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

Trailer Building Permit Application Information

Non-Residential Temporary • Permanent • Construction • Office • Sales

Submittal Requirements for Temporary Trailers

1. Notarized letter of permission from the property owner to place the trailer on the property.
2. Completed Trailer Building Permit Application.
3. Print out from Maryland Assessments Real Property Data www.dat.state.md.us for property.
4. Eleven (11) copies of a plot plan or site plan showing the entire property, well and septic locations (if the property has well or septic), the road that the access to the trailer is off of with the road name labeled, dimensions of the trailer, any existing and/or proposed structures, and distances from the trailer to the property lines or nearest structure in all four directions.
5. Three (3) copies of tie-down drawings and floor plan, signed and sealed by a Maryland Registered Architect/Engineer.
6. When property is within an incorporated town, paperwork from the town is required before a permit application may be submitted. Contact the town for details.
7. Copy of the service agreement or contract with the portable sanitary facility company. This is a requirement of the Environmental health Department – for additional information contact 301-600-1726.
8. Payment of fees. Check or cash is accepted. All fees must be paid for at time of application.

Additional Submittal Requirements for Permanent Trailers

1. The Eleven (11) copies of the plot plan or site plan referenced in number three above must be copies of the **Approved Phase 5 Site Plan *for the trailer*** with approval stamp. Setbacks from the trailer to property lines or nearest structure in all four directions *must* be shown on all copies.
2. Portable sanitary facilities are not allowable for permanent trailers. Bathrooms must be connected to septic or community sewer.
3. Excise Tax applies to Permanent Trailer and is due prior to permit approval.

Temporary Trailer

$ 10.00 Automation Enhancement Fee
$ 28.00 Filing Fee
$ 82.00 Building Fee
$ 50.00 Health Review Fee
$ 52.00 Zoning Review Fee
$114.00 Life Safety Fee
$336.00 Total

Permanent Trailer

$ 10.00 Automation Enhancement Fee
$ 28.00 Filing Fee
$164.00 Building Fee
$ 50.00 Health Review Fee
$ 52.00 Zoning Review Fee
$114.00 Life Safety Fee
$418.00 Total

STEP ONE – APPLY FOR 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.

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: Review timeframe by Plan Review and the Office of Life Safety is one week for their initial review comments for this application type.

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: When all reviews have been approved, 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.

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 Occupancy: The end result of the permitting process is the issuance of the Certificate of Occupancy. The Certificate of Occupancy allows occupancy and the use of the trailer by the occupant identified on the Building Permit. The Certificate will be issued automatically upon approval of all required final inspections, and will be mailed to the applicant of the Building Permit, unless a request is made to hold for pick up.

ATTACHMENT (A) - TRAILER

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

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

Building Permit Application for TRAILER

SECTION I: CONTACT INFORMATION

Proposed Occupant of Property, or Developer if none

"Trading As" Name of Occupant (A/P Name):

Contact Person:

***Current** street address for above :*

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 #

Contractor or Architect

Contractor or Architect information should only be completed when they are applying for the permit.

Please check one: ☐ Contractor ☐ Architect

Company Name:

Mailing Address for Contractor or Architect:
Street Address:

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

Contact Person for Contractor or Architect:

Contractor or Architect's Telephone Number:

Contractor or Architect's Fax Number:

Contractor or Architect's e-mail Address:

SECTION II: PROPERTY INFORMATION

Current Property Owner(s):

Eight Digit Property Tax ID (account) # from Assessments

*Acreage or Square Footage of **Property:*** _____

Complete water & sewer type in reference to property, even if not connecting trailer to supply:

Water Type: *Sewer Type:*

Well ☐ Septic ☐
Community ☐ Community ☐

Property Address of Jobsite:

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

Subdivision Name: | *Lot #*

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

Is this building situated along a State Road?
Y ☐ *N* ☐

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 ☐

BUILDING PERMIT APPLICATION: TRAILERS Page Two of Two

General Information

Trailer Type:
- Classrooms ☐
- Construction ☐
- County ☐
- Food ☐
- Office ☐
- Sales ☐

Is Electrical Wiring Being Done? Y ☐ N ☐
Is Plumbing Work Being Done? Y ☐ N ☐

Will Food Be Served? Y ☐ N ☐

Cost-Temporary Trailer:
Cost involved to place trailer :
$_____

Permanent Trailer:
Cost involved - including cost of trailer, excluding land $

Construction Details

Sanitary Information:
- ☐ Portable
  - ☐ Sanitary Agreement Received
- ☐ Number of Persons
- ☐ Connecting To Existing System
- ☐ Restrooms in Existing Building
- ☐ Connecting To Proposed System

Hours of Operation: _____

Permanent or Temporary:
Is the Trailer Permanent or Temporary? ☐

If Temporary Trailer- Length of time?
Years____ Months _____

If Permanent- what is square footage? ☐

Set Backs:

Front		Rear	
Right		Left	

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 responsibility 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-transferable and non-assignable.

Signature of APPLICANT _____ *Please print name* _____

Connection with application _____

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: (Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties)	**Central Region:** (Baltimore, Carroll, Cecil, Harford, Howard, and Montgomery Counties)	**Southern Region:** (Anne Arundel, Calvert, Charles, Prince George's, and St. Mary's Counties)	**Western Region:** (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

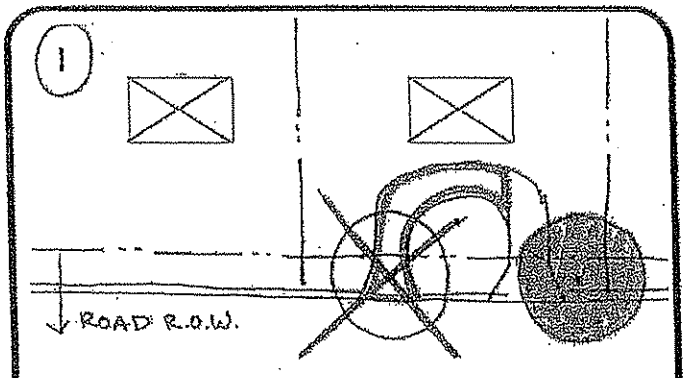
Marian Honeczy, Supervisor Urban & Community Forestry, (410) 260-8511 or via email at mhoneczy@dnr.state.md.us

MARYLAND
DEPARTMENT OF
NATURAL RESOURCES

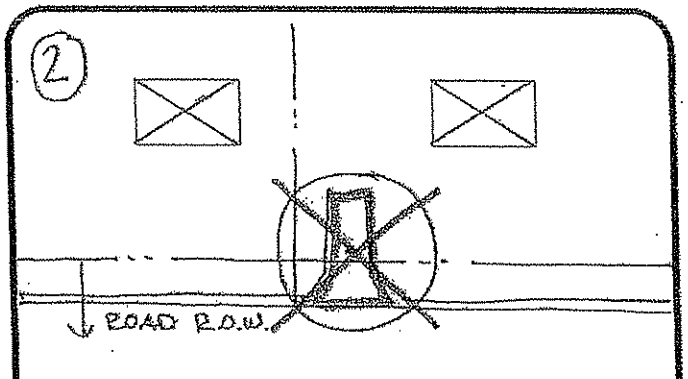
Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
John R. Griffin, Secretary
Eric Schwaab, Deputy Secretary

Roadside Tree Permit – Typical Situations

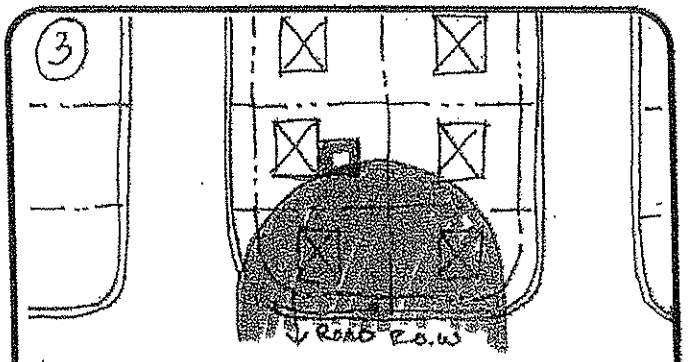
9/17/09



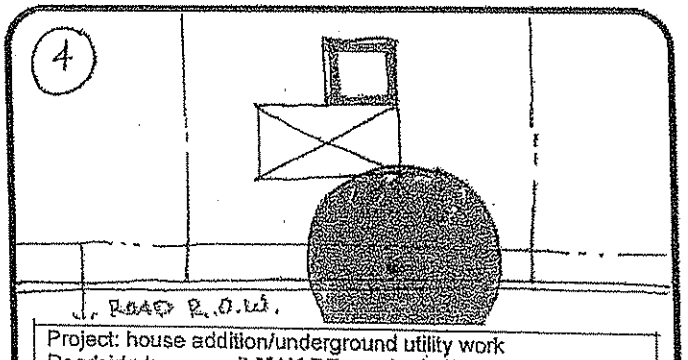
Project: a new driveway
Roadside tree permit **IS** required. Tree trunk is fully or partially located in the road right-of-way



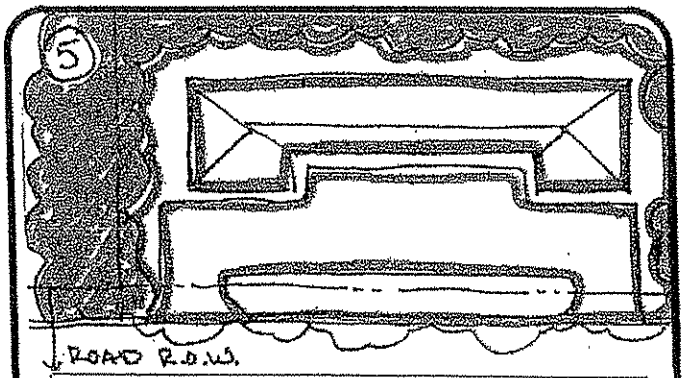
Project: new driveway
Roadside tree permit **IS NOT** required. Tree trunk is not located in road right-of-way.



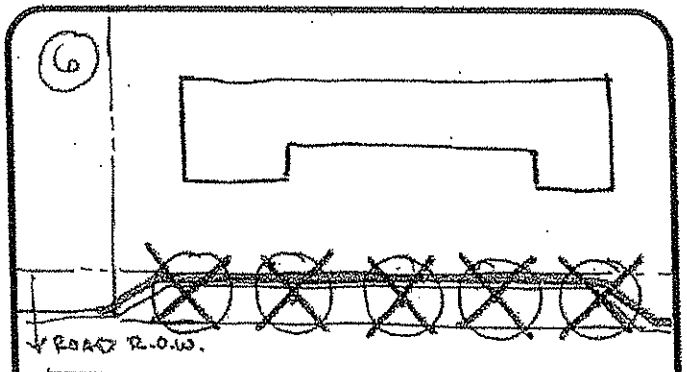
Project: house addition
Roadside tree permit **IS NOT** required. Tree trunk is not located on the same property as the project.



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.