Trailer Building Permit Application Information

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

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

**Submittal Requirements for Temporary Trailers**

1. Completed Trailer Building Permit Application (ATTACHMENT A).
2. Print out from Maryland Assessments Real Property Data [www.dat.state.md.us](http://www.dat.state.md.us) for property.
3. One 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.
4. One copy of tie-down drawings and floor plan. All paper plans must be 11x17 or smaller in paper size.
5. 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.
6. 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.
7. 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:**

<table>
<thead>
<tr>
<th>Temporary Trailer</th>
<th>Permanent Trailer</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10.00 Automation Enhancement Fee</td>
<td>$ 10.00 Automation Enhancement Fee</td>
</tr>
<tr>
<td>$ 27.00 Filing Fee</td>
<td>$ 27.00 Filing Fee</td>
</tr>
<tr>
<td>$ 90.00 Building Fee</td>
<td>$180.00 Building Fee</td>
</tr>
<tr>
<td>$ 50.00 Health Review Fee</td>
<td>$ 50.00 Health Review Fee</td>
</tr>
<tr>
<td>$ 45.00 Zoning Review Fee</td>
<td>$ 45.00 Zoning Review Fee</td>
</tr>
<tr>
<td>$120.00 Life Safety Fee</td>
<td>$120.00 Life Safety Fee</td>
</tr>
</tbody>
</table>
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:
➢ 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.

7/2020
### SECTION I: CONTACT INFORMATION

#### Proposed Occupant of Trailer

*“Trading As” Name of Occupant (A/P Name):*

**Contact Person:**

**Current mailing (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 #

Email Address

#### 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:**

- [ ] Well
- [ ] Community

**Sewer Type:**

- [ ] Septic
- [ ] Community

#### Property Address of Jobsite:

**Town:**

**State:**

**Zip:**

**Subdivision Name:**

**Lot #**

**Is Property Within an Incorporated Town?**

- [ ] Yes*  
- [ ] No

*“Town paperwork must be submitted 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?**

- [ ] Yes
- [ ] No

Page One of Two
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.

**Permission 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 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-transferable and non-assignable.**

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### General Information

<table>
<thead>
<tr>
<th>Trailer Type:</th>
<th>Cost involved to place trailer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<td>$_______________________</td>
</tr>
<tr>
<td>Construction</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is Electrical Wiring Being Done?</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Plumbing Work Being Done?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Will Food Be Served?</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

### Construction Details

<table>
<thead>
<tr>
<th>Sanitary Information:</th>
<th>Construction Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable</td>
<td></td>
</tr>
<tr>
<td>[ ] Sanitary Agreement Received</td>
<td></td>
</tr>
<tr>
<td>Number of Persons</td>
<td></td>
</tr>
<tr>
<td>Connecting To Existing System</td>
<td></td>
</tr>
<tr>
<td>Restrooms in Existing Building</td>
<td></td>
</tr>
<tr>
<td>Connecting To Proposed System</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours of Operation:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Permanent or Temporary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the Trailer Permanent or Temporary?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>If Temporary Trailer- Length of time?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years: ______</td>
</tr>
</tbody>
</table>

### Cost-Temporary Trailer:
Cost involved to place trailer: $_______________________

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

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

**IMPORTANT - PLEASE READ CAREFULLY**

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Signature of APPLICANT

Please print name

Connection with application

7/2020