SINGLE FAMILY DWELLING CUSTOMER ASSISTANCE GUIDE

Charles County Government

Department of Planning & Growth Management

P.O. Box 2150

La Plata, MD 20646

(301) 645-0692 / (301) 870-3935

Fax: (301) 645-0575

Web Site: www.charlescountymd.gov

CHARLES COUNTY MARYLAND
Where Eagles Fly™

IMPORTANT PLEASE NOTE: All publications located within the Planning and Growth Management section of the web site are believed to be accurate as of their posting date. However, they may not be accurate on the day you view them. To verify whether these documents are the most current official document, please contact the division associated with the document in question.

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

August 3, 2015

WHEN IS A BUILDING PERMIT REQUIRED FOR THE CONSTRUCTION OF A SINGLE FAMLY 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 the 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 the "Affirmation of Landowner" form (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 Count Planning office, please provide documentation. For more information, contact the Planning Department at 301-645-0540. This form is a required document for verification of the applicant's intent (See Attachment 3).

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 (See 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 ¼" = 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 a 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 the 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, if required, stormwater management, if required, and other information requested on the 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 the 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 the time of the permit application or one (1) set submitted to the building inspector at the time of the 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 or 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 7th District (Bryans Road/Indian Head) must comply with amendments to the building code (see Charles County Ordinance 15-05) 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 the 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 basement 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 the stamped architectural drawings approved by the committee. You may contact them at:

      SWAN POINT – 11550 Swan Point Road, 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 the 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/her 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:

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 (See Attachment 14).

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

Please make checks payable to the Charles County Commissioners.

1. Application Fee

An application fee of $109.00 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 the 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: $17.00 Inspection fee: $51.00

5. Soil Conservation Review Fee

A Soil Conservation review fee of $31.00 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. - $153.00
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 - $33.00	Final - $110.00
Load Path - $31.00	SED Control Insp. - $153.00

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 Fee (Modular/Mobile Homes):

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

8. Electrical Permit Fee

Application Fee: $23.00

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 more information on the fee amount, contact the Water & Wastewater Permit Technician at 301-645-0726.

11. Off-Site Road Improvement Fee

Certain subdivisions are assessed this fee which currently varies from $50.00 to $1,079.00. 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.

13. Technology Fee

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

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 acres 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 $38.00 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 is a list of commonly requested telephone numbers for State and County agencies:

Health Department 301-609-6900
Web Site ..... www.charlescountyhealth.org

Inspection Agency 301-645-3302
Building, Electrical, Plumbing, & Mechanical Inspections 301-870-8710
Web Site ..... www.planchekinc.com

Planning & Growth Management
Codes, Permits, & Inspection Services.....301-645-0692 or 301-870-3935
Planning & Zoning .....301-645-0540 or 301-870-3896
Engineering .....301-645-0618 or 301-870-3937
Fax 301-645-0575
Web Site ..... www.charlescountymd.gov/pgm

Soil Conservation.....301-934-9588, Ext 3 or 301-870-3555
Web Site .....www.charlesscd.com

State Highway Administration..... 1-800-876-4742 or 410-333-1350
Web Site ..... www.marylandroads.com

State Fire Marshal 443-550-6820
Web Site ..... www.firemarshal.state.md.us

Mission Statement

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

Vision Statement

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

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

BUILDING AND ZONING PERMIT APPLICATION

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

Property Tax Number **OR** **Tax Map** **Parcel** **Grid**

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

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

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

MD Homebuilders Registration No. **MD Home Improvement No.** **MD State License No.**

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

Subdivision Name **Lot No.** **Section** **Block** **Acreage**

General Description of Work and Intended Use:

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

State Road: ❑ Yes ❑ No
County Road: ❑ Yes ❑ No
PDRB Approval: ❑ Yes ❑ No

Chesapeake Bay Critical Area: ❑ Yes ❑ No
Resource Protection Zone: ❑ Yes ❑ No
Development District: ❑ Yes ❑ No

Stormwater Management:
❑ Provided ❑ Exempt ❑ Waived

Total Floor Area: _____
No. of Stories: _____
No. of Bedrooms: _____

No. of Full Bathrooms: _____
No. of ½ Bathrooms: _____
Rough-In Only: _____

Public: ❑ Water ❑ Sewer
Private: ❑ Well ❑ Septic
Food/Drink: ❑ Yes ❑ No

Related Permits Required:
Electrical: ❑ Yes ❑ No
Plumbing: ❑ Yes ❑ No

Estimated Construction Cost (Building Cost Only):

Application Fee: _____
Plan Review Fee: _____
Soil Conservation Fee: _____
Inspections: _____
_____
_____
Total: $ _____

Name on Check: _____

Commercial Business Trading As:

Treasurer's Validation

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 ❑ Owner or ❑ Authorized Agent _____ Printed Name _____ Date _____ Permit Specialist Initials _____

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 No._____

Name(s) of Property Owner(s) _____

Address and/or location of property _____

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

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

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

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

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

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

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

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

1. Vicinity map showing location of site.

2. The north arrow.

3. Scale of plan shall not be smaller than one (1) inch per 50 feet for one (1) acre or smaller.

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.

5. Lot number, lot size, and name of subdivision.

6. Location, type, and dimensions of any easement within or adjoining the subject property.

7. House location, with first floor and basement floor elevations.

8. Existing and proposed topography for entire lot and 20' beyond property.

9. Finish grade spot elevations at each corner of house and garage.

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).

11. Provide positive drainage away from buildings/structures for the remaining portion of lot at not less than 1% grade.

12. Discharge of foundation or sump pump drain should be minimum 10' away from any buildings/structures.

13. For lots smaller than one (1) acre, swale should be at least 5' from building/structure.

14. Driveway location to be shown (slope not to exceed 15%). Indicate the finished surface of the driveway for slopes greater than 10%.

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.

16. Existing storm drain structures type, size, and throat elevations within the lot and adjoining the subject property.

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.

18. Identify adjoining property with lot number.

19. Site plan shall be original signed and sealed by a Maryland Registered Professional Engineer or Professional Land Surveyor.

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.

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.

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

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

1. Vicinity map showing location of site.

2. The north arrow.

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.

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.

5. Lot number, lot size, and name of subdivision.

6. Location, type, and dimensions of any easement within or adjoining the subject property.

7. House location, first floor elevation (discretionary).

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.

9. Finish grade spot elevations at each corner of house and garage.

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).

11. Provide positive drainage for the remainder of the disturbed area at not less than 1% grade.

12. Discharge of foundation or sump pump drain should be minimum 10' away from any buildings/structures.

13. For lots one (1) acre or larger, proposed for existing swale should be at least 10' away from buildings/structures.

14. Driveway location to be shown (slope not to exceed 15%). Indicate the finished surface of the driveway for slopes greater than 10%.

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.

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.

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.

18. Identify adjoining property with lot number.

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.

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.

21. If construction of the driveway is within the floodplain, the proposed grading should indicate the driveway at a minimum of base flood elevation.

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

P:\myfiles\Cheryl's Forms\Sediment & Erosion Control Under 2 Acres.wpd

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 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

P:\myfiles\Cheryl's Forms\Sediment & Erosion Control 2 Acres or More.wpd

Checklist for a Single Family Dwelling Drawing

The provided checklist should be utilized as a tool to complete the required construction drawings for each permit type. The checklist should be used as a reference as to local Charles County Ordinance requirements and also as a reference to insure each component of the structure to be built has been shown on the submitted designs. Not all items indicated on the checklist will pertain to your specific project. Please reference only those items you intend to utilize for your project. **Example;** Referring to the drawing checklist for a residential addition. Where the floor framing information is requested, and the dwelling will be constructed with a wood framed floor system, the items listed there must appear on the drawings submitted at the time of permit application. These checklists pertain only to the actual structure and do not represent what information will be required on the associated site plans as applicable.

- A permit is required for all detached one-or two-family dwellings and one-family townhomes. All information indicated on this checklist is also applicable to townhouse permit applications.
- All information on this proposed structure that cannot be inspected for code and design compliance shall be signed and sealed by a Maryland registered design professional.
- As of January 18th 2007, all single family dwellings constructed in Charles County are required to have an automatic fire suppression system installed. Please contact the Office of the State Fire Marshal for a listing of approved Sprinkler System Installers at 443 550 6820.
- Minimum scale of ¼" to 1' for all drawings.
- Method of framing to be used;
    - ☐ ***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 plate to the roof plate
    - ☐ ***Other than*** platform or balloon framing, engineered designs are provided?

- **LOCATION ON LOT**
    - ☐ Distances to other structures on the property within 10' shown where applicable?
    - ☐ Indicated if located in flood zone – indicate zone classification?
    - ☐ Indicated if located in an area of geotechnical concern?
    - ☐ Indicated if located within the Chesapeake Bay Critical Area?
- **FLOOR PLANS**
    - ☐ Uses and dimensions of all areas provided? This includes all floors both below and above grade.
    - ☐ Indicated if a garage is provided?
    - ☐ Indicated the locations and sizes of all doors and windows
    - ☐ Provided the location of all stairs?
- **FRAMING INFORMATION**
- <u>Footing details</u>
    - ☐ Provided depth of footing from finished grade to bottom of footing? – minimum 24"
    - ☐ Provided depth of footing from finished grade to bottom of footing if located in area of geotechnical concern? – minimum 48"
    - ☐ Indicated if the structure is to be placed on a crawl space, basement or slab on grade?
    - ☐ Indicated if a combination of these methods are to be used and their locations?

- ☐ Provided the thickness of concrete footing? – minimum 8”
- ☐ Provided the width of footing? – minimum 16”
- ☐ Provided the size, spacing and location of any isolated footings for support piers?

- <u>Foundation Walls</u>
  - ☐ Indicated type of wall? (Poured concrete, CMU wall, etc.)
  - ☐ Indicated thickness of wall? (minimum 6”required)
  - ☐ Indicated height of wall?
  - ☐ Indicated height of unbalanced fill against the wall?
  - ☐ Indicated the size and location of reinforcement required?
  - ☐ Provided a completed Residential Basement Wall Type Form?
  - ☐ Indicated the size, spacing and location of any support piers?
  - ☐ Indicated the type of waterproofing method to be used on foundation walls?
  - ☐ Indicated the location and size of ventilation openings? (if on a crawl space)
  - ☐ Indicated the crawl space access opening size and location? (if applicable)
  - ☐ Indicated break away vents provided if located in a flood plain?
  - ☐ Indicated the type of foundation anchorage? (sill plate anchors or bolts)
- <u>Floor Framing – Complete all that is applicable</u>
- Steel framed floor system
  - ☐ Provided the identification requirements from IRC – section R505.2.2?
  - ☐ Indicated the size and spans for floor joist?
  - ☐ Indicated the location and type of joist bridging?
- Wood framed floor system
  - ☐ Provided the species and grade of the lumber to be used?
  - ☐ Indicated the size and material of support beams?
  - ☐ Indicated the spans of support beams?
  - ☐ Provided the depth of beam pocket?
  - ☐ Indicated the size and material of support posts?
  - ☐ Indicated the size and material of any ledger attachments?
  - ☐ Indicated the size of floor joist?
  - ☐ Indicated the spans for floor joist?
  - ☐ Provided the spacing for floor joist?
  - ☐ Indicated the locations and spans of any cantilevers?
  - ☐ Provided the layout for engineered lumber floor systems?
  - ☐ Indicated the location and size of any required joist bridging?
- Concrete floors at grade
  - ☐ Indicated the thickness of concrete? (minimum 3 ½”)
  - ☐ Indicated the thickness of the base under slab?
  - ☐ Provided the size and design of grade beams if floor on backfill?
  - ☐ Indication of the required vapor barrier? (minimum of 6 mil poly)
- <u>Wall Construction – Complete all that is applicable</u>
  - ☐ Provided a detail to indicate how compliance with wall bracing (section R602.10 of the current edition of the IRC) will be met?
- Steel framed wall construction
  - ☐ Provided the identification requirements from IRC – section R603.2.2?
  - ☐ Indicated the height and spacing of metal studs?

- ☐ Indicated size of fasteners to be used?
- ☐ Indicated the type of wall to foundation connection to be used?
- ☐ Provided the size and detail for all openings?

- Wood framed wall construction
  - ☐ Provided the species and grade of the lumber to be used?
  - ☐ Indicated the height and spacing of the studs?
  - ☐ Provided a wall layout that indicates opening locations?
  - ☐ Indicated the type of exterior sheathing to be used?
  - ☐ Indicated the type of exterior veneer to be used?
  - ☐ Indicated the type of water resistive barrier to be provided?
  - ☐ Indicate the size of all headers?
- Masonry wall construction
  - ☐ Provided the height of the wall?
  - ☐ Provided the height of the unbalanced fill against wall?
  - ☐ Provided the size and spacing of reinforcement to be used?
  - ☐ Provided the size of lintels to be used above any openings in the wall?
- Insulating Concrete form wall construction
  - ☐ Provided the wall type and nominal size?
  - ☐ Provided the maximum wall weight?
  - ☐ Provided the minimum width of vertical core?
  - ☐ Provided the minimum thickness of vertical core?
  - ☐ Provided the maximum spacing of vertical cores?
  - ☐ Provided the spacing for horizontal cores?
  - ☐ Provided the minimum web thickness?
  - ☐ Provided all supporting engineered documentation?
- Conventional Concrete walls
  - ☐ Provided the thickness of wall?
  - ☐ Provided the wall height?
  - ☐ Provided the size and spacing of vertical reinforcement?
  - ☐ Provided the size and spacing of horizontal reinforcement?
  - ☐ Provided the detail for reinforcement placement at wall openings?
- <u>Roof Construction – Indicated the type to be provided</u>
  - ☐ Gable roof provided?
  - ☐ Hip roof provided?
  - ☐ Gambrel roof provided?
  - ☐ Flat roof provided?
  - ☐ Indicate degree of slope?
  - ☐ Indicated the placement of the required ice shield underlayment?
  - ☐ Indicated the placement of the required water resistive barrier?
  - ☐ Indicated the type of covering?
  - ☐ Indicated the type of roof construction to be used?
- <u>Pre-manufactured truss roof</u>
  - ☐ Provided manufacturer's layout to indicate placement of support beams with permit drawings
- <u>Field framed roof system</u> (as applicable)

- ☐ Indicated the grade and species of lumber to be used?
- ☐ Provided the roof pitch?
- ☐ Provided rafter size?
- ☐ Provided rafter spacing?
- ☐ Provided rafter spans?
- ☐ Provided the location and size of the collar ties? (as applicable)
- ☐ Provided the spacing of the collar ties? (as applicable)
- ☐ Provided the spans of the collar ties? (as applicable)
- ☐ Provided ceiling joist size?
- ☐ Provided ceiling joist spacing?
- ☐ Provided ceiling joist spans?
- ☐ Provided size and material of ridge beam?
- ☐ Provided details for ridge beam support?
- ☐ Indicated dormer locations?
- ☐ Provided framing information that is required for dormers, should mirror that for framed roof and wall systems?
- ☐ Indicated the type and amount of ventilation that is to be provided for the attic space?
- ☐ Provided type of exterior sheathing to be provided?

- <u>Insulation - Provided the 'R-value' or 'U-factor' ratings for indicated building elements?</u> ***(all values shown are minimums)***
- If R-values Indicated
  - ☐ Attic – ***R-49, an exception exists for R-38***
  - ☐ Wood framed wall – ***R-20***
  - ☐ Mass wall (Concrete or Masonry) – ***R-8***
  - ☐ Floor – ***R-19***
  - ☐ Basement wall – ***R-10 , R-13***
  - ☐ Concrete slab – ***R-10 for minimum 2 ft***
  - ☐ Crawl space – ***R-10 , R-13***
- If U-factors Indicated
  - ☐ 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***
- <u>Chimney's and fireplaces</u>
- Pre-manufactured fireplaces
  - ☐ Provided the installation instructions?
- Pre-manufactured chimneys
  - ☐ Provided the installation instructions?
  - ☐ Indicated the location of the flue terminations?
- Masonry fireplaces

- ☐ Footing and foundation details provided?
- ☐ Provided the hearth slab thickness?
- ☐ Provided the hearth extension details?
- ☐ Provided the hearth reinforcement details?
- ☐ Provided the thickness of the firebox?
- ☐ Provided the distance from the top of opening to throat?
- ☐ Provided smoke wall thickness?
- ☐ Provided the size and material of fireplace lintel?
- ☐ Provided the thickness of the chimney walls with a flue lining?
- ☐ Provided the distances between adjacent flues? (as applicable)
- ☐ Provided the roof termination clearances?

- Indicated the interior coverings?
- Indicated the location of the electrical components?
- Indicated the location of the fuel burning appliances?
- Indicated the location of the plumbing components?

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 ½ acre or greater, and shall not exceed 25% of the lot sizes for lots less than ½ acre.
4. Total land area disturbed during construction shall be less than ½ 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.

DEVELOPER'S CERTIFICATION

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 _____

FOR OFFICE USE ONLY

_____ _____

Reviewed by _____ Date _____

Additional notes or requirements

RESIDENTIAL BASEMENT WALL TYPE CERTIFICATION
Building Permit Number _____

Subdivision and Lot Number _____
Street Number and Name _____
Height of Foundation Wall _____
Foundation Wall Material: □ Concrete □ Masonry

COMPLETE THIS TABLE FROM THE CHART BELOW:

Location of Foundation Wall	**Height of Unbalanced Fill***	**Wall Type**	
		Wall Thickness	Reinforcement Size & Spacing
Front			
Rear			
Right Side			
Left Side			

*This information shall be obtained from the site plan. The height of unbalanced fill shall be determined by subtracting the grade elevation at the exterior of the foundation from the basement floor elevation.

OR

□ Foundation wall design prepared by a professional engineer. Provide two sets of the wall design signed and sealed by a Maryland professional engineer.
□ Wall design submitted at time of permit application, or
□ Wall design will be submitted to the building inspector at time of wall reinforcement inspection.

A separate inspection and additional inspection fee are required for reinforcement concrete or masonry walls. Schedule the inspection after the formwork and reinforcement are installed and secured in place.

I hereby certify that the above information is correct.

_____ _____
Signature **Date**

_____ _____
Name **Business Name**

CHARLES COUNTY
GENERAL CERTIFICATION GUIDELINES

November 20, 1996
Revised: August 3, 2015

FOR THE CONTRACT INSPECTION AGENCY TO PROPERLY REVIEW, AND CHARLES COUNTY CODES, PERMITS, AND INSPECTION SERVICES 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 2015 International Building Code (or 2015 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 2015 International Building Code (or the 2015 International Residential Code).

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

Complete Load Path and Wall Bracing Form

An inspection of the complete load path and wall bracing requirements must be performed prior to the building framing inspection. The complete load path is a series of wall and roof connections that are installed on a building that to reduce up lift during a high wind event. The sill plate, band board, engineered trusses or rafters and all components of the exterior walls are to be secured to the foundation utilizing prefabricated metal components that are approved for this purpose. These metal components are to be spaced as close as technically possible to the intervals for the required foundation anchors. All metal components are to be installed utilizing the prescribed nails and/or screws per the manufacturer specifications. Another means to meet complete load path requirements of the adopted building code is through the use of staggered structural sheathing. This method allows the wood sheathing installed on the exterior side of the exterior walls to overlap and be secured to the bottom plate and at minimum 18" above the total wall construction.

The wall bracing consists of three components; A BRACED WALL LINE, which is a straight line through the building plan that represents the location of the lateral resistance provided by the wall bracing. A CONTINUOUSLY SHEATHED BRACED WALL LINE**;** which is a *braced wall line* with structural sheathing applied to all sheathable surfaces including the areas above and below openings and a BRACED WALL PANEL. A braced wall panel is a full-height section of wall constructed to resist in-plane shear loads through interaction of framing members, sheathing material and anchors. The panel's length meets the requirements of its particular bracing method, and contributes toward the total amount of bracing required along its *braced wall line* in accordance with Section R602.10.1 of the adopted International Residential Code (IRC).

□ A certified design of the complete load path and wall bracing requirements have been prepared by an architect or structural engineer signed and sealed will be presented at the time of inspection.

□ I agree that I am solely responsible for complying with the 2015 Charles County Building Code for complete load path and wall bracing requirements. This form will be completed and presented to the inspector at the time of the inspection.

□ Staggered structural sheathing installed covering the band board and sill plate with a minimum of 18" above the rim board on the second story.

A separate inspection and additional inspection fee will be required for the complete load path and provided wall bracing systems. Schedule this inspection prior to installation of the required moisture barrier on the exterior walls.

Signature of Owner/Builder	Print Name	Date

Signature of Architect/Engineer	Print Name	Date

Complete Load Path and Wall Bracing Compliance Form for Residential Projects

Building Permit Number _____

Load Path Placement	Method of Load Path Compliance	Nail/Screw Sizes and # Installed
Foundation Anchor		
Band Board to Sill Plate		
Band Board to Bottom Wall Plate		
Header Connection		
Wall Plates to Stud		
Floor to Floor anchors		
Truss/Rafter to top wall plate		
Joist hangers for decks		
Ledger Attachment for decks		

LIB	CS	GB	CS-WSP	OTHER

*Indicate which are applicable *See following attachment for related definitions*

Provide this completed form to the inspector on site at the requested load path and wall bracing inspection.

Wall Bracing Method Definitions;

LIB – (Let – In – Bracing); a diagonal brace inserted or let-into a stud.

CS – (Continuous Sheathed); references a wall bracing method that has structural sheathing applied to all sheathable surfaces including the areas above and below an opening

GB – (Gypsum Board); a panel whose gypsum core is paper faced on each side, and is used to cover walls and ceilings while providing a smooth surface that is easy to finish. Used as a substitute for plaster.

CS – WSP – (Continuous Sheathing Wood Structural Panel); see definition for CS, this method has width and wall height limits, reference table R602.10.5

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[1])
- 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[2]

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[3]
- 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[4] (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.

---

[1] Article IX, Section 131 of the Charles County Zoning Ordinance

[2] Chapter 8 of the Charles County Critical Area Program

[3] Article IX, Section 132 of the Charles County Zoning Ordinance

[4] 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	❒	❒
❒ Commercial/Industrial Entrance	❒	❒

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

White - File Yellow - Public Facilities Pink - Customer

09/07

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

State Highway Administration
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

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 and inspected upon installation.

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, or the required inspection 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: _____

Jobsite Address: _____

Subdivision: _____

City, State, Zip: _____

"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

_____ Master Plumber Signature

_____ Master Plumber License Number

* Master Plumbers performing backflow installation, repair, or testing within Charles County are required to register with the Cross Connection Control Specialist prior to performing any work.

Revised 7/1/13

Charles County Government
DEPARTMENT OF PLANNING & GROWTH MANAGEMENT

CHARLES COUNTY COMMISSIONERS
Peter F. Murphy, *President*
Ken Robinson, *Vice President*
Debra M. Davis, Esq.
Amanda M. Stewart, M.Ed.
Bobby Rucci

Michael D. Mallinoff
County Administrator

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 and Growth Management
Codes, Permits, and Inspection Services

In accordance with Charles County Bill 2015-05, effective August 3, 2015, 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 the 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

Attachment 15

Charles County Government
DEPARTMENT OF PLANNING & GROWTH MANAGEMENT

CHARLES COUNTY COMMISSIONERS
Peter F. Murphy, *President*
Ken Robinson, *Vice President*
Debra M. Davis, Esq.
Amanda M. Stewart, M.Ed.
Bobby Rucci

Michael D. Mallinoff
County Administrator

Peter Aluotto, *Director*

ON-SITE DRAINAGE CERTIFICATION FOR
FOR NEW RESIDENTIAL DWELLING CONSTRUCTION

Date: _____

Re: Building Permit # _____
Subdivision _____
Lot Size _____ Lot _____ Block _____
Street _____

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

In accordance with Charles County Bill 2015-05, effective August 3, 2015, 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 completion of the framing/wall construction. Failure to comply will result in the 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

Attachment 16

Charles County Government
DEPARTMENT OF PLANNING & GROWTH MANAGEMENT

CHARLES COUNTY COMMISSIONERS
Peter F. Murphy, *President*
Ken Robinson, *Vice President*
Debra M. Davis, Esq.
Amanda M. Stewart, M.Ed.
Bobby Rucci

Michael D. Mallinoff
County Administrator

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 and 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 Property Owner (Buyer) Date

_____
Company Name

_____
Address

Attachment 17

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

August 3, 2015

1. International Building Code/2015, International Mechanical Code/2015 and the International Energy Conservation Code/2015 as amended by periodic supplements and Charles County Bill No. 2015-05.

2. International Residential Code/2015 as amended by periodic supplements and Charles County Bill No. 2015-05.

3. National Electrical Code/2014

4. International Existing Building Code/2015 **(existing structures more than one year old)**

5. 2015 International Plumbing Code

6. 2015 International Fuel Gas Code

7. Code of Maryland Regulations 05.02.02 -Maryland Accessibility Code

8. Code of Maryland Regulations 05.02.06.02B - Maryland Safety Glazing Law

9. Code of Maryland Regulation 29.06.01 State Fire Prevention Code Incorporated by reference: NFPA 101 Life Safety Code/2012 and NFPA 1 Fire Code/2012

10. Code of Maryland Regulations 10.15.03 - Food Service Facilities

11. Code of Maryland Regulations 26.04.02 - On-Site Water Supply and Sewage Disposal

12. 2015 International Property Maintenance Code

Charles County Government

Standard R1 Conditions for Residential Dwellings

August 3, 2015

The following conditions are not conclusive. For additional information and requirements, refer to the appropriate sections of the approved Charles County Building Code Amendments and the adopted building code.

1. The bottom of all footings shall extend at least **24 inches below** finished grade. Step footings are to follow the contour of the finished grade. {Charles County Amendment}

2. Concrete placed in footings and interior slabs shall have an ultimate compressive strength (F'c) of at least **2500 psi.** Reference Table R402.2 of the adopted edition of the International Residential Code or IRC, for allowable adjustments to this requirement.

3. Concrete placed in porches, carports, and garage slabs, to include steps exposed to weather shall have a minimum compressive strength (F'c) value of **3500 psi**. Garage and carports shall be sloped to facilitate the movement of liquids towards the main vehicle entry opening. Reference IRC Table R402.2 and the column listed as Severe Weathering Potential.

4. Interior concrete slabs on ground shall have a minimum thickness of **3.5 inches**. Placement of the slab shall be over a 4 inch thick approved granular base, covered by a minimum 6 mil polyethylene vapor barrier. Reference IRC section R506.1 for additional information on this requirements.

5. Provide crawl space and attic access openings with the indicated minimum dimensions;

    a. Minimum 16" x 24" **perimeter wall** opening to crawl space, access openings located below grade shall also be provided with a minimum access areaway measured 16" x 24". Reference IRC section R408.4

    b. Minimum 18" x 24" **through the floor** opening to crawl space. Reference IRC section R408.4

    c. Minimum 22" x 30" opening to **the attic**, where provided with an area of at least 30 square feet in area and a height of at least 30 inches. Reference IRC section R807.1

    d. Reference section M1305 for required dimensions where mechanical equipment is to be located in these areas.

6. Every sleeping room and basement shall have at least one open able window or exterior door approved for emergency egress or rescue. The sill height shall not be more than **44 inches** above the finished floor. This height is measured from the finished floor to the clear opening. All egress or rescue windows shall have a net clear opening of **5.7 square feet**. The minimum net clear height opening shall be **24 inches**. The minimum clear width opening shall be **20 inches**. Grade floor egress or rescue windows may have a minimum net clear opening of 5 square feet. Reference IRC section R310.

7. Smoke alarms shall be installed, inside and immediately outside all sleeping rooms. On each story of the dwelling to include basements and habitable attics. The smoke alarm shall receive primary power from the

buildings commercial source and when this primary power is interrupted, the detectors shall all have battery back-up. Contact the State Fire Marshal's Office for a list of approved units (443-550-6820). All smoke detectors shall be interconnected. Reference IRC section R314. Carbon Monoxide detectors shall be installed outside each sleeping room within a 15 foot distance. On each story of the dwelling to include basements and habitable attics when appliances utilizing fossil fuel sources and/or an attached garage is present. Reference IRC section R315.

8. Porches, decks, and raised floor surfaces raised more than **30 inches** above the floor or grade below shall have an approved guard with a minimum height of 36 inches. The spacing of the intermediate rails or ornamental closures shall not allow the passage of a **sphere 4 inches** or greater in diameter. Reference IRC section R312. The top of the handrails and guardrails must be able to sustain a 200 pound concentrated load applied in any direction. Reference section 1607.8.1.1 of the International Building Code or IBC.

9. Open sides of stairs with a total rise of more than **30 inches** above the floor or grade below shall have guards with a minimum height of 34 inches, to be measured vertically from the nosing to the tread. Reference IRC section R312.

10. Handrails shall be provided on at least one side of stairways consisting of four or more risers. Handrails 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 a Type 1 handrail shall have a minimum circular cross section of 1.25 inches and a maximum of 2.625 inches. Reference IRC sections R311.7.8 thru R311.7.8.4.

11. Stairways shall have a maximum **riser height of 8.25 inches; minimum tread depth shall be 9 inches**, and minimum headroom of **6 feet 8 inches** (R311.7.2). Open risers are permitted, provided that the opening between tread does not permit passage of a 4 inch diameter sphere (R311.7.5.1). {Charles County Amendment}

12. Enclosed accessible space under stairs shall have walls and soffits protected on the enclosed side with minimum ½" gypsum board. Reference IRC section R302.7

13. The garage shall be separated from the residence and its attic area by not less than 1/2 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 door not less than 13/8 inches (3Smm) in thickness, solid, or honeycomb core steel door not less than 13 3/8 inches (35mm) thick, or 20 minute fire rated door. The door is required to be provided with a self closing device. Reference IRC section R302.5.1 and Table R302.6.

14. Complete Load Path and Wall Bracing –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. The design wind load for Charles County is 115 mph. Reference IRC figure R301.1 and Charles County Amendment. The IRC requires specific wall design and construction based on these same wind loads. These walls must be designed in accordance with section R602.10 of the IRC.

15. Roof and floor trusses shall be certified by a Maryland Registered Engineer. Submit Maryland Engineered sealed truss designs to building inspector at 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. Reference IRC sections R405, R406 and Charles County Amendment.

17. The roof shall be provided with an ice barrier underlayment. Reference IRC section R905.2.7.1

18. The exterior walls shall be provided with an approved and listed water resistant barrier. Reference IRC section 703.1.1.

19. Lots shall be provided with adequate drainage. The ponding of water is prohibited. The grade away from the foundation walls shall fall a minimum of 6 inches within the first 10 feet. Reference IRC section R401.3.

20. Sanitary cleanout and curb stop box are not permitted within paved areas/driveways. {Charles County Ordinance}

21. Modular homes shall be marked with (a) testing facility label, (b) manufacturer's data place, (c) Maryland State certification insignia; Keep a copy of the County approved installation manual at the job site. Reference the Charles County R2 Conditions for further information. Reference IRC section R106.1.2 and COMAR 05.02.04.10.

22. 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.

23. Submit the following written certifications to the building inspector at the appropriate field inspection;

    a. Foundation wall location and first floor elevation signed and sealed by a Maryland registered Land Surveyor or Professional Engineer as the time of framing (close-in) inspection.

    b. At or before the time of the required final inspection for a 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.

24. Approved numbers or addresses shall be provided for all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property. The minimum acceptable size is **4 inches** in height with a minimum **stroke width of ½ inch**. This is to clarify that the house numbers must be installed on the dwelling so they can be read from the street prior to issuance of the Use and Occupancy. Reference IRC section R319.1.

25. All new single family dwellings to be constructed after January 18, 2007 shall be provided with an automatic fire suppression system in compliance with NFPA 13D. Sprinkler designs are to be submitted to the Office of the Maryland State Fire Marshal located at 200 Duke Street, Prince Frederick, MD. Reference IRC section R313 and Charles County Amendment.

26. All single family dwellings that are attached to the Charles County water supply lines and sewer discharge lines shall be equipped with the appropriate backflow devices in accordance with the Charles County Water and Sewer Ordinance and section 715.1 of the International Plumbing Code.

27. Any revisions to the building permit shall be submitted to and approved by Codes, Permits, and Inspection Services, prior to completion of the project.

28. Permit Holder will present a document/certification at Final inspection that attests the permitted project conforms to NSF 372/ANSI 61, and, the Maryland's Department of the Environment requirements for lead and asbestos. The certification shall verify the permitted project meets, or exceeds the conformance codes and statutes respecting lead and asbestos.

29. Once you have obtained your final inspection from the inspection agency, please submit the approval form to Codes, Permits and Inspection Services to obtain the required Use and Occupancy Certificate for your single family dwelling. This form may be mailed in to 200 Baltimore Street, La Plata, MD 20646 or hand delivered to the Permits Center located on the second floor of this same address. The dwelling cannot be used or occupied until this step is complete. Failure to complete this step could result in a violation with associated penalties.

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 MAX SHGC – GLAZED FENESTRATION	.35 0.40		
SKYLIGHTS – MAXIMUM U-FACTOR MAX SHGC	.55 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		
CONDITIONED 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.

- o **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 2015 Edition of the International Energy Conservation Code (IECC)

_____	_____	_____
BUILDER/DESIGNER/CONTRACTOR	COMPANY NAME	DATE

<u>PRESCRIPTIVE</u> 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	.060		
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 2015 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:

- o 2015 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 Chapter 4 "Residential Energy Efficiency" of the 2015 IECC.

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 402.1.4 (multiplied by the same assembly are as in the proposed building), the building shall be considered in compliance with Table 402.1.2. 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. 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 (ft²)	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 (ft²)	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^2)	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^2)	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^2)	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 2015 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 2015 IECC (Residential) shall be met
5. Inspection checklist documenting the building component characteristics of the proposed design, see Table R405.5.2(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 _____

PERMIT NUMBER _____

RESIDENTIAL COMPLIANCE PATH

(ONLY **ONE** SHALL APPLY)

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 _____

Wood Frame Wall R or U-value _____

Mass Wall R or U-value _____

Floor R or U-value _____

Slab R-value _____ Depth _____

Crawl Space R-value _____

Fenestration U-value _____ SHGC _____

Skylight U-factor _____ SHGC _____

Heating System Efficiency _____

Cooling System Efficiency _____

Water Heating Efficiency _____

Basement Wall R-value _____

Crawl Space R-value _____

Gas Fired Unvented Room Heater ☐

Electric Furnace ☐

Baseboard Electric Heat ☐

Room Heater ☐

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 2015 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 403.3.3 of the International Energy Conservation Code (IECC), 2015 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 ft² (9.29 m²) of conditioned floor area

☐ Leakage _____ per 100 ft² (9.29 m²) 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 ft² (9.29 m²) 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 ft² (9.29 m²) 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