We have gone paperless!! This application can now be submitted electronically via the citizen portal at https://planningandpermitting.frederickcountymd.gov/

**Submittal Requirements**

1. Completed application form for Tanks, Attachment (A).

2. **NonResidential Tank:** One (1) copy of the Approved Phase 5 Site Plan for the proposed **construction**, stamped with approval date.

   Residential Tank: One copy 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. **NonResidential Tank:** One copy of complete construction plans, signed and sealed by a Maryland Architect/ Engineer.

   Residential Tank: One set of construction plans, per requirements noted in Attachment (C).
   All paper plans must be 11x17 or smaller in paper size.

4. Print out from the Maryland Department of Assessments and Taxation Real Property Data website [www.dat.state.md.us](http://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:

   **NonResidential**
   - $10.00 Automation Enhancement Fee
   - $27.00 Filing Fee
   - $50.00 Building Fee
   - $45.00 Zoning Review Fee
   - $120.00 Life Safety Review Fee

   **Residential**
   - $10.00 Automation Enhancement Fee
   - $27.00 Filing Fee
   - $50.00 Building Fee
   - $45.00 Zoning Review Fee

An additional $50.00 Review fee will be assessed if the property is served by well and septic and/or if the project relates to Food Services.
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 can be submitted electronically via the citizen portal at https://planningandpermitting.frederickcountymd.gov/ or paper applications can be accepted in the Department of Permits and Inspections, at the above address.

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

- All fees must be paid at time of application, by check, cash or credit card. There is a service charge for credit card and debit card transactions. Permit fees are calculated for each permit application. Each structure, use or permit type require a separate permit application.
- 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:* Revisions to a permit or application are $27.

**CONTACTS FOR BUILDING PERMIT APPLICATIONS**

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>301-600-2313</td>
</tr>
<tr>
<td>Plan Reviewer (for NonResidential building)</td>
<td>301-600-3353</td>
</tr>
<tr>
<td>Plan Reviewer (for Residential building)</td>
<td>301-600-1086</td>
</tr>
<tr>
<td>Zoning Reviewer (plot plans, setbacks, use, flood plain, building height)</td>
<td>301-600-1143</td>
</tr>
<tr>
<td>Environmental Health (well and septic information)</td>
<td>301-600-1726</td>
</tr>
<tr>
<td>Manager of Permitting Services</td>
<td>301-600-3463</td>
</tr>
</tbody>
</table>

7/2020
Building Permit Application for TANKS

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Home Improvement Contractor or Architect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name(s):</td>
<td>Company name: (Contractor must apply when contracted to do the work)</td>
</tr>
<tr>
<td>Current street address for above person(s):</td>
<td></td>
</tr>
<tr>
<td>Town:</td>
<td>State:</td>
</tr>
<tr>
<td>Daytime Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Permit Service</td>
<td></td>
</tr>
<tr>
<td>Name of Permit Service when applicable:</td>
<td></td>
</tr>
<tr>
<td>Street (mailing address):</td>
<td></td>
</tr>
<tr>
<td>Town:</td>
<td>State:</td>
</tr>
<tr>
<td>Contact Person for Contractor:</td>
<td></td>
</tr>
<tr>
<td>Contractor Telephone Number:</td>
<td>Fax #</td>
</tr>
<tr>
<td>Contractor E-mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

SECTION II: PROPERTY INFORMATION

<table>
<thead>
<tr>
<th>Current Property Owner(s):</th>
<th>Property Address of Jobsite:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight Digit Property Tax ID (account) #:</td>
<td></td>
</tr>
<tr>
<td>Acreage or Square Footage of Property:</td>
<td></td>
</tr>
<tr>
<td>Water Type:</td>
<td>Sewer Type:</td>
</tr>
<tr>
<td>Well</td>
<td>Septic</td>
</tr>
<tr>
<td>Community</td>
<td>Community</td>
</tr>
<tr>
<td>Is Property Within an Incorporated Town?</td>
<td>Yes* No</td>
</tr>
<tr>
<td>Is this building situated along a State Road</td>
<td>Y N</td>
</tr>
<tr>
<td>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.)</td>
<td>Yes No</td>
</tr>
<tr>
<td>Type of Work:</td>
<td></td>
</tr>
<tr>
<td>Type of Work:</td>
<td>Non Res</td>
</tr>
</tbody>
</table>

Page One of Two
BUILDING PERMIT APPLICATION: TANK  Page Two of Two

General Information

Cost of Tank and Installation: ____________________

includes electrical, plumbing, labor & materials

Is Electrical Wiring Being Done?  Y  N

Construction Details

Check the Type Tank:
- Fiberglass Doublewall
- Fiberglass Singlewall
- Plastic
- Steel Doublewall
- Steel Singlewall
- Vault Doublewall
- Vault Singlewall

Total Tank Fuel Capacity

Gallons

Total Water Capacity of Tank

Gallons

Distance to Nearest Well

Feet

Tank Location

- Above Ground
- Inside Structure
- Underground

Set Backs

Front

Rear

Right

Left

Tank Commodity:
- Diesel Fuel
- Gasoline
- Kerosene
- Natural
- Oil
- Propane
- Water
- Other

Will Tank be used to provide fuel to heat or other utility service to a building

- Y
- N

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

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies under the penalties of perjury, 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 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.

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 County Executive, 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

7/2020
This list is being provided as a guideline to help assist you in the Plan Review process. In some cases further information may be required to complete the review of your plans; if so you will be notified. If you wish to submit online see our website for instructions. If you have any questions concerning these requirements please contact Plan Review at 301-600-1086.

**Provide Tank Plans that include the following:**

- 1.) Type (Propane, Gas, Fuel Oil, Kerosene, Water etc).
- 2.) Capacity (Gallons of storage).
- 3.) Dimensions - overall tank size (LxWxH).
- 4.) In-ground or above ground.
- 5.) Tank Specification sheets. Plans should be 11x17 or smaller.
- 6.) Distances to adjacent building(s) and property lines shown on approved plot or site plan.
- 7.) Multiple Tanks (if applicable) indicating separation distance between tanks.