



**DIVISION OF PLANNING AND PERMITTING**  
**FREDERICK COUNTY, MARYLAND**  
*Department of Permits and Inspections*

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

**RESIDENTIAL BUILDING PERMIT INFORMATION**  
**ADDITION, ALTERATION & ACCESSORY**

**We have gone paperless!! This application should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>**

**Submittal Requirements**



1. Plot plan. See example. 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.

- ☐ Provide a narrative description and map identifying the location of cemeteries and known historic and archaeological resources on the site. [Cemetery Protection Policy](#)



2. Construction plans. Construction drawings shall be drawn to an appropriate scale; written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building permit, per requirements noted in [Plan Review Checklists](#).

- ☐ If proposed scope of work includes a wet bar, an elevation plan of the proposed wet bar is required. This plan should include a cabinet layout, sink size, and all appliances.
- ☐ A statement from the property owners detailing the intended use of the space may be required.



3. 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.



4. **Fees are due at the time of application:**

Accessory Structure 399sf or less:

Pavilion, Shed, Gazebo or Carport

\$ 11.00 Automation Enhancement Fee

\$ 32.00 Filing Fee

\$140.00 Building Fee

\$ 56.00 Zoning Review Fee

Accessory Structure 400sf or more:

Pavilion, Shed, Gazebo or Carport

\$ 11.00 Automation Enhancement Fee

\$ 32.00 Filing Fee

\$220.00 Building Fee

\$ 56.00 Zoning Review

#### Additions

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$269.00 – 500sf or less Building Fee  
\$403.00 – 501sf to 1500sf Building Fee  
\$538.00 - More than 1500sf Building Fee  
\$ 56.00 Zoning Review Fee

#### Basement Finish

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$ 134.00 – 500sf or less Building Fee  
\$ 269.00 – 501sf to 1500sf Building Fee  
\$ 403.00 – More than 1500sf Building Fee  
\$ 56.00 Zoning Review Fee

#### Handicap Ramp

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$ 61.00 Building Fee  
\$ 56.00 Zoning Review Fee

#### Covered or Screened Porch or Deck 499sf or less

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$ 110.00 Building Fee  
\$ 56.00 Zoning Review Fee

#### Solar Panel- roof mounted

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$ 61.00 Building Fee

#### Alteration or Conversion

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$134.00 – 500sf or less Building Fee  
\$269.00 – 501sf to 1500sf Building Fee  
\$403.00 – More than 1500sf Building Fee  
\$ 56.00 Zoning Review Fee

#### Garage or Pole Building

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$ 220.00 Building Fee  
\$ 56.00 Zoning Review Fee

#### Retaining Wall

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$ 110.00 Building Fee  
\$ 56.00 Zoning Review Fee

#### Covered or Screened Porch or Deck 500sf or more

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$ 140.00 Building Fee  
\$ 56.00 Zoning Review Fee

#### Solar Panel- ground mounted

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$140.00 – 399sf or less  
\$220.00 – 400sf or more  
\$ 56.00 Zoning Review Fee

And

\$75.00 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 landowner, 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 should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>.

When Applications Are Accepted: Applications can be submitted electronically 24/7 via the citizen portal.

### **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 Review 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 Planning and Permitting 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 <https://planningandpermitting.frederickcountymd.gov/> by using the lookup feature.

Permit Issuance:

- When all reviews are completed, the approved permit notifications will be sent via email to the applicant for download of the official issuance documentation, approved placard for posting onsite and approved set of plans.
- Additional information and inspection procedures can be found on our website at <https://www.frederickcountymd.gov/7974/Permits-and-Inspections>.

### **STEP THREE – OBTAIN INSPECTION APPROVALS**

Inspections: Inspections can be requested and tracked via the citizen portal.

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 will be available for download on the portal.

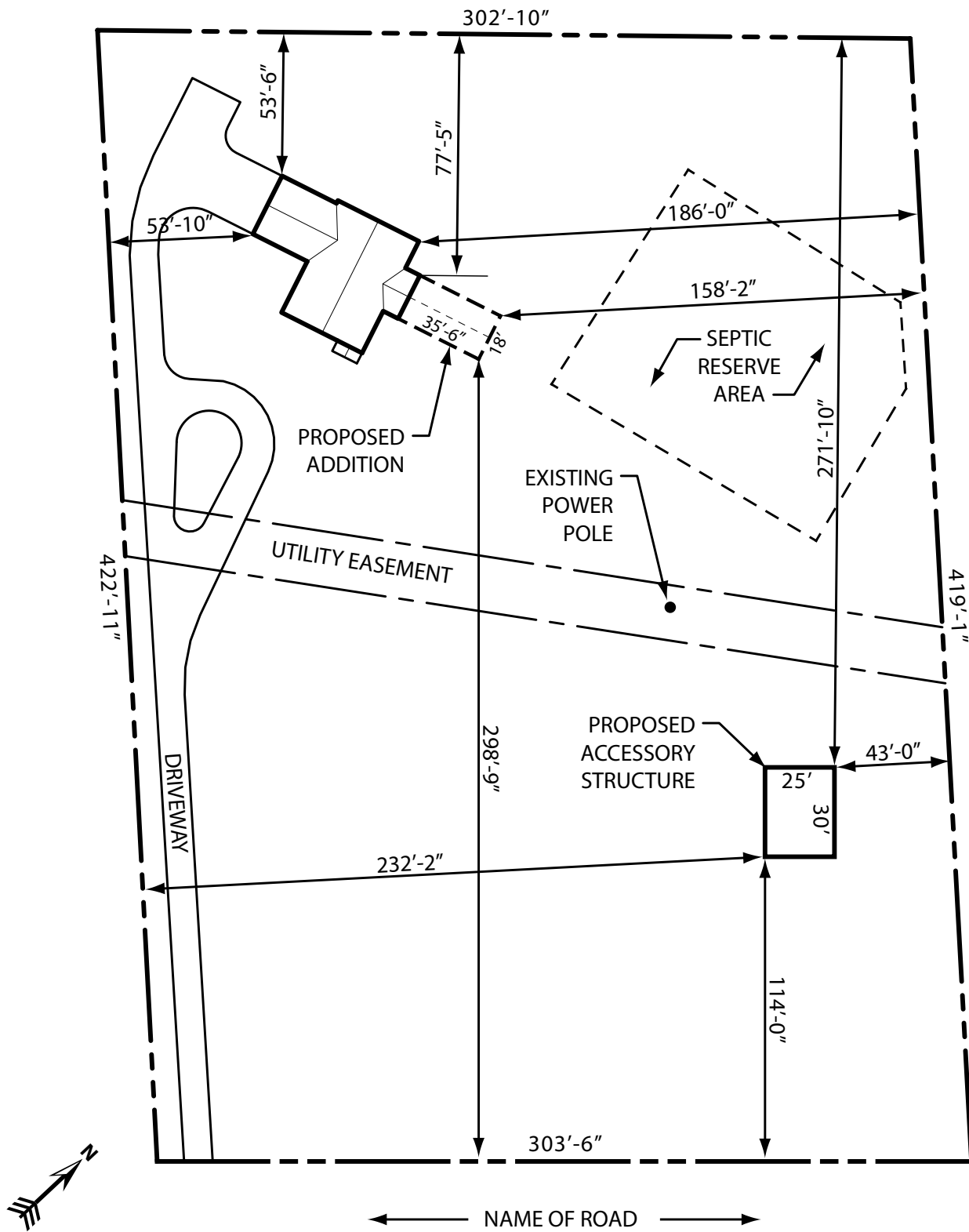
## OTHER GENERAL INFORMATION REGARDING BUILDING PERMITS

- 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, cash, or credit card (fee applies to all credit or debit card transactions). 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. 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 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Administrative Authority is authorized to grant 1 or more extensions of time for additional periods not exceeding 180 days. The extension shall be requested in writing and justifiable cause demonstrated.
- Extensions: The fee to extend a permit application or a building permit is the minimum permit fee. Extension requests can be submitted via the citizen portal and must be made in advance of the permit expiration.
- 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: A revision fee will be assessed for resubmissions or amendments to all applications and permits.

## CONTACTS FOR BUILDING PERMIT APPLICATIONS

General Information.....	301-600-2313
Customer Service Supervisor, Building Permits (processing or fee questions) .....	301-600-1095
Plan Reviewer (for construction plans).....	301-600-1086
Zoning Reviewer (plot plans, setbacks, use, flood plain, building height).....	301-600-1143
Environmental Health (well and septic information) .....	301-600-1726
Manager of Permitting Services.....	301-600-6727

# SAMPLE PLOT PLAN



SUBDIVISION NAME:		OWNER/APPLICANT NAME:		DRAWING SCALE:	
LOT #:	LOT SIZE:	PROPERTY ADDRESS:		PROPERTY TAX ID #:	

**FREDERICK COUNTY HEALTH DEPARTMENT**  
Environmental Health Services  
Procedures and Policies for Expediting Building Permit Approval  
(For Properties Served by Individual Wells and /or Septic Systems)

**New Residential Construction**

1. Property corners, house corners, septic area corners, and center of driveway need to be staked and flagged so they can be seen at the time of the preliminary inspection. Tall grass, weeds and brush may need to be removed. All new home permits will have a site visit within 10 business days (typically does not take that long unless there is a staff shortage or extreme weather conditions) prior to approval by Environmental Health. It is suggested that the staking be completed prior to building permit application or within the next business day to avoid a reinspection fee. If a site visit is made and there is no staking or the staking is incorrect or not visible a reinspection fee of \$75 will be imposed.
2. If the property is to be served by a septic system, the applicant must provide the name of a Licensed Septic Installer/Master Plumber in Frederick County at the time of building permit application. If the installer is not provided, the permit will not be approved until such time as one is selected.
3. If the property is to be served by an individual water well, the well must be drilled and the completion report must be submitted to and reviewed by the Health Department prior to building permit approval.
4. Foundations must be a minimum of 30 feet from the well.
5. No permanent or physical objects can be located within the designated septic areas. Septic areas are reserved for the initial installation and future repairs of the septic system.
6. Proposed houses should be located where a gravity flow septic system can be installed. The elevation of the sewer pipe exiting the house must be higher in elevation than the highest point of the designated septic area. (This item is particularly important if your desire is to have a basement bathroom without using a pump.)
7. Contact with Health Department is always important if there are questions or concerns that you would like to discuss at any point during the permit or building process.
8. A final septic inspection is required through the Well & Septic Office prior to a Use and Occupancy Certificate being issued. The septic installer is responsible for making sure that this process is completed.

**Accessory Permits**

1. Proposed additions (pool, shed, addition, etc.) must be staked prior to Health Department site visit. It is suggested that the staking be completed prior to building permit application or within the next business day. If additions are not staked when the site visit is made, the permit will be placed on hold until contact is made to let the Sanitarian know this has been done. If a site visit is made and there is no staking or the staking is incorrect or not visible a reinspection fee of \$75 will be imposed. This fee will be paid at the Health Department prior to a reinspection taking place.
2. Proposed additions and/or accessory structures cannot be located within designated septic areas. Properties that were subdivided after 1972 have designated septic areas.
3. Additions and accessory structures cannot be located over principal parts (septic tank, distribution box, leaching area) of the septic system. An addition without a basement can be located up to the septic tank and leaching area but not over them. An addition or accessory structure with a basement must maintain a minimum of 10 feet from the septic tank, leaching area and septic area. If your addition requires a connection to the septic system more than 5 feet from the foundation, a septic repair permit will be needed (\$60.00 fee). Repair permits can be applied for at the Health Department.
4. Foundations within 30 feet of the well are not permitted unless a well variance is requested and granted by the Health Department.
5. Please restrain dogs and other animals since the Health Department will try to make a site visit within 5 business days of receipt of permit application.
6. If you void your permit or have further questions, please call 301-600-1726.