PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

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

BUILDING PERMIT INFORMATION
RESIDENTIAL STORAGE SHEDS AND RESIDENTIAL GAZEBOS

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

Submittal Requirements

Verified by Staff:
Date:

☐ 1. Completed application form for Residential Uses – Storage Sheds & Gazebos, Attachment (A).

☐ 2. Two copies of plot plan. See example, Attachment (B). When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. It must be legible and drawn to scale. Plot plan must be on letter or legal size paper, and must include the following:

- ☐ All property lines and property line dimensions
- ☐ Square footage or acreage of the property
- ☐ Building Restriction Lines (BRL) and utility easements
- ☐ North direction arrow
- ☐ Scale of drawing
- ☐ Property Owner name(s)
- ☐ Street Address of property
- ☐ Existing dwelling and any other existing structures
- ☐ Existing well if property is served by well.
- ☐ Existing septic area if property is served by septic.
- ☐ Existing driveway
- ☐ Detailed dimensions of the proposed new construction.
- ☐ Proposed new construction location with setbacks from the proposed new construction to property lines and/or the nearest structure IN EACH DIRECTION.

☐ 3. Two sets of construction plans, per requirements noted in Attachment (C).

☐ 4. Print out from the Maryland Department of Assessments and Taxation Real Property Data website www.dat.state.md.us.

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

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

Shed or Gazebo *399sf or less* - ***OR-***	*Shed or Gazebo>400sf*
$ 10.00 Automation Enhancement Fee	$ 10.00 Automation Enhancement Fee
$ 28.00 Filing Fee	$ 28.00 Filing Fee
$105.00 Building Fee	$164.00 Building Fee
$ 52.00 Zoning Review Fee	$ 52.00 Zoning Review
$195.00 TOTAL	$254.00 TOTAL

And

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

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

☐ Incorporated Towns: Same, except no Zoning Review fee; no Health Review fee unless indicated.
☐ Walk-Through Permit Fees: Fees are the same as above, except there is no Health Review Fee.

Procedures

STEP ONE – APPLY FOR THE PERMIT

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

STEP TWO – OBTAIN REVIEW APPROVALS

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

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

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

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

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

STEP THREE – OBTAIN INSPECTION APPROVALS

Inspections: The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.
Certificate of Completion: The end result of the permitting process is the issuance of the Certificate of Completion. The Certificate of Completion is issued when all final inspections have been approved and the construction has been approved for use. It is mailed to the applicant of the Building Permit.

OTHER GENERAL INFORMATION REGARDING BUILDING PERMITS

- Residential accessory structures less than 150 sq.ft. do not require a Building Permit. Incorporated Towns may require a Zoning Certificate; contact the Town office for information.
- Residential accessory structures may not be placed in the required front yard.
- If property has a Residential Zoning (and not within an Incorporated Town), an accessory structure may be 600 sq.ft. (footprint) or less **-or-** half of the footprint of the house per Zoning regulations.
- All fees must be paid at time of application, by check or cash. Credit or Debit cards cannot be accepted. Permit fees are calculated for each permit application. Each structure, use or permit type require a separate permit application.
- Building fee is charged according to the square footage of the shed or gazebo. Any increment of a foot is dropped from the measurements.
- Building Permits are non-transferable and non-assignable.
- Electrical and Plumbing Permits are separate permits with separate fees. The licensed person, or a property owner that passes a Homeowner Electrical or Plumbing Exam and is going to do the work applies for these permits.
- *Time Limitation of Application*: An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant 1 or more extensions of time for additional periods up to 1 year each. The fee to extend a permit application or a building permit is the minimum permit fee of $55.00. Each request to extend a permit shall be made in writing with justification and received *in advance* of expiration date.
- *Refunds*: Filing fees are non-refundable and non-transferable. In the case of an abandonment or discontinuance of a project that has been made and, upon cancellation, 50 percent of the fee paid, less the minimum fee may be refunded, provided (1) No construction has occurred, and (2) The request for refund is received prior to the expiration date of the permit. The request must be made on a form provided by the County. Revoked, suspended, expired or invalid permits are not eligible for refunds.
- *Revisions:*
    - Revisions that are in direct response to a plan review comment - The first plan revision or resubmittal is reviewed at no additional charge. The second plan revision or resubmittal is an additional 25% of the original fee, and the third and subsequent plan revision or resubmittal is at 50% of the original fee.
    - All other revisions for Residential Uses are $28.00.

CONTACTS FOR BUILDING PERMIT APPLICATIONS

General Information 301-600-2313
Customer Service Supervisor, Building Permits (processing or fee questions) 301-600-1089
Plan Reviewer (for construction plans) 301-600-1086
Zoning Reviewer (plot plans, setbacks, use, flood plain, building height) 301-600-2945
Environmental Health (well and septic information) 301-600-1726
Manager of Permitting Services 301-600-1082

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

A/P #
Process Date:
Application Reviewed By (initials):

Building Permit Application for RESIDENTIAL SHED OR GAZEBO

SECTION I: CONTACT INFORMATION

Property Owner

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

Current street address for above person(s):

Town: | *State:* | *Zip:*

Daytime Telephone Number:

Permit Service

Name of Permit Service when applicable:

Street (mailing address) :

Town: | *State:* | *Zip:*

Contact Person for Permit Service (Applicant/Contact)
Phone #

Home Improvement Contractor

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

Current street (mailing) address for Contractor:

Town: | *State:* | *Zip:*

MHIC license number: | *Exp Date:*

Contact Person for Contractor:

Contractor Telephone Number: | *Fax #*

Contractor e-mail Address:

SECTION II: PROPERTY INFORMATION

Current Property Owner(s):

Eight Digit Property Tax ID (account) #

Acreage or Square Footage of Property:

Water Type:
Well ☐
Community ☐

Sewer Type:
Septic ☐
Community ☐

Property Address of Jobsite:

Town: | *State:* | *Zip:*

Subdivision Name: | *Lot #*

Is Property Within an Incorporated Town?
Yes* ☐
No ☐
**Town paperwork must be submitted with application.*

Is there a roadside tree that will be disturbed or removed due to the proposed construction?(A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)
Yes ☐ No ☐

Walk-Through Permits

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

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

BUILDING PERMIT APPLICATION FOR SHED OR GAZEBO - PAGE TWO OF THREE

General Information

Cost of Construction: _____
includes electrical, plumbing, labor & materials

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

Will there be any use for shed or gazebo other than residential use? Y ☐ N ☐
If yes, please describe:

Construction Details

Building Height: _____ *feet*
Number of Stories: _____
Total Square Footage _____ *feet*

For each detail, if not applicable, please enter "n/a"

Foundation Wall: _____
Exterior Wall Construction: _____
Exterior Wall Covering: _____
Roof Type (Truss or Rafter?): _____
Roof Composition: _____
Interior Wall: _____
Floor Covering: _____
Heating Fuel: _____
Heating System: _____
Central Air Y/N? _____
Chimney Y/N? _____
Fireplace Y/N? _____
Existing Sprinkler? _____

Property Details

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

Setbacks to property lines/nearest structure:

Front: _____ Right: _____
Rear: _____ Left: _____

Finished Area

If there is any finished area within shed, please describe:

Grading Permit Details From Grading Permit

Complete only if required as described below

Disturbed Area in Square Feet: _____
Quantity of Cut and/or Fill in Cubic Yards: _____

A minor grading permit is required when quantity of cut and/or fill exceeds 99 cubic yards OR disturbed area exceeds 4,999 square feet.

Home Occupation

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

_____

What is the home occupation?

_____

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

IMPORTANT - PLEASE READ CAREFULLY

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

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

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

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

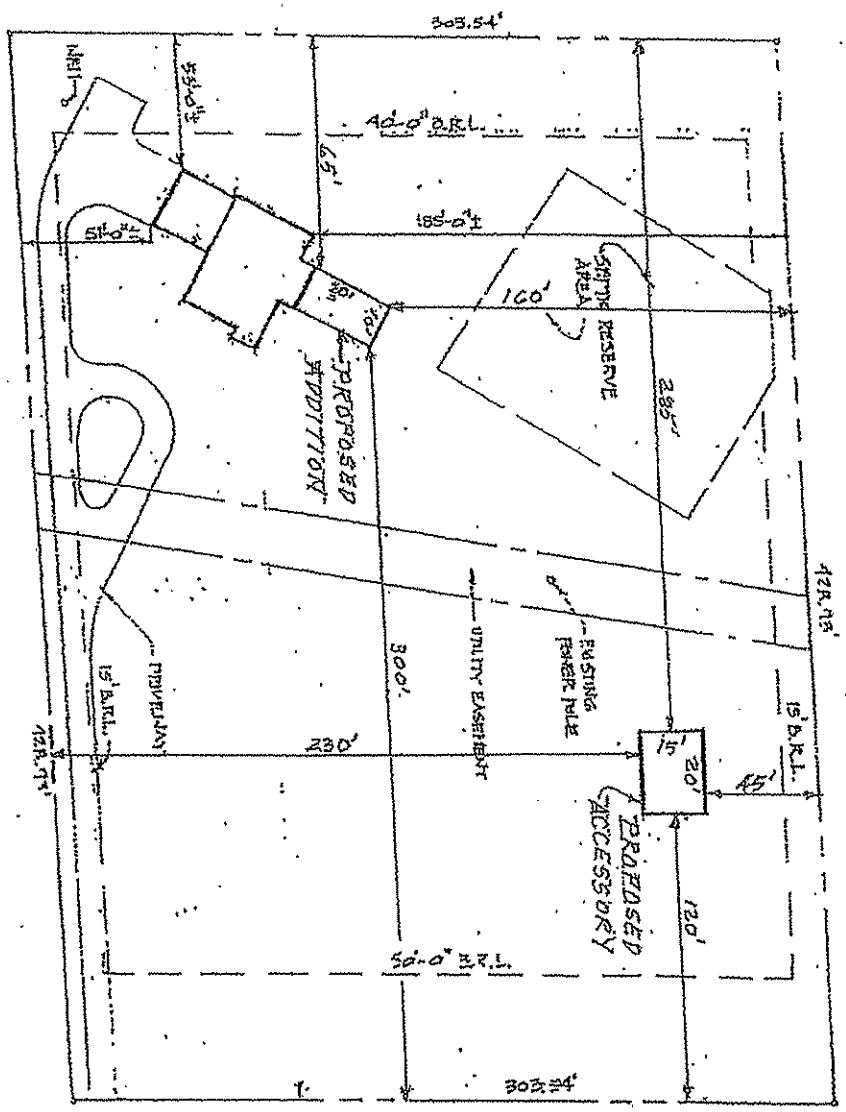
Signature of APPLICANT

Please print name

Connection with application

FY11/Web Packet/Shed or Gazebo/pm

SAMPLE PLOT PLAN



SUBDIVISION NAME:		OWNER/APPLICANT NAME:	DRAWING SCALE:
LOT #:	LOT SIZE:	PROPERTY ADDRESS:	PROPERTY TAX I.D. NO.

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PLAN REVIEW SUBMITTAL REQUIREMENTS CHECKLIST FOR SHEDS

ATTACHMENT (C)

If shed will be used for passenger vehicles, please do not use this checklist.

Two sets of framing plans; one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please contact Plan Review, at 301-600-1086.

☐ 1) For all stick built sheds 150 square feet or over, submit two sets of plans; one set will be returned to you with approved permit. Construction plans must be drawn to scale.

☐ 2) For a prefab shed, please submit manufacturer's literature.

☐ 3) SHEDS UNDER 401 SQ. FT. require only tie-down anchors. Show anchor type and locations.

☐ 4) SHEDS 401 SQ . FT. AND LARGER require permanent perimeter footings and foundation plan.

Construction plans shall include the following:

☐ 5) Elevation plans showing all sides of shed. Plan needs to show height of building; refer to Zoning Information sheet for "Determining Height of Building".

☐ 6) Full cross sectional drawing.

☐ 7) Framing plan that includes post, beam, joist, rafter size, location, and framing spacing. Provide grade and species of framing lumber.

☐ 8) If roof trusses are being used, provide truss drawings designed for a minimum ground snow load of 30 lbs. per square foot.

Additional information is available from this department, or on the County website at: www.frederickcountymd.gov/permit

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PLAN REVIEW SUBMITTAL REQUIREMENTS CHECKLIST FOR GAZEBOS

ATTACHMENT (C)

Two sets of framing plans; one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. An elevation plan showing height of gazebo above grade is helpful. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please contact Plan Review, at 301-600-1086.

Framing plans need to include the following items:

- ☐ 1) Dimensions of new structure clearly indicated.
- ☐ 2) Joist size and spacing, with direction of joists shown.
- ☐ 3) Size and location of beams.
- ☐ 4) Size and location of posts showing the span between posts.
- ☐ 5) Footing detail with depth of footing, diameter and thickness of concrete.
- ☐ 6) If there is to be a cantilever, indicate the size from end of deck to the post.
- ☐ 7) COMPOSITE OR PVC RAILING OR DECKING: indicate manufacturer and brand name (must be on approved list).
- ☐ 8) Roof detail showing rafter size, spacing, and header information. Provide grade and species of framing members.
- ☐ 9) If it is a prefab gazebo on grade, it must be tied-down. Show anchor types and locations.

Also, it is very helpful if you also indicate the decking material, size and direction of decking, the guardrail information with height, spacing and materials used, and if you are attaching to the house, show the bolt size and spacing. This helps our reviewer do your plan review in less time.

Additional information, including a Deck Information Guide, is available from this department, or on the County website at: www.frederickcountymd.gov/permit

MARYLAND
DEPARTMENT OF
NATURAL RESOURCES

Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
John R. Griffin, Secretary
Eric Schwaab, Deputy Secretary

effective Oct. 1
Roadside Tree Law - Changes to Permit

Passed in 1914, the Roadside Tree Law and its regulations were developed to protect Maryland's roadside trees by ensuring their proper care and protection and to ensure their compatibility with the public utility system.

Before a roadside tree* is trimmed or cared for in any way including removed, **a Tree Care Permit must be obtained from the Maryland DNR Forest Service.** A roadside tree is any tree that grows all or in part within a public road right-of-way**. A permit is also needed to plant a tree within the public road right-of-way. Any work (including removals) performed on a roadside tree, 20 feet or greater in height, must be done by a licensed tree expert. If tree care or removal is performed on a roadside tree without a permit, a fine or more severe actions may be assessed by the Maryland DNR Forest Service.

During the 2009 Legislative Session, the Roadside Tree Law (NRA §5-401—5-406, Annotated Code of Maryland) was amended to state: "**A county or municipality may not issue a building permit** to an applicant for any clearing, construction, or development that will result in the trimming, cutting, removal, or injury of a roadside tree **until the applicant first obtains a permit from the Department** in accordance with this section." [NRA 5-406(D)] *emphasis added*

* a roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road. [COMAR 08.07.02.02.B.(10)]
** right-of-way of a public road is defined as that land the title to which, or an easement for which, is held by the State, county, or a municipality for use as a public road. [COMAR 08.07.02.02.B.(8)] Right-of-ways of a public road that has not been surfaced with either stone, shell, concrete, brick, asphalt, or other improved surface material is exempt. [COMAR 08.07.02.03A.(2)]

To determine if a permit has been issued:
A website query is currently being developed which will allow the public to query an address or the city to determine if a permit has been issued. This will be located on the MD Forest Service website. The query can only indicate if a permit has been issued. *A negative response from the Roadside Tree Permit Query may indicate that either a roadside tree permit was not requested at this address or that there are no roadside trees at this address (and no permit is required).* Please remember that all applicants receive a paper permit and can submit these as requested.

If the applicant needs a roadside tree permit, a permit can be obtained at:
To obtain a permit: http://www.dnr.state.md.us/download/060905rtp.doc
Mail the completed form to: http://www.dnr.state.md.us/forests/art/county_map.asp

To learn more about Roadside Tree Law: http://www.dnr.state.md.us/forests/programapps/newrtlaw.asp

For further information, please contact:

Eastern Region:	**Central Region:**	**Southern Region:**	**Western Region:**
(Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties)	(Baltimore, Carroll, Cecil, Harford, Howard, and Montgomery Counties)	(Anne Arundel, Calvert, Charles, Prince George's, and St. Mary's Counties)	(Allegany, Frederick, Garrett, and Washington Counties)
Kathy Kronner MD Forest Service (410)-543-1950 kkronner@dnr.state.md.us	Tod Ericson MD Forest Service (410) 836-4578 tericson@dnr.state.md.us	Horace Henry MD Forest Service (410) 360-9774 hhenry@dnr.state.md.us	Becky Wilson MD Forest Service (301) 777-5591 bwilson@dnr.state.md.us

Marian Honeczy, Supervisor Urban & Community Forestry, (410) 260-8511 or via email at mhoneczy@dnr.state.md.us

MARYLAND
DEPARTMENT OF
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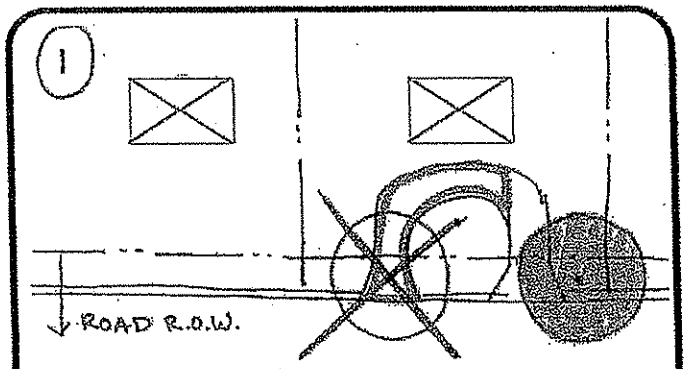
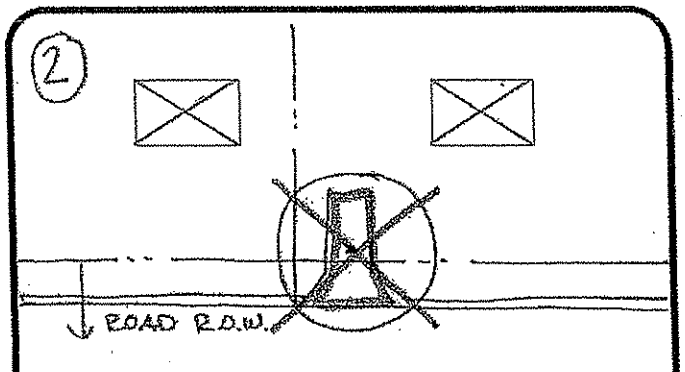
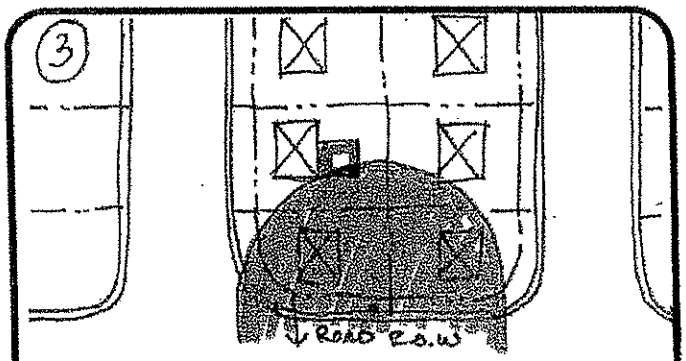
Roadside Tree Permit – Typical Situations 9/17/09



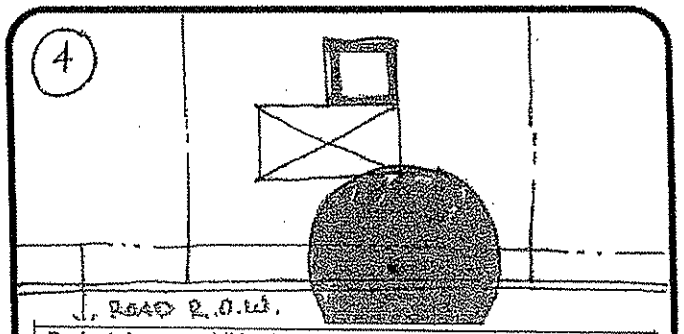
Project: a new driveway
Roadside tree permit **IS** required. Tree trunk is fully or partially located in the road right-of-way



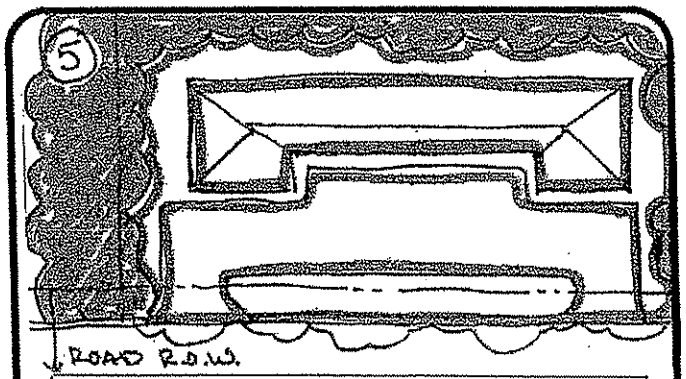
Project: new driveway
Roadside tree permit **IS NOT** required. Tree trunk is not located in road right-of-way.



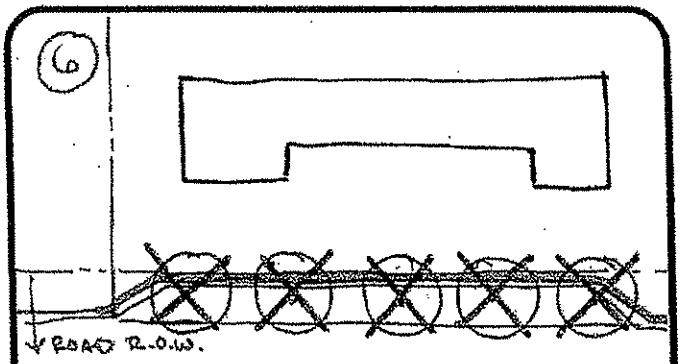
Project: house addition
Roadside tree permit **IS NOT** required. Tree trunk is not located on the same property as the project.



Project: house addition/underground utility work
Roadside tree permit **MAY BE** required. If tree trunk is 6 inches diameter at breast height (dbh) or less and work stops at drip line, no permit is required. If trunk is greater then 6 inches (dbh) or roots 1 inch or greater are impacted, a permit is required.



Project: new mall development
Roadside tree permit **IS NOT** required if the roadside trees are included in the Forest Conservation compliance.



Project: redevelopment of existing mall
Roadside tree permit **IS** required if the roadside trees are not included in the Forest Conservation Compliance.