I have not entered into a contract with any person or company to erect or otherwise construct the new home covered by this permit, including a contract for somebody to manage, oversee, or supervise in any way the construction of the home. I will not enter into such a contract without first notifying the Charles County Government Codes, Permits, and Inspection Services office of the name of the person or company so that its builder registration status can be determined and, if registered, the builder’s name and registration number can be added to the building permit. I understand that a builder cannot perform any work on the new home until this information has been added to the permit.
6. I understand that I may be deemed to have violated the Home Builder Registration Act if I enter into any contract for the sale of the new home covered by this permit under circumstances indicating that it was never my intention to use the completed home as my own.

I, \_\_\_\_\_, of \_\_\_\_\_  
(Landowner’s name - print) (Address)

hereby certify under personal knowledge and under penalty of perjury, that these affirmations are complete, accurate, and true.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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

Tax Account Number \_\_\_\_\_ Tax Map \_\_\_\_\_ Parcel Number \_\_\_\_\_  
Lot Number \_\_\_\_\_ 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 (section 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 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 activity regulated under the Forest Conservation Program, cumulatively clears more than 40,000 square feet of forest, 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 may require the Owner to meet the forest conservation threshold established in the Charles County Forest Conservation Ordinance, and may also assess a noncompliance 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
_____	_____
_____	_____
_____	_____

**CHECKLIST FOR GRADING AND SEDIMENT CONTROL ON LOTS LESS THAN 2 ACRES FOR  
SINGLE FAMILY DWELLINGS AND TOWNHOMES**

- |  |  |
|--|--|
| <p><input type="checkbox"/> 1. Vicinity map showing location of site.</p> <p><input type="checkbox"/> 2. The north arrow.</p> <p><input type="checkbox"/> 3. Scale of plan shall not be smaller than one (1) inch per 50 feet for one (1) acre or smaller.</p> <p><input type="checkbox"/> 4. Locations, widths, and names of all existing roads, streets, alleys, or other public ways within or adjoining the subject property along with any right-of-way.</p> <p><input type="checkbox"/> 5. Lot number, lot size, and name of subdivision.</p> <p><input type="checkbox"/> 6. Location, type and dimensions of any easement within or adjoining the subject property.</p> <p><input type="checkbox"/> 7. House location, with first floor and basement floor elevations.</p> <p><input type="checkbox"/> 8. Existing and proposed topography for entire lot and 20' beyond property.</p> <p><input type="checkbox"/> 9. Finish grade spot elevations at each corner of house and garage.</p> <p><input type="checkbox"/> 10. Finish grade spot elevations at each corner of proposed structures to ensure grading per CABO (positive drainage away from structures at not less than 5% grade within first 10 feet).</p> <p><input type="checkbox"/> 11. Provide positive drainage away from buildings/structures for the remaining portion of lot at not less than 1% grade.</p> <p><input type="checkbox"/> 12. Discharge of foundation or sump pump drain should be minimum 10' away from any buildings/structures.</p> <p><input type="checkbox"/> 13. For lots smaller than one (1) acre swale should be at least 5' from building/structure.</p> <p><input type="checkbox"/> 14. Driveway location to be shown (slope not to exceed 15%). Indicate the finished surface of the driveway for slopes greater than 10%.</p> | <p><input type="checkbox"/> 15. Entrance and/or driveway culvert location, type, and size. Submit the design data with complete culvert computations with drainage area maps or PGM reference number.</p> <p><input type="checkbox"/> 16. Existing storm drain structures type, size and throat elevations within the lot and adjoining the subject property.</p> <p><input type="checkbox"/> 17. 100-year floodplain/backwater limits and elevations. Lowest finished flood elevations should be minimum one (1) foot above the 100-year floodplain/backwater elevations.</p> <p><input type="checkbox"/> 18. Identify adjoining property with lot number.</p> <p><input type="checkbox"/> 19. Site plan shall be original signed and sealed by a Maryland Registered Professional Engineer or Professional Land Surveyor.</p> <p><input type="checkbox"/> 20. If construction is within wetland area, refer to WRA and Army Corps of Engineers for their approval. Approval must be received in writing prior to issuance of a building permit.</p> <p><input type="checkbox"/> 21. If construction of single family dwelling is within 100-year floodplain, the minimum lowest finished floor elevation should be at least 1' above the 100-year floodplain/backwater elevation and F.F. elevation shall be certified by a Professional Engineer or Professional Land Surveyor registered in the State of Maryland.</p> <p><input type="checkbox"/> 22. If the construction of the driveway is within the floodplain, the proposed grading should indicate the driveway at a minimum of base flood elevation.</p> |
|--|--|

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**CHECKLIST FOR GRADING AND SEDIMENT CONTROL ON LOTS MORE THAN 2 ACRES FOR  
SINGLE FAMILY DWELLINGS**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Vicinity map showing location of site.</li> <li><input type="checkbox"/> 2. The north arrow.</li> <li><input type="checkbox"/> 3. The plan shall be drawn at a scale to include the entire parcel on a sheet size not to exceed 18" x 24". Insets or enlargements shall be provided as necessary at a scale no smaller than 1" = 100' for detail.</li> <li><input type="checkbox"/> 4. Locations, widths, and names of all existing roads, streets, alleys, or other public ways within or adjoining the subject property along with any right-of-way.</li> <li><input type="checkbox"/> 5. Lot number, lot size, and name of subdivision.</li> <li><input type="checkbox"/> 6. Location, type and dimensions of any easement within or adjoining the subject property.</li> <li><input type="checkbox"/> 7. House location, first floor elevation (discretionary).</li> <li><input type="checkbox"/> 8. Existing topography for the area 100' around the proposed house to include existing swales, lows, water courses, etc. Also, existing and proposed topography for the areas where grading will be performed, such as driveway and around house.</li> <li><input type="checkbox"/> 9. Finish grade spot elevations at each corner of house and garage.</li> <li><input type="checkbox"/> 10. Finish grade spot elevations at 10' away from each corner of proposed structures to ensure grading per CABO (positive drainage away from structures at not less than 5% within 10 feet).</li> <li><input type="checkbox"/> 11. Provide positive drainage for the remainder of the disturbed area at not less than 1% grade.</li> <li><input type="checkbox"/> 12. Discharge of foundation or sump pump drain should be minimum 10' away from any buildings/structures.</li> <li><input type="checkbox"/> 13. For lots smaller one (1) acre or larger, proposed for existing swale should be at least 10' away from buildings/structures.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 14. Driveway location to be shown (slope not to exceed 15%). Indicate the finished surface of the driveway for slopes greater than 10%.</li> <li><input type="checkbox"/> 15. Entrance and/or driveway culvert location, type, and size. Submit the design data with complete culvert computations with drainage area maps or PGM reference number.</li> <li><input type="checkbox"/> 16. Existing storm drain structures type, size and throat elevations within the lot and adjoining the subject property. Structures located on or adjoining the site which do not impact the site development (including, but not limited to, house site and driveways) do not need to be shown.</li> <li><input type="checkbox"/> 17. 100-year floodplain/backwater limits and elevations. Lowest finished flood elevations should be minimum one (1) foot above the 100-year floodplain/backwater elevations.</li> <li><input type="checkbox"/> 18. Identify adjoining property with lot number.</li> <li><input type="checkbox"/> 19. If construction is within wetland area, refer to WRA and Army Corps of Engineers for their approval. Approval must be received in writing prior to issuance of a building permit.</li> <li><input type="checkbox"/> 20. If construction of single family dwelling is within 100-year floodplain, the minimum lowest finished floor elevation should be at least 1' above the 100-year floodplain/backwater elevation and F.F. elevation shall be certified by a Professional Engineer or Professional Land Surveyor registered in the State of Maryland.</li> <li><input type="checkbox"/> 21. If construction of the driveway is within the floodplain, the proposed grading should indicate the driveway at a minimum of base flood elevation.</li> </ul> |
|--|---|

P:\myfiles\Cheryl's Forms\Grading Checklist More Than 2 Acres.wpd

**SEDIMENT AND EROSION CONTROL**

1. If the lot size is less than two (2) acres and the disturbed area is 5000 square feet or more, the following information must be provided on the site plan:

- A. Straw - bale dike or silt fence required wherever water exits the site.
- B. Stabilized construction entrance(s) at proposed driveway location(s).
- C. Signed Standard Erosion and Sediment Control Form (Attachment 5).
- D. Disturbed area calculation:

In determining the disturbed area, the actual area reasonably anticipated to be disturbed by clearing, grading and construction of the house, yard, driveway, plus one-half (½) of the area of the septic easement are to be included.

- E. The following sediment and erosion control note must be shown on the site plan:

“Following initial soil disturbance or redisturbance, permanent or temporary stabilization shall be completed within seven (7) calendar days as to the surface of all perimeter controls, dikes, swales, ditches, perimeter slopes, and all slopes greater than 3 horizontal to 1 vertical (3:1) and fourteen (14) days as to all other disturbed areas on the project site.”

2. Erosion and sediment control plan is required for site development and building construction on all lots within the Chesapeake Bay Critical Area regardless of lot size or disturbed area.

Checked by \_\_\_\_\_  
Applicant/Agent  
\_\_\_\_\_  
County Reviewer

**SEDIMENT AND EROSION CONTROL**

1. If the lot size is two (2) acres or more and the disturbed area is greater than 21,780 square feet, the following information must be provided on the site plan.

- A. Straw - bale dike or silt fence required wherever water exits the site.
- B. Stabilized construction entrance(s) at proposed driveway location(s).
- C. Signed Standard Erosion and Sediment Control Form (Attachment 5).
- D. Disturbed area calculation:  
  
In determining the disturbed area, the actual area reasonably anticipated to be disturbed by clearing, grading and construction of the house, yard, driveway, plus one-half (½) of the area of the septic easement are to be included.
- E. The following sediment and erosion control note must be shown on the site plan:  
  
“Following initial soil disturbance or redistribution, permanent or temporary stabilization shall be completed within seven (7) calendar days as to the surface of all perimeter controls, dikes, swales, ditches, perimeter slopes, and all slopes greater than 3 horizontal to 1 vertical (3:1) and fourteen (14) days as to all other disturbed areas on the project site.”

2. Erosion and sediment control plan is required for site development and building construction on all lots within the Chesapeake Bay Critical Area regardless of lot size or disturbed area.

Checked by _____ Applicant/Agent  _____ County Reviewer
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## Checklist for Single Family Dwelling Drawings

(Be sure the following information is included on both sets of permit drawings.)

- A. **DESIGN CRITERIA** - Minimum scale of 1/4" to 1' for all drawings
- \* Type of framing to be used - Platform, Balloon or other
    - Platform - Studs are one story high, floor joist for each story rests on the top plates of the story
    - Balloon - All vertical structural elements of the exterior walls consist of single studs which extend the full height of the frame, from the sole plat to the roof plate
    - Other than platform or balloon framing, engineered designs provided
- B. **LOCATION ON LOT**
- Distances to other structures on the property within 10'
  - Indicate if located in flood zone - indicate zone classification
  - Indicate if located in an area of geo-technical concern
- C. **FLOOR PLANS**
- Entire floor plan of dwelling
  - Indicate garage - if applicable
  - Show uses of all rooms and their dimensions
  - Indicate the locations and sizes of all doors and windows
    - 1. Location of all stairwells
      - Provide tread depths - Minimum 9"
      - Provide riser heights - Maximum 8 1/4"
      - Provide stair widths - Minimum 36"
      - Provide handrail dimensions
- D. **FRAMING INFORMATION**
- \* Indicate type of foundation to be used - conventional or monolithic pour
  - \* Footing Details
    - Depth of footing from finished grade to bottom of footing - minimum 24"
    - Depth of footing from finished grade to bottom of footing if located in area of geo-technical concern - minimum 48"
    - Thickness of concrete footing - minimum 8"
    - Width of footing - minimum 16"
    - Size, spacing and location of isolated footings for support piers
  - \* Foundation Walls - Indicate basement, crawl space or slab on grade
    - Type of wall - poured concrete, CMU wall, etc.
    - Thickness of wall - minimum 6"
    - Height of wall
    - Height of unbalanced fill against the wall
    - Size and location of reinforcement required
    - Size, spacing and location of isolated footing for support piers
    - Provided basement wall type form is completed and signed
    - Type of waterproofing method to be used on foundation walls
    - Location and size of ventilation openings - if crawl space

- Crawl space access opening location and size
- Type of vents provided if location in a flood plain
- Type of foundation anchorage - sill plate anchors
- \* Floor Framing
- \* Type of floor system to be used
  1. Steel framed floor system
    - Provide the identification requirements from IRC - section R505.2.2
    - Size and spans for floor joist
    - Location and type of joist bridging
  2. Wood framed floor system
    - Provide the species and grade of the lumber to be used
    - Size and material of support beams
    - Spans of support beams
    - Depth of beam pockets
    - Size and material of any support posts
    - Size and material of any ledger attachments
    - Size of floor joists
    - Spans of floor joists
    - Spacing for floor joists
    - Location and spans of any cantilevers
    - Layout for engineered lumber floor systems
    - Location and size of any required joist bridging
  3. Concrete floors at grade
    - Thickness of concrete - Minimum 3 1/2"
    - Thickness of base under slab
    - Size and design of grade beams if on backfill
    - Indication of required vapor barrier - Minimum of 6 mil poly
- \* Wall Construction
- \* Type of wall system to be used
  1. Steel framed wall construction
    - Provide the identification requirements from IRC - section R603.2.2
    - Height and spacing of metal studs
    - Indicate size of fasteners to be used
    - Indicate stud placement
    - Indicate the type of wall to foundation connection
    - Size and detail for all openings, i.e.: doors and windows
  2. Wood framed wall construction
    - Provide the species and grade of the lumber to be used
    - Height and spacing of the studs
    - Provide a wall layout that indicates opening locations
    - Indicate type of exterior sheathing to be used
    - Indicate type of exterior veneer to be used
    - Indicate type of water resistive barrier to be provided

- Indicate size of all headers
- 3. Masonry wall system
  - Provide wall height
  - Provide the height of the unbalanced fill against wall
  - Provide the size and spacing of reinforcement to be used
  - Provide the size of lintels to be used above any opening in the wall
- 4. Insulating concrete form wall construction
  - Provide wall type and normal size
  - Provide maximum wall height
  - Provide minimum width of vertical core
  - Provide minimum thickness of vertical core
  - Provide maximum spacing of vertical cores
  - Provide spacing for horizontal cores
  - Provide minimum web thickness
- 5. Conventional concrete wall system
  - Provide thickness of the wall
  - Provide the wall height
  - Provide the size and spacing of vertical reinforcement
  - Provide the size and spacing of horizontal reinforcement
  - Provide detail for reinforcement placement at wall openings
- \* Roof Construction
- \* Indicate type of roof to be used
  - Gable roof
  - Hip roof
  - Gambrel roof
  - Provide roof pitch
  - Flat roof
  - Indicate degree of slope
  - Indicate type of covering
  - Indicate the type of roof construction to be used
    1. Pre-manufactured truss roof
      - Provide manufacturer's layout to indicate placement of support beams with permit drawings
    2. Field framed roof system - Indicating grade and species of lumber to be used
      - Provide rafter size
      - Provide rafter spacing
      - Provide rafter spans
      - Provide ceiling joist size
      - Provide ceiling joist spacing
      - Provide ceiling joist spans
      - Provide size and material of ridge beam
      - Provide details for ridge beam support
      - Indicate dormer locations
      - Framing information that is required for dormers

is

the same as information for framed roof and wall systems  
Indicate type and amount of ventilation that is to be  
provided for the attic space  
Type of exterior sheathing to be provided  
Type of roof covering to be provided

- \* Insulation - Charles County is a climate zone 4 - Reference section N1102 of 2012 IRC
- \* Provide 'R -value' or 'U-factor' ratings for indicated building elements - (Values given are minimums)
  1. R-values
    - Attic - R-49
    - Wood framed wall - R-20 or 13+5
    - Mass wall (concrete or masonry) - R-8/13
    - Floor - R-19
    - Basement wall - R-10, R-13
    - Concrete slab - R-10 for minimum 2ft
    - Crawl space - R-10, R-13
  2. U-factors
    - Attic - 0.030
    - Wood framed wall - 0.082
    - Mass wall (concrete or masonry) - 0.141
    - Floor - 0.047
    - Basement wall - 0.059
    - Crawl space wall - 0.065
    - Provide 'U-factors' for all windows and doors
    - Fenestration (windows) - 0.40
    - Skylights - 0.60
- \* Chimneys and fireplaces
- \* Pre-manufactured fireplaces
  - Provide installation instructions
- \* Pre-manufactured chimneys
  - Provide installation instructions
  - Indicate the location of flue terminations
- \* Masonry fireplaces
  - Footing and foundation details
  - Provide hearth slab thickness
  - Provide hearth extension detail
  - Provide hearth reinforcement
  - Provide the thickness of the firebox
  - Provide the distance from the top of opening to throat
  - Provide smoke wall thickness
  - Provide size and material of fireplace lintel
  - Provide the thickness of the chimney walls with a flue lining
  - Provide the distances between adjacent flues

- Provide roof termination clearances
- \* Bathroom and Kitchen layouts
  - Provide specific fixture layouts - distances to adjacent permanent fixtures
- \* Interior finishes
  - Type of floor coverings
  - Type of wall coverings
  - Type of ceiling coverings
- \* Location of these major electrical components
  - Electrical Panels and Meter
  - HVAC equipment
  - Smoke detectors
  - Carbon Monoxide detectors
  - Water heaters
  - Hot tubs
  - Jacuzzi tubs
  - Clothes washer
  - Clothes dryer
  - Dishwasher
  - Range
  - Garbage disposal
  - Refrigerator
  - Permanent space heaters
- \* Location of these major fuel burning appliances
  - HVAC equipment
  - Clothes dryers
  - Water heater
  - Range
  - Boilers
- \* Location of these major plumbing fixtures
  - Water heater
  - Laundry tub
  - Ejector/Sewage pump
  - Boilers
  - Radiant heat
- \* Location of these major mechanical components
  - Air handler
  - A/C unit
  - Furnace
- \* Submission of Energy Conservation Worksheets - see attached Appendix EE



Charles County Government

Development Services Division

STORMWATER MANAGEMENT STANDARD PLAN for Single Family Dwelling (SFD) Lots

Permit Number | Date applied:

V3.0-2004

OWNER/DEVELOPER INFORMATION

( )

Last Name | First Name | MI | Phone Number | email address

Present Address (number & street) | City | State | Zip

PROJECT INFORMATION

Address (number & street) | City | State | Zip

Subdivision Name | Section | Phase | Lot No. | Tax Map No. | Parcel Number(s)

Lot Size (square feet) | Total Disturbed Area (square feet) | Total Impervious Area (square feet)

LIMITATIONS

The requirements for stormwater management found in the Charles County Stormwater Management & Storm Drainage Ordinance and the Code of Maryland Regulations (COMAR) will be satisfied if nonstructural practices are used to treat runoff. Additional limitations are:

- 1. The project is single residential lot construction.
2. There is no contiguous land undergoing development by the same owner, builder, or developer.
3. Total site impervious cover shall not exceed 15% of the lot size for lots 1/2 acre or greater, and shall not exceed 25% of the lot sizes for lots less than 1/2 acre.
4. Total land area disturbed during construction shall be less than 1/2 acre. Land area that is disturbed for septic system construction may be subtracted from the total disturbed area provided it is revegetated.

CONDITIONS

The following conditions for design and construction shall be met and maintained. Should circumstances exist preventing one or more of these conditions from being satisfied, alternative techniques or conventional best management practices may be implemented at the discretion of the Development Services Division of Charles County Government.

- 1. All stormwater practices shall be designed and located to prevent basement seepage, erosion, flooding, or other damage to adjacent or downstream properties.
2. The drainage area to each rooftop downspout shall be 500 square feet or less.
3. All rooftop downspouts shall discharge to and drain continuously through vegetation (e.g., vegetated channel, swale, or filter strip) in a non-erosive manner to the property line.
4. To the extent practical, all other site impervious areas shall discharge to and drain continuously through vegetation in a non-erosive manner.

\* The 2000 Maryland Stormwater Design Manual, Volumes I & II (MDE April 2000) is available in hard copy or electronic format. For more information or to order a copy of the Design Manual, see MDE's website at www.mde.state.md.us or call 410-537-3543.
\* The Charles County Stormwater Management & Storm Drainage Ordinance is available in hard copy at the Charles County Government Building. The ordinance is also available for review at Charles County's website at www.charlescounty.org.

5. The total impervious area draining to any single discharge point shall be 1,000 square feet or less.
6. All access roads and/or driveways constructed for this project shall use open sections in lieu of curb and gutter.
7. If the site features prevent all conditions of this Standard Plan from being met, the owner/developer shall implement those practices found in the Design Manual that address any characteristics specified by Charles County.
8. This Standard Plan shall not be used in areas of special concern (e.g., surface water supply reservoirs, wellhead protection areas, sensitive stream systems, etc) without specific approval from Charles County.

### **Construction and Inspections**

9. No earth disturbance shall occur within 100 feet landward of the Mean High Water Line of tidal waters or from the edge of tidal wetlands without an appropriate variance or buffer exemption.
10. The proposed work shall not impact waters and/or wetlands of the State and any associated buffers without authorization from the appropriate federal and/or State agencies. Permits required by federal or State agencies for the protection of tidal and nontidal wetlands are the responsibility of the property owner, contract purchaser, or authorized agent.
11. All stormwater practices and/or runoff controls shall be installed according to this Standard Plan. Subsequent alteration or modification of these practices requires the approval from Charles County.
12. The applicant/homeowner shall maintain in good condition all stormwater practices constructed in accordance with this Standard Plan.
13. Access to the site will be made available at all reasonable times during construction and with reasonable notification after construction for inspection by Charles County.
14. The applicant/homeowners shall promptly repair and/or restore all stormwater practices found in noncompliance by Charles County.
15. Charles County reserves the right to deny approval under this Standard Plan and require that a design be prepared according to Charles County and the Design Manual.
16. Nothing in this Standard Plan relieves the applicant from complying with any and all federal, state, and local laws and regulations.
17. Coverage under this Standard Plan shall remain valid for the duration of the building permit.
18. Inspection shall be done in accordance with Building Permit Procedures.

<b>DEVELOPER'S CERTIFICATION</b>
I certify that I have authority to make application to this Standard Plan; that the information contained herein is correct and accurate; and that all clearing, grading, construction, and development will be conducted according to this Standard Plan and all applicable regulations.
Name (Please Print) _____
Signature _____ Date _____
<b>FOR OFFICE USE ONLY</b>
Reviewed by _____ Date _____
Additional notes or requirements



# CHARLES COUNTY GENERAL CERTIFICATION GUIDELINES

November 20, 1996  
Revised: November 30, 2012

**FOR THE CONTRACT INSPECTION AGENCY TO PROPERLY REVIEW, AND CHARLES COUNTY PERMITS ADMINISTRATION TO CORRECTLY FILE YOUR CERTIFICATION, CERTIFICATIONS SHOULD CONTAIN ALL OF THE FOLLOWING INFORMATION:**

1. NAME, ADDRESS, AND PHONE NUMBER OF CERTIFYING ENGINEER AND/OR COMPANY.
2. DATE OF CERTIFICATION.
3. IDENTIFICATION OF THE SUBJECT PROPERTY AND STRUCTURE:
  - A. FULL STREET ADDRESS
  - B. SECTION, LOT, SUBDIVISION
  - C. BUILDING PERMIT NUMBER WITH PROPERTY NUMBER
4. NAME AND ADDRESS OF BUILDER AND/OR PROPERTY OWNER.
5. DESCRIPTION OF THE TYPE OF INSPECTION AND THE CONSTRUCTION PHASE OF THE SUBJECT STRUCTURE AT THE TIME OF THE CERTIFICATION.
6. DESCRIPTION OF WHO WAS ON SITE FOR THE CERTIFICATION AND THE LOCATION AND DESCRIPTION OF THE TEST SITES.

NOTE: THIS SHOULD INCLUDE EITHER ONE OR ALL OF THE FOLLOWING AS APPROPRIATE:

- A. FOOTPRINT
  - B. FLOOR PLAN
  - C. SECTION
7. LIST THE RESULTS OF THE INSPECTION AND ALL OBSERVATIONS.
  8. CERTIFYING STATEMENT, FOR EXAMPLE:

Based on visual observations, testing performed and previous inspection experiences, we hereby certify that the structure, footing, microlam, etc. of the above referenced commercial (or residential) building complies with the 2012 International Building Code (or 2012 International Residential Code). It is also (my) our professional opinion that the structure is capable of safely supporting the design loads as required by the 2012 International Building Code (or the 2012 International Residential Code).

9. SIGNATURE AND SEAL OF A MARYLAND REGISTERED PROFESSIONAL ENGINEER.

## Complete Load Path for Residential Home/Addition Per IRC/2012

**Building Permit #** \_\_\_\_\_

Type (check appropriate box)	Type	1 story	2 story	3 story
Single Family Dwelling				
Basement or crawl (circle one)				
Addition/ Garage / Carport/ Shed				
Deck				

Enter strap # in column on Right (Simpson or equal)	EXAMPLE ONLY (Strap numbers below are examples only.)		Nail size
Foundation anchor	Bolt ½" LBP or equal		
Foundation strap	MASB or equal		
Band board to sill plate	LTP-4 or equal		12- 8D 1 ½" nails
Band board to bottom plate	MTS or equal		8-8D 1 ½" nails
Header strap	CS-20 or equal		18- 10D nails
Bottom & top plate strap to vertical stud	MTS, RSP-4, H2.5A or equal		8-8D 1 ½" nails
Floor to floor anchors	LFTA , LSTA or equal		6-10 D nails top & bot
Truss or rafter strap to top plate	H2.5A or better		10 8D 1 ½" nails
Joist hangers for decks	G185 ZMAX or equal		Double Dipped Galv.

Connectors may be Simpson, USP or equal. The above is only for information purposes.

**COMPLETE LOAD PATH:**

**AN INSPECTION OF THE COMPLETE LOAD PATH MUST BE PERFORMED PRIOR TO THE BUILDING FRAMING INSPECTION. THE COMPLETE LOAD PATH IS A SERIES OF WALL AND ROOF TIES THAT ARE INSTALLED ON A BUILDING THAT IS DESIGNED TO REDUCE UP LIFT DURING HIGH WIND STORMS. THE SILL PLATE, BAND BOARD, TRUSSES AND ALL COMPONENTS OF THE EXTERIOR WALLS ARE TIED TO THE FOUNDATION USING METAL TIES APPROVED FOR THE PURPOSE. THE TIES ARE INSTALLED AT THE SAME INTERVALS AS THE FOUNDATION ANCHORS OR STRAPS. ALL STRAPS ARE REQUIRED TO BE INSTALLED WITH THE APPROPRIATE NAILS OR SCREWS AS STATED BY THE MANUFACTURER OF THE STRAPS. PLEASE PROVIDE THE INSPECTOR WITH STRAP INFORMATION AS NOTED ON THE FORM FOR EACH SEPARATE PROJECT.**

**A CERTIFIED DESIGN OF THE COMPLETE LOAD PATH SIGNED AND SEALED BY A REGISTERED STRUCTURAL ENGINEER OR ARCHITECT MAY BE PRESENTED IN LIEU OF THIS FORM AT THE TIME OF INSPECTION.**

**A COMPLETE LOAD PATH DESIGN PREPARED BY AN ARCHITECT OR STRUCTURAL ENGINEER, SIGNED AND SEALED WILL BE PRESENTED AT TIME OF INSPECTION.**

**I AGREE THAT I AM SOLELY RESPONSIBLE FOR COMPLYING WITH THE 2012 CHARLES COUNTY BUILDING CODE FOR COMPLETE LOAD PATH. THIS FORM WILL BE FILLED OUT AND PRESENTED TO THE INSPECTOR AT TIME OF INSPECTION.**

**STAGGERED STRUCTURAL SHEATHING INSTALLED COVERING THE BAND BOARD AND SILL PLATE AND WITH A MINIMUM OF 18 INCHES ABOVE THE RIM BOARD ON THE SECOND STORY.**

**A SEPARATE INSPECTION AND ADDITIONAL INSPECTION FEES ARE REQUIRED FOR THE COMPLETED LOAD PATH SYSTEM. SCHEDULE THE INSPECTION BEFORE INSTALLING SHEATHING OR INSTALL OVER THE SHEATHING.**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Engineer/Architect \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## Guidelines for Preparing Critical Area Site Plans

All land areas within 1000' of the landward boundary of tidal waters are designated to be in the Chesapeake Bay Critical Area. Site plans for development in these areas should contain the following:

1. **Tax Map, Grid, Parcel, and Lot Number**

2. **Boundary survey plat or detailed drawing of the entire site showing:**

- existing topography, including any slopes in excess of 15%
- location of all existing and proposed structures (or improvements)
- limits of construction disturbance, including a calculation of disturbance
- location of sediment and erosion controls
- location of the 1000' Critical Area boundary
- location of 100' Critical Area Buffer (expanded for steep slopes and sensitive soils<sup>1</sup>)
- location of tidal and non-tidal wetlands on site
- location of hydric and highly-erodible soils on site
- location of isolated and/or specimen trees (indicate if remaining or removed)
- forested areas on site and contiguous adjacent forested areas
- location of any Habitat Protection Areas<sup>2</sup>

3. **Computations of:**

- total lot area and acreage inside the Critical Area
- area of existing and proposed lot coverage by type (building, driveway, deck, etc.)
- percentage of post-development lot coverage<sup>3</sup>
- total area of existing developed woodland/forest cover
- total area of developed woodland/forest to be cleared
- amount of replacement planting required for developed woodland/forest clearing (requires planting plan)
- amount of planting required for offsetting lot coverage (requires planting plan)
- amount of planting required to meet 15% minimum developed woodland/forest cover (requires planting plan)
- amount of clearing

4. **Planting Plan<sup>4</sup> (if required) showing:**

- exact location of required plantings and those being removed
- plant species sizes and mitigation value (in square feet)
- minimum 2-year maintenance agreement on all plant materials

5. **Buffer Management Plant - if Buffer located on your property**

*Any questions about the items listed above may be directed to the Charles County Department of Planning and Growth Management, Environmental Section at (301) 645-0540.*

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<sup>1</sup> Article IX, Section 131 of the Charles County Zoning Ordinance

<sup>2</sup> Chapter 8 of the Charles County Critical Area Program

<sup>3</sup> Article IX, Section 132 of the Charles County Zoning Ordinance

<sup>4</sup> Article IX, Section 132 of the Charles County Zoning Ordinance



Charles County Department of Planning and Growth Management

200 Baltimore Street
P.O. Box 2150, La Plata, MD 20646
(301) 645-0692 or (301) 870-3935
www.charlescounty.org

For Office Use Only
Property No.:
Date Issued:
Building Permit No.:

DRIVEWAY ENTRANCE PERMIT

Project Name:

Location:

Owner's Name:

Address:

Phone No.:

Contractor's Name:

Address:

Phone No.:

Permit Type

New Building

Existing Building

Residential Entrance

checkbox

checkbox

Commercial/Industrial Entrance

checkbox

checkbox

Owner is responsible for the notification of Miss Utility (1-800-257-7777) prior to digging.

The Owner is responsible for the purchase and installation of any entrance or driveway culverts. The County will assume maintenance responsibilities of any culvert located inside of the County right-of-way thereafter.

Driveway entrance to be constructed in accordance with the applicable detail noted in the "Charles County Standard Specifications for Construction" and the "Standard Detail Manual" as indicated below. Galvanized corrugated metal pipes are not allowed for use in County right-of ways or easements.

N/A

Standard Detail - attached not attached

- R2.33 (open section)
R2.34 (closed section roadway without sidewalk)
R2.35 (closed section roadway with 6" curb & gutter with sidewalk set back from curb)
R2.36 (closed section roadway with 6" curb & gutter with sidewalk abutting curb)
R2.37 (closed section roadway with modified curb & gutter with sidewalk set back from curb)

Execution of this application constitutes a binding agreement between the applicant and Charles County, Maryland. The applicant will indemnify and save harmless Charles County from any work performed under this permit.

Applicant's Signature

Date

Charles County

Date



Martin O'Malley, Governor  
Anthony G. Brown, Lt. Governor

Maryland Department of Transportation

Beverly K. Swaim-Staley, Secretary  
Neil J. Pedersen, Administrator

5725 WASHINGTON AVENUE  
LA PLATA, MARYLAND 20646

DATE: \_\_\_\_\_

TO: STATE HIGHWAY ADMINISTRATION  
CHARLES COUNTY

BUILDING PERMIT NO.:  
\_\_\_\_\_

State Highway Route \_\_\_\_\_

On Which Side      North \_\_\_\_\_ East \_\_\_\_\_ South \_\_\_\_\_ West \_\_\_\_\_

\_\_\_\_\_ Mile      N  
                                 E  
                                 S  
                                 W      of \_\_\_\_\_ Road

(Distance from nearest road intersection to state highway)

For what use Dwelling \_\_\_\_\_ Other \_\_\_\_\_  
(Type of use)

TO BE COMPLETED IF APPLICANT IS  
OTHER THAN OWNER

\_\_\_\_\_  
Owner's Name (Please print)

\_\_\_\_\_  
Applicant's Name (Please print)

\_\_\_\_\_  
Address (please print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

Special Directions to Location:

PLACE A STAKE WITH A RAG TIED TO IT IN THE MIDDLE OF  
THE DRIVEWAY. THIS WILL HELP US TO LOCATE THE  
ENTRANCE.

My telephone number/toll-free number is \_\_\_\_\_  
Maryland Relay Service for Impaired Hearing or Speech: 1.800.735.2258 Statewide Toll Free

Street Address: 707 North Calvert Street. \* Baltimore, Maryland 21202 \* Phone: 410.545.0300 \* www.marylandroads.com

**CHARLES COUNTY GOVERNMENT  
CROSS CONNECTION CONTROL PERMIT APPLICATION  
RESIDENTIAL**

The Charles County Water and Sewer Ordinance regulates connections to the County's water distribution system. All users connecting to the water distribution system are required to complete this form. All testable backflow assemblies are required to be tested upon installation and annually thereafter.

Building Permit Number: \_\_\_\_\_ Plumbing Permit Number: \_\_\_\_\_

Please answer all questions. Indicate "N/A" if the question does not apply. Use additional sheets of paper if necessary. Incomplete or unreadable applications or those without an original signature will be returned and will considerably delay the processing of your permit. If you have questions concerning this application, please call (301) 609-5606 Monday thru Friday 8:00 a.m. to 2:30 p.m. Please allow a minimum of 30 days for processing.

1. Is this Property connected to the Charles County Water System?  Yes  No If no, **STOP**. This form is complete

**2. WATER USAGE Requiring an RPZ (direct connect)**

Indicate if you have (or will have) one or more of the following:

- Irrigation System .....  Yes  No
- Swimming Pool / Spa / Hot Tub .....  Yes  No
- Wet Fire Protection System (Chemicals) .  Yes  No
- Booster Pump .....  Yes  No

**WATER USAGE**

- Sink .....  Yes  No
- Shower/Tub .....  Yes  No
- Toilet / Bidets .....  Yes  No
- Icemaker .....  Yes  No
- Washing Machine / Wash Tub .....  Yes  No
- Water Heater .....  Yes  No
- Boiler .....  Yes  No
- Dishwasher .....  Yes  No
- Wet Fire Protection System (No Chemicals)  Yes  No
- Dry Fire Protection System .....  Yes  No
- Spigots/Faucets & Garden Hose Use .....  Yes  No
- Humidifier .....  Yes  No
- Water Softener .....  Yes  No
- Fountains or Ponds .....  Yes  No

Please indicate any other source connected to the water system not mentioned above: \_\_\_\_\_

Is there a thermal expansion tank installed?  Yes  No

**3. RESIDENTIAL INFORMATION:**

- New Construction  Modifications to Existing Residence
- Single Family Structure  Duplex  Mobile Home
- Other \_\_\_\_\_

Briefly Describe Modifications:

\_\_\_\_\_

Does this residence contain any substance under pressure?

\_\_\_\_\_

Do you currently have any backflow prevention assemblies in place, if so please list: \_\_\_\_\_

\_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

\_\_\_\_\_ Date

\_\_\_\_\_ Owner or Owner's Agent

\_\_\_\_\_ Owner or Owner's Agent Print

**CHARLES COUNTY GOVERNMENT**  
Planning and Growth Management



Peter Aluotto, Director

**FOUNDATION WALL LOCATION AND FIRST FLOOR ELEVATION CERTIFICATION  
FOR NEW RESIDENTIAL DWELLING CONSTRUCTION**

Date: \_\_\_\_\_ Re: BUILDING PERMIT # \_\_\_\_\_  
SUBDIVISION \_\_\_\_\_  
LOT SIZE \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_  
STREET \_\_\_\_\_

To: Charles County Planning & Growth Management  
Codes, Permits, and Inspection Services Division

In accordance with Charles County Bill 2012-09, effective November 30, 2012, I hereby certify that the FOUNDATION WALL LOCATION and the FIRST FLOOR ELEVATION is in compliance with the approved site plan for the above referenced building permit.

I understand such certification must be submitted to the Charles County Codes, Permits, and Inspection Services Division prior to completion of the framing/wall construction. Failure to comply will result in inspection disapproval and/or issuance of a Stop Work Order until such time as the certification is received.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Registered Land Surveyor  
and/or Professional Engineer

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Type/Print Company Name

**SAY NO TO DRUGS**

Post Office Box 2150 La Plata, Maryland 20646  
Administration: (301) 645-0627 Codes, Permits, & Inspection Services - Engineering (301) 645-0618 / (301) 870-3937  
Codes, Permits, & Inspection Services: (301) 645-0692 / (301) 870-3935  
Planning: (301) 645-0540 / (301) 645-0689 / (301) 870-3896 Capital Services: (301) 645-0641  
TDD Transfer Number for the Hearing Impaired: 1-800-735-2258 or 7-1-1  
[www.charlescountymd.gov/pgm](http://www.charlescountymd.gov/pgm)  
**EQUAL OPPORTUNITY COUNTY**

**CHARLES COUNTY GOVERNMENT**  
Planning and Growth Management

Peter Aluotto, Director



**ON-SITE DRAINAGE CERTIFICATION FOR  
NEW RESIDENTIAL DWELLING CONSTRUCTION**

Date: \_\_\_\_\_ Re: BUILDING PERMIT # \_\_\_\_\_  
SUBDIVISION \_\_\_\_\_  
LOT \_\_\_\_\_ BLOCK \_\_\_\_\_  
STREET \_\_\_\_\_

To: Charles County Planning & Growth Management  
Codes, Permits, and Inspection Services

In accordance with Charles County Bill Number 2012-09, effective November 30, 2012, I hereby certify as to compliance to the approved site plan dealing with ON-SITE GRADING/DRAINAGE for the above referenced building permit.

I understand such certification must be submitted to the Charles County Codes, Permits, and Inspection Services Division prior to issuance of a permanent Use and Occupancy Certificate. Failure to comply will constitute grounds for issuance of a Stop Work Order which will not be released until such time as certification is received.

\_\_\_\_\_  
Witness (Signature)                      Date

\_\_\_\_\_  
Property Owner (Signature)                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Original to: Charles County Government, CPIS  
Copy to: Owner

P:\myfiles\Cheryl's Forms\On-Site Drainage Certification.wpd

**SAY NO TO DRUGS**

Post Office Box 2150 La Plata, Maryland 20646

Administration: (301) 645-0627 Codes, Permits, & Inspection Services - Engineering (301) 645-0618 / (301) 870-3937

Codes, Permits, & Inspection Services: (301) 645-0692 / (301) 870-3935

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**www.charlescountymd.gov/pgm**  
*EQUAL OPPORTUNITY COUNTY*

**CHARLES COUNTY GOVERNMENT**  
Planning and Growth Management

Peter Aluotto, Director



**OWNER RESPONSIBILITY FOR BUILDING LOT STABILIZATION**

DATE: \_\_\_\_\_ RE: OWNER RESPONSIBLE FOR STABILIZATION  
BUILDING PERMIT # \_\_\_\_\_  
SUBDIVISION \_\_\_\_\_  
LOT \_\_\_\_\_ BLOCK \_\_\_\_\_  
STREET \_\_\_\_\_

TO: Charles County Planning & Growth Management  
Codes, Permits, and Inspection Services

In accepting the Certificate of Use and Occupancy of said building or structure, I/we, the undersigned, hereby acknowledge that there is presently no permanent lot stabilization (fine grading, seeding or sodding and landscaping). I/We also understand and agree that the maintenance or interim sediment and erosion control practices, the installation of temporary stabilization and permanent lot stabilization are the sole responsibilities of the owner(s) of the property and that the owner(s) will cause the permanent lot stabilization to be completed immediately during the upcoming planting season, or as soon as weather conditions allow; but not later than 120 days from this date. I/We also understand and agree that regardless of any agreements between owner and contractor/builder, Charles County Government is relieved of any and all responsibility concerning rough and finished grading, seeding, or sodding and landscaping.

_____	_____	_____
Printed Name	Property Owner (Buyer)	Date
_____	_____	_____
Printed Name	Contractor/Builder	Date
	_____	
	Company Name	
	_____	
	Address	

P:\myfiles\Cheryl's Forms\Yard Letter.wpd

**SAY NO TO DRUGS**

Post Office Box 2150 La Plata, Maryland 20646  
Administration: (301) 645-0627 Development & Capital Services: (301) 645-0618 / (301) 870-3937  
Permits: (301) 645-0692 / (301) 870-3935 Planning: (301) 645-0540 / (301) 645-0689 / (301) 870-3896  
TDD Transfer Number for the Hearing Impaired: 1-800-735-2258 or 7-1-1

[www.charlescountymd.gov/pgm](http://www.charlescountymd.gov/pgm)  
EQUAL OPPORTUNITY COUNTY

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

**November 30, 2012**

1. International Building Code/2012, International Mechanical Code/2012 and the International Energy Conservation Code/2012 as amended by periodic supplements and Charles County Bill No. 2012-09.
2. International Residential Code/2012 as amended by periodic supplements and Charles County Bill No. 2012-09.
3. National Electrical Code/2011
4. International Existing Building Code/2012 **(existing structures more than one year old)**
5. 2012 International Plumbing Code
6. 2012 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/2009 and NFPA 1 Fire Code/2009
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. 2012 International Property Maintenance Code

Charles County Government

**Standard R1 Conditions for Residential Dwellings**

June 4, 2010

The following conditions are not conclusive. For additional requirements, refer to the appropriate section of the adopted building code.

1. The bottom of all footings shall extend at least 24 inches below finished grade. Step footings to contour of finished grade.
2. Concrete in footings and interior slabs shall have an ultimate compressive strength (f'c) of at least 2500 psi.
3. Concrete in porches, carport and garage slabs, and steps exposed to weather shall have a compressive strength (f'c) of at least 3500 psi. Garage and carport slabs shall be sloped to facilitate the movement of liquids towards the main vehicle entry opening.
4. Interior concrete slabs on ground shall have a minimum thickness of 3 ½ inches. Place slab over vapor barrier and a minimum 4-inch thick base of approved granular material, such as clean graded sand or gravel.
5. Add 2<sup>nd</sup> crawl space opening dimension:
  - a. Minimum 16" x 24" perimeter wall opening to crawl space;
  - b. Minimum 18" x 24" through the floor opening to crawl space;
  - c. Minimum 22" x 30" opening to the attic.
6. Every sleeping room and basements shall have at least one openable window or exterior door approved for emergency egress or rescue. Sill height shall not be more than 44 inches above the floor. All egress or rescue windows must have a net clear opening of 5.7 square feet. The minimum net clear opening of height shall be 24 inches. The minimum net clear opening width shall be 20 inches. Grade floor egress or rescue windows may have a minimum net clear opening of 5 square feet.
7. Smoke alarms shall be installed in each sleeping room, outside of each sleeping area in the immediate vicinity of the bedroom, and each additional story of the dwelling, including basements and habitable attics. The smoke alarms shall receive primary power from the building wiring and when the primary power is interrupted, shall receive power from a battery. Contact the State Fire Marshal's Office for a list of approved units (443-550-6820).
8. Porches, decks, and raised floor surfaces raised more than 30 inches above the floor or grade below shall have approved guards at least 36 inches in height. The spacing of intermediate rails or ornamental closures shall not allow the passage of a sphere 4 inches or more in diameter.
9. Open sides of stairs with a total rise of more than 30 inches above the floor grade below shall have guards not less than 34 inches in height measured vertically from the nosing to the tread.

10. Handrails shall be provided on at least one side of stairways consisting of four or more riser. Handrails shall have a minimum height of 34 inches and a maximum height of 38 inches measured vertically from the nosing of the treads. The grip portion of the handrail shall have a circular cross section of 1.25 inches minimum to 2.625 inches maximum.
11. Stairways shall have a maximum riser height of 8.25 inches, minimum tread depth shall be 9 inches, and a minimum headroom of 6 feet 8 inches. Open risers are permitted, provided that the opening between tread does not permit passage of a 4 inch diameter sphere.
12. Enclosed accessible space under stairs shall have walls and soffits protected on the enclosed side with ½ inch gypsum board.
13. The garage shall be separated from the residence and its attic area by not less than ½ inch (12.7mm) gypsum board applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than 5/8 inch Type X gypsum board or equivalent. Openings from a garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and the residence shall be equipped with solid wood doors not less than 1 3/8 inches (35mm) in thickness, solid, or honeycomb core steel doors not less than 1 3/8 inches (35mm) thick, or 20 minute fire-rated doors.
14. Complete Load Path - A system of wood structural panels, metal connectors, tie rods, or engineered design that provides a continuous connection of all exterior framing components from the roof of the building to the foundation capable of resisting wind uplift forces generated by the design wind speed as adjusted for the exposure category must be provided.
15. Roof and floor trusses shall be certified by a Maryland Registered Engineer. Submit certification to building inspector prior to framing inspection.
16. Provide subsoil drains around foundation walls that retain earth and enclose interior spaces and floors below grade shall be waterproofed from the top of the footing to the finished grade.
17. Subsoil drains subject to a continuous flowing spring or groundwater shall be piped to a storm drain or an approved water course. Such subsoil drains shall be protected against backflow by an accessible backwater valve.
18. Lots shall be provided with adequate drainage. Ponding water is prohibited. The grade away from the foundation walls shall fall a minimum of 6 inches within the first 10 feet.
19. Sanitary cleanout and curb stop box are not permitted within paved areas/driveways.
20. Modular homes shall be marked with (a) testing facility label, (b) manufacturer's data plate, (c) Maryland State certification insignia. Keep a copy of the installation manual at the job site.
21. All driveways on a state or county road require an entrance permit. For county roads, contact Codes, Permits, and Inspection Services at (301) 645-0692. For state roads, contact State Highway Administration at (301) 934-8031. The entrance permit shall be obtained prior to construction of the driveway.
22. Submit the following written certification to the building inspector:
  - a. Foundation wall location and first floor elevation signed and sealed by a Maryland Registered

Land Surveyor or Professional Engineer at the time of close-in inspection.

- b. At or before the time of final inspection for new single family dwelling construction, the general contractor or permit applicant shall submit written certification as to compliance with County ordinances dealing with on-site grading/drainage.
23. Approved numbers or addresses shall be provided for all new building in such a position as to be plainly visible and legible from the street or road fronting the property. The minimum acceptable size is 3 inches tall. This means that the house numbers must be installed on the house so they can be read from the street before a Use and Occupancy Certificate can be issued.
24. All new single family dwellings applied for after January 18, 2007 shall have a sprinkler system installed in compliance with NFPA 13D. Sprinkler designs shall be submitted to the office of the State Fire Marshal for review.

## PRESCRIPTIVE REQUIREMENTS WORKSHEET (R-VALUES) (METHOD 1, OPTION 1)

APPLICANT NAME \_\_\_\_\_  
 DATE \_\_\_\_\_  
 APPLICANT ADDRESS \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_  
 BUILDING ADDRESS \_\_\_\_\_  
 PERMIT NUMBER \_\_\_\_\_

CRITERIA	REQUIRED	PROVIDED	ASSEMBLY DESCRIPTION
WINDOWS/DOORS – MAXIMUM U-FACTOR	.35		
MAX SHGC – GLAZED FENESTRATION	0.40		
SKYLIGHTS – MAXIMUM U- FACTOR	.55		
MAX SHGC	0.40		
CEILINGS	R-49		
WALLS (WOOD FRAMING)	R-20 or 13+5		
MASS WALLS	**R-8/13		
BASEMENT WALLS	*R-10/13		
FLOORS	R-19		
SLAB PERIMETER – R-VALUE AND DEPTH	R-10, 2ft		
CRAWLSPACE	*R-10/13		

Insulation material used in layers, such as framing cavity insulation and insulation sheathing, shall be summed to compute the component R-value.

**\* THE FIRST R-VALUE** applies to continuous insulation, the second to framing cavity insulation. “10/13 means R-10 continuous insulated sheathing on the interior or exterior of the home or R-13 cavity insulation on the interior of the basement wall”.

**\*\*THE SECOND R-VALUE** applies when more than half the insulation is on the interior of the mass wall.

- **THERMALLY ISOLATED SUNROOM, CHECK BOX IF APPLICABLE.**

Minimum ceiling R-value for Sunroom (R-19)

Minimum Wall R-Value (R-13)

New wall(s) separating a sunroom from conditioned space shall meet the building thermal envelope requirements.

I hereby certify that the building design represented in the attached construction documents has been designed to meet or exceed the requirements of the 2012 Edition of the International Energy Conservation Code (IECC)

\_\_\_\_\_  
 BUILDER/DESIGNER/CONTRACTOR                      COMPANY NAME                      DATE

**PRESCRIPTIVE REQUIREMENTS WORKSHEET (EQUIVALENT U-FACTORS)  
(METHOD 1, OPTION 2)**

APPLICANT NAME \_\_\_\_\_  
 DATE \_\_\_\_\_  
 APPLICANT ADDRESS \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_  
 BUILDING ADDRESS \_\_\_\_\_  
 PERMIT NUMBER \_\_\_\_\_

Criteria	Required	Provided	Assembly Description
Fenestration Max SHGC -glazed fenestration	.35 .40		
Skylight Max SHGC	.55 .40		
Ceilings	.026		
Frame Wall	.057		
Mass Wall	.098		
Floor	.047		
Basement Wall	.059		
Crawl Space Wall	.065		

**GLAZING U-FACTORS** must be tested and documented by the manufacturer in accordance with the National Fenestration Rating Council (NFRC 100) test procedure or taken from the Default Tables R303.1.3(1) and R303.1.3(2) in the 2012 IECC, Chapter 3. Non-fenestration U-factors must be determined from measurement, calculation, or approved sources for each component

I hereby certify that the building design represented in the attached construction documents has been designed to meet or exceed the requirements of:

- 2012 Edition International Energy Conservation Code (IECC)

\_\_\_\_\_  
 BUILDER/DESIGNER/CONTRACTOR                      COMPANY NAME                      DATE

## **TOTAL UA ALTERNATIVE (METHOD 1, OPTION 3)**

### **PRESCRIPTIVE COMPLIANCE**

#### **BASED ON U-FACTORS**

Provide all information as outlined in points 1 thru 6 on page 11. The worksheet starting on page 15 can be used to show compliance.

Alternately, provide a copy of ResCheck calculations. The submitted ResCheck printout shall show all of the following specific information: orientation of each individual wall; insulation types, R-values and whether continuous or cavity; accurate square footage; and accurate window and door sizes and the specific wall in which they are located, along with the U factor.

Builders who have “Plans on File” plans shall provide the worst case orientation for the ResCheck (based on the orientation of the exterior walls). Subsequent submissions will indicate if each proposed building exceeds the worst case scenario or new ResCheck calculations shall be provided with the application.

If the total *building thermal envelope* UA (sum of U-factor times assembly area) is less than or equal to the total UA resulting from using the U-factors in Table 402.1.3 (multiplied by the same assembly area as in the proposed building), the building shall be considered in compliance with Table 402.1.1. The UA calculation shall be done using a method consistent with the *ASHRAE Handbook of Fundamentals* and shall include the thermal bridging effects of framing materials.

#### **ResCheck™**

Charles County accepts ResCheck™ program as a tool for energy code compliance. The ResCheck™ program can be downloaded at [www.energycodes.gov](http://www.energycodes.gov). An online version of ResCheck™ (ResCheck Web) can be utilized without having to download or install any software on your computer.

## TOTAL UA ALTERNATIVE WORKSHEET (METHOD 1, OPTION 3)

APPLICANT NAME \_\_\_\_\_  
 DATE \_\_\_\_\_  
 APPLICANT ADDRESS \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_  
 BUILDING ADDRESS \_\_\_\_\_  
 PERMIT NUMBER \_\_\_\_\_

### EXTERIOR WALL ASSEMBLY

COMPONENT	DESCRIPTION	R-VALUE	U-FACTOR U = 1/R	AREA (ft <sup>2</sup> )	A x U
Wall 1					
Wall 2					
Ceiling 1					
Ceiling 2					
Door 1					
Door 2					
Other					
Total					
Uo	Overall Uo for exterior wall = (A x U) total ÷ A total				

MEETS CODE

DOES NOT MEET CODE

### FLOOR ASSEMBLY

COMPONENT	DESCRIPTION	R-VALUE	U-FACTOR U = 1/R	AREA (ft <sup>2</sup> )	A x U
Floor 1					
Floor 2					
Other					
Total					
Uo	Overall Uo for floor assembly = (A x U) total ÷ A total				

MEETS CODE

DOES NOT MEET CODE

**ROOF/CEILING ASSEMBLY**

COMPONENT	DESCRIPTION	R-VALUE	U-FACTOR U = 1/R	AREA (ft <sup>2</sup> )	A x U
Ceiling 1					
Ceiling 2					
Other					
Total					
Uo	Overall Uo for Roof/Ceiling = (A x U) total ÷ A total				

MEETS CODE

DOES NOT MEET CODE

**BASEMENT WALL ASSEMBLY**

COMPONENT	DESCRIPTION	R-VALUE	U-FACTOR U = 1/R	AREA (ft <sup>2</sup> )	A x U
Basement Wall					

MEETS CODE

DOES NOT MEET CODE

**CRAWL SPACE WALL ASSEMBLY**

COMPONENT	DESCRIPTION	R-VALUE	U-FACTOR U = 1/R	AREA (ft <sup>2</sup> )	A x U
Crawlspace Wall					

MEETS CODE

DOES NOT MEET CODE

### OVERALL ENVELOPE CONFORMANCE

ASSEMBLY	Uo	Urequired	TOTAL AREA	AxUo	AxUrequired
Exterior Wall					
Floor					
Roof/Ceiling					
Total (AxUo)					
Total (AxU required)					

If the Total AxUo is less than the Total AxU required the building complies with the IECC even though the individual components do not. Basement and crawl space walls must meet the requirements of the basic requirement table above.

I hereby certify that the building design represented in the attached construction documents has been designed to meet the requirements of the 2012 Edition International Energy Conservation Code (IECC)

\_\_\_\_\_  
 BUILDER/DESIGNER/CONTRACTOR                      COMPANY NAME                      DATE

## METHOD 2

### COMPLIANCE WITH PERFORMANCE REQUIREMENTS

#### R405 -SIMULATED PERFORMANCE ALTERNATIVE

The permit applicant shall submit documentation signed and sealed by a licensed design professional registered in Maryland, including:

1. Address of residence
2. Permit number
3. Analysis shall include heating, cooling and service water heating energy only
4. All mandatory requirements of the 2012 IECC (Residential) shall be met
5. Inspection checklist documenting the building component characteristics of the proposed design, see Table R404.5.2(1) of IECC
6. Accurate square footage
7. Mechanical system features
8. Name of individual completing the report.
9. Name and version of the compliance software tool

#### **APPROVED COMPLIANCE SOFTWARE**

RemRate

RemDesign

Energy Gauge

# ENERGY EFFICIENCY CERTIFICATE OF COMPLIANCE

ADDRESS \_\_\_\_\_

RESIDENTIAL COMPLIANCE PATH

(ONLY **ONE** SHALL APPLY)

PERMIT NUMBER \_\_\_\_\_

Prescriptive R

Prescriptive U

Prescriptive UA

Performance

Building Envelope Air Leakage \_\_\_ Air changes Per Hour (Max 3)

Duct System Air leakage \_\_\_\_\_ cfm per 100sf

Post Const. Testing  Rough-in Testing

Ceiling R or U-Value \_\_\_\_\_

Heating System Efficiency \_\_\_\_\_

Wood Frame Wall R or U-value \_\_\_\_\_

Cooling System Efficiency \_\_\_\_\_

Mass Wall R or U-value \_\_\_\_\_

Water Heating Efficiency \_\_\_\_\_

Floor R or U-value \_\_\_\_\_

Basement Wall R-value \_\_\_\_\_

Slab R-value \_\_\_\_\_ Depth \_\_\_\_\_

Crawl Space R-value \_\_\_\_\_

Crawl Space R-value \_\_\_\_\_

Gas Fired Unvented Room Heater

Fenestration U-value \_\_\_\_\_ SHGC \_\_\_\_\_

Electric Furnace

Skylight U-factor \_\_\_\_\_ SHGC \_\_\_\_\_

Baseboard Electric Heat

Ducts Outside of Thermal Envelope R-value: Supply R-8  Other R-6

I certify the information contained on this certificate is true and complete:

Builder/Designer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## IECC 2012 CHAPTER 4, Section R401.3 CERTIFICATE

A permanent certificate shall be completed and posted on or in the electrical distribution panel by the builder or registered design professional. The certificate shall not cover or obstruct the visibility of the circuit directory label, service disconnect label or other required labels. The certificate shall list the predominant R-values of insulation installed in or on ceiling/roof, walls, foundation (slab, basement wall, crawlspace wall and/or floor) and ducts outside conditioned spaces; U-factors for fenestration and the solar heat gain coefficient (SHGC) of fenestration, and the results from any required duct system and building envelope air leakage testing done on the building. Where there is more than one value for each component, the certificate shall list the value covering the largest area. The certificate shall list the types and efficiencies of heating, cooling and service water heating equipment. Where a gas-fired unvented room heater, electric furnace, or baseboard electric heater is installed in the residence, the certificate shall list "gas-fired unvented room heater," "electric furnace" or "baseboard electric heater," as appropriate. An efficiency shall not be listed for gas-fired unvented room heaters, electric furnaces or electric baseboard heaters.

# RESIDENTIAL INSPECTION/REPORT CERTIFICATE

## RESIDENTIAL BUILDING PERMITS

Charles County Codes, Permits and Inspection Services (CPIS) will accept this report in lieu of inspecting the work noted below. This inspection must be certified by a contractor possessing a State of Maryland Master Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) license, or a professional engineer licensed in Maryland, or the permit holder.

Section 503.2.2 of the International Energy Conservation Code (IECC), 2012 Edition, requires that all ducts, filter boxes and building cavities used as ducts are tested for tightness. Duct tightness test is **not** required if the air handler and all ducts are located within the conditioned space.

## TEST RESULTS

### 1. POST-CONSTRUCTION TEST

- Leakage to outdoors \_\_\_\_\_ per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of conditioned floor area
- Leakage \_\_\_\_\_ per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of conditioned floor area

When tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the entire system, including the manufacturer's air handler end closure, all register boots shall be taped or otherwise sealed during the test.

### 2. ROUGH-IN TEST

- Total Leakage \_\_\_\_\_ per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of conditioned floor area

When tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the rough in system, including the manufacturer's air handler end closure, all register boots shall be taped or otherwise sealed during the test. If the air handler is **not** installed at the time of the test, total leakage shall be less than or equal to 4 cfm (1.89 L/s) per 100 ft<sup>2</sup> (9.29 m<sup>2</sup>) of conditioned floor area.

**CERTIFICATION OF TEST RESULTS**

I certify this report is true and that the equipment has been tested in compliance with the IECC as appropriate. The certification represents the completion of this phase of construction.

MECHANICAL PERMIT NUMBER \_\_\_\_\_ DATE TESTED \_\_\_\_\_

\_\_\_\_\_  
NAME (PRINT) OF AUTHORIZED INDIVIDUAL

MD HVACR MASTER LICENSE NUMBER \_\_\_\_\_

MD PROFESSIONAL ENGINEER LICENSE NUMBER \_\_\_\_\_

PERMIT HOLDER

SIGNATURE \_\_\_\_\_

SEAL (PE ONLY)

**PROVIDE AN ORIGINAL COPY TO THE INSPECTOR AT THE JOB SITE  
SUPPLEMENTAL TESTING REPORTS AND INSPECTION RECORDS SHALL BE  
ATTACHED TO THIS REPORT**