



FREDERICK COUNTY GOVERNMENT

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County Executive

DIVISION OF WATER & SEWER UTILITIES

Office of Accounting & Finance Support

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Water/Sewer Service Application and Division of Water and Sewer Utilities (DWSU) Review of Building Permits

Frequently Asked Questions

What are the DWSU's hours and location?

The DWSU is open Monday through Friday, 8:00 a.m. to 4:00 p.m., and is located at 4520 Metropolitan Court, Frederick, MD 21704.

Why are water and/or wastewater (sewer) capacity fees being charged?

Capacity fees are used to recover the costs of the design, construction, installation and purchase of water and wastewater infrastructure (which include - but are not limited to - land, easements, rights-of-way, debt service, machinery, engineering, legal services, design of plans and specifications, pumping stations, booster stations, lines and plants).

What is a Water/Sewer Service Application?

A Water/Sewer Service Application is used to assign capacity to a property and to collect capacity fees, usually in conjunction with a building permit. By paying the capacity fees and connecting to the county water and/or sewer system(s), the property owner acknowledges and agrees to abide by the [Frederick County Water and Sewer Rules and Regulations](#).

When is a Water/Sewer Service Application needed?

When plumbing is being added, relocated, or remodeled in a non-residential property, or certain residential properties having a permissible non-residential use, a Water/Sewer Service Application is required. A residential Water/Sewer Service Application is needed when a home is being connected to water and/or sewer or when an ADU (Accessory Dwelling Unit) is added to a property.

When should the DWSU be a reviewing agency on a building permit?

Typically, the DWSU is a reviewing agency on all building permits (both residential and non-residential) for properties served by Frederick County water and/or wastewater (sewer). Provided that the application has sufficient information and detail, the review helps identify and avoid the placement of sheds, fences, decks, or other residential structures that may encroach upon the water/sewer lines or easements. For non-residential applications, the DWSU may need an Industrial Waste Survey, a recorded easement, the location of an oil/grit separator and/or a grease trap, or may simply need the names of the new owners or business to update the billing information.

What do I need to submit?

Residential: In most cases, no submissions are necessary to the DWSU. We will gather information from IPS (the County's electronic permitting application). If additional information is required, the DWSU will request it via IPS.

Non-Residential: The DWSU will need one set of 24" x 36" architectural floor plans (overall sheet), plumbing plans with fixture schedule and riser diagrams, kitchen plans with equipment schedule (if applicable), and an Industrial Waste Survey.

Where do I apply?

There is no application per se; however, plans (including riser diagrams) are to be submitted via IPS or ProjDox. If the application is for a City of Frederick building permit, plans are to be dropped off at 4520 Metropolitan Court. In some instances, with advance notice, plans may also be e-mailed to DUSWMSubmittals@frederickcountymd.gov. The DWSU creates a Water/ Sewer Service Application for the applicant, if needed. We request 10 business days to complete a review of non-residential submissions; residential review is usually about 2 business days, but is dependent upon the completion of water/sewer lines and operational status.

How much does water and sewer capacity cost?

The FY 2023 base cost of residential water and sewer capacity is \$14,999.50 ¹ (\$8,493 sewer, \$6,085 water & \$421.50 for a 1" water meter). Other fees may apply depending on the property (e.g., grinder pumps, PRVs, etc.).

Non-residential capacity fees are based on the number of fixture units and are calculated based on the Customer/Business Type in accordance with Appendix B of the Frederick County Water and Sewer Rules and Regulations. Fixture unit costs for FY 2023 are \$849.30 per sewer fixture unit and \$608.50 per water fixture unit. ¹

Fixture unit values can be found in the [Frederick County Water and Sewer Rules and Regulations](#) (see the Appendices).

¹ The above fees are valid through June 30, 2023. Capacity Fees are subject to change July 1st of each year.

What if I am considering renting a previously occupied unit?

Fixture units remain with the property unless the fixture units are leased. However, the DWSU only recognizes existing fixture units previously paid for. There have been cases where fixtures were installed without being paid for. In these instances, the applicant of the new building permit is responsible for payment of the fixture units installed and not paid. The best practice would be to check with the DWSU beforehand and to fully understand the terms of your lease with a prospective landlord.

How do capacity fees get paid?

Capacity fees may be paid through the IPS payment portal, via telephone, in person at the DWSU Administration Building located at 4520 Metropolitan Court (off English Muffin Way) or at the Treasurer's Office located at 30 North Market Street. Both offices are open Monday through Friday, 8:00 a.m. to 4:00 p.m.

What payment method does Frederick County accept?

We accept cash, check, money order, and certified bank checks. Visa, MasterCard, American Express and Discover are also accepted - please note that a service fee of 2.5% of the payment total is charged for credit card transactions.

Can I make installment payments on the capacity fees?

Both residential and non-residential capacity fees must be paid in full prior to issuance of a building permit.

There are certain non-residential capacity permit applications that may be eligible for a loan from the Payment Plan Fund (PPF). Applicants may request a 10-year payment plan for those properties that have less than 500 full value fixture units (up to 1000 full value fixture units with County Executive approval). These loans are available only for non-governmental, privately-owned commercial properties. Funds must be available in the PPF program and a lien will be placed on the property which may result in the property going to tax sale for failure of repayment to the PPF. For additional details, see "Water and Sewer Capacity Fees – Payment Plan Fund Terms and Conditions" in the [Frederick County Water and Sewer Rules and Regulations](#).

When are on-site fixture counts required?

An on-site final fixture unit count is required on all non-residential properties after the plumbing permit final inspection is approved and before Use & Occupancy is issued for those properties served by Frederick County water and sewer system(s).

Additionally, a routine fixture count shall be conducted on a 3-year cycle.

Why are on-site fixture counts required?

- 1) Occasionally, field changes may occur during the installation of plumbing fixtures that do not match the permit plans on file. This ensures the proper capacity is being recognized.*
- 2) To verify what has been installed vs. what has been paid for to ensure accurate capacity allocation to the property.*
- 3) To ensure the DWSU does not over-allocate capacity pursuant to state law.*

When is an Industrial Waste Survey (IWS) required?

An IWS is required for all non-residential permits on Frederick County water and/or sewer and is to be completed by the tenant (even if there is only a change to the name of the business). Most applicants require basic information (i.e., type of business, business name, # of employees, hours of operation, etc.) There are three forms (Industrial Waste Survey, Authorized Signatory Form and Spill Management Plan) which are located on the Frederick County Website at:

Industrial Waste Survey

<http://www.frederickcountymd.gov/DocumentCenter/Home/View/1092>

Authorized Signatory Form

<http://www.frederickcountymd.gov/DocumentCenter/Home/View/1091>

Spill Management Plan

<http://www.frederickcountymd.gov/DocumentCenter/Home/View/1093>

Additionally, a signed improvement plan is needed to show the location of the monitoring manhole, oil/grit separator and/or grease trap.

Who do I contact if I have questions?

Industrial Waste Survey, grease trap and oil/grit separators: Cory Brandt @ 301-600-2511

*Residential and Non-Residential capacity fees and/or permits: Lauren Englar @ 301-600-1179
Pam Klipp @ 301-600-2957*

*On-site Fixture Unit Count: Kim Getzandanner @ 301-600-1639
John Harrigan @ 301-600-2946*