



**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

Trailer Building Permit Application Information

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

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

Submittal Requirements for Temporary Trailers

1. Copy of plot plan. Plot plan can be hand-drawn provided it shows 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, any existing and/or proposed structures, including the trailer, and most importantly, the distances from the trailer to the property lines or nearest structure in all four directions. Any distance greater than 500' may be indicated as 500'+. Clearly indicate whether the trailer is a single unit or a group of trailers connected together, and any decks or ramps.
2. Tie-down drawings and floor plan. Construction plans, signed and sealed by a Maryland Registered Architect/Engineer. Signed and sealed plans are not required if alteration or repair of existing building is limited to one of the following: (1) Minor interior alterations or cosmetic or similar repairs; and fixtures, cabinetwork or furniture, where the estimated cost including labor and materials does not exceed \$25,000. (2) Storefronts, facades or similar replacements; exterior stairways, landings, decks or ramps; joists; or a mechanical, electrical, or plumbing system where the estimated cost including labor and materials does not exceed \$10,000.
3. 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.
4. 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.
5. Payment of fees. Check, cash or credit cards are accepted. There is a service charge for credit card transactions. All fees must be paid for at time of application.

Additional Submittal Requirements for Permanent Trailers

1. One copy of the plot plan or site plan referenced in number three above must be copies of the Approved Phase 5 Site Plan for the permanent trailer with stamp of approval.
2. Portable sanitary facilities are not allowable for permanent trailers. Bathrooms must be connected to septic or community sewer.

*Fees:*

Temporary Trailer

\$ 11.00 Automation Enhancement Fee  
\$ 30.00 Filing Fee  
\$ 103.00 Building Fee  
\$ 50.00 Health Review Fee  
\$ 52.00 Zoning Review Fee  
\$137.00 Life Safety Fee

Permanent Trailer

\$ 11.00 Automation Enhancement Fee  
\$ 30.00 Filing Fee  
\$206.00 Building Fee  
\$ 50.00 Health Review Fee  
\$ 52.00 Zoning Review Fee  
\$137.00 Life Safety 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

Intake staff will review your application submission, once accepted fees will be generated and applied to your portal account. If you wish to submit payment via cash or check you may make payment via the Treasury drive-thru window located at 30 North Market Street, Frederick, MD 21701. (Fee payment **cannot** be accepted until your application has been processed and approved.)

After initial fee payment, 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:

- 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 Occupancy: The end result of the permitting process is the issuance of the Certificate of Occupancy. The Certificate of Occupancy 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.