



**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

**BUILDING PERMIT INFORMATION
CHECKLIST FOR APARTMENTS OR CONDOMINIUMS**

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

- 1. A separate application form is done for the “Parent Structure” and each unit requires its own application.
- 2. Site plan and plot plan per requirements noted in Apartments or Condominiums attachment.
- 3. Complete construction plans, unless dwelling type is an Approved Blanket Plan.
- 4. Approved Blanket Plans: One copy of the original Blanket Plan Form approved by Plan Review, with any options circled that pertain to the specific building or unit each application is for.
- 5. Notarized letter of permission when the registered Homebuilder is not the property owner, or when the registered Homebuilder is applying for a contract purchaser. A copy is needed for each building and shall include all tax ID numbers for the building.
- 6. 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.
- 7. All fees are due at time of application, with the exception of impact fees. See fee calculation sheet included with Attachment A.

Related Permits

Permit Issuance

The “Parent Structure” permit application must be issued at the same time as the issuance of the individual units.

Procedures

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.

Plan Review Timeframes:

The review timeframe by Plan Review is three weeks for their initial review comments for new dwellings that are not Blanket plans. Blanket plan dwellings are reviewed in one week for initial comments.

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>.

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: A revision fee will be assessed for resubmissions or amendments to all applications and permits.

Agency Review Contact Telephone Numbers:

Please note that not all agencies listed below will be a reviewing agency for your application.

Agency:	Reviews:	Phone:
Plan Review	Construction drawings (blueprints)	301-600-1086
Environmental Health	Connection to individual well and/or septic	301-600-1726
Zoning	Zoning of property, Use of property, Setbacks	301-600-1143
Division of Utilities and Solid Waste Mngt. Finance (DUSWM)	Connection to County Water and Sewer	301-600-1179
Development Review – Engineering	Storm Water Management	301-600-1134
Environmental Compliance Section (ECS)	Grading	301-600-3507



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PLOT PLAN REQUIREMENTS FOR APARTMENTS OR CONDOMINIUMS

The approved, stamped site plan in it's entirety and one separate copy of a plot plan showing the building enlarged to show detail. The plot plan must include the following:

- Property lines and property line dimensions for the property.
- Building Restriction Lines (BRL) and utility easements for the property.
- North direction arrow
- Scale of drawing
- Homebuilder's registered name and registration number.
- Street the building is situated on, with street name.
- List all addresses and associated apartment or condominium unit numbers.
- Proposed building location with setbacks from the proposed building to property lines.
- Any proposed accessory structures (i.e., detached garage) must be shown with setbacks in each direction from accessory structure to property lines and nearest structures.
- Detailed exterior building dimensions. Location and dimensions of any porches, decks, etc. ONLY SHOW OPTIONS THAT ARE PLANNED TO BE BUILT FOR THE SPECIFIC BUILDING, NOT POSSIBLE OPTIONS.
- Provide a narrative description and map identifying the location of cemeteries and known historic and archaeological resources on the site. [Cemetery Protection Policy](#)

Fee Worksheet for Apartment or Condominium "Parent Structure"

See separate fee Worksheet for "Apartment or Condominium Units"

Fill in applicable fees in the boxes below to determine fee due at time of application.

*If property is within an incorporated town, please note **

1) Automation Enhancement Fee	\$ 11.00		All Building Permits
2) Filing fee	\$ 32.00		All Building Permits
3) Zoning fee*	\$ 56.00		Parent Structure
4) Health Department Review fee*	\$ 75.00		Charged only when property served by well or individual septic.
5) Site Compliance fee	\$269.00 \$74.00		For each initial Parent Apartment Structure For each subsequent Parent Apartment Structure applied for with the initial
6) Building fee	\$264.00		Parent Structure
7) OLS fee per sq ft Enter total sq ft:	\$ 0.15 _____	\$ -	Multiply total sq ft of all floor area, including common floor area, (same as bldg fee sf).
8) School Impact fee	\$ -		Impact fees are applied only to dwelling units. There is no impact fee due on the "Parent Structure".
9) Library Impact fee	\$ -		Impact fees are applied only to dwelling units. There is no impact fee due on the "Parent Structure".
TOTAL OF ALL BOXES FILLED IN		\$ -	Properties within Incorporated Towns - do not include fees with *

Fee Worksheet for Apartments or Condominiums

Fees Are Applied to Each Unit- Use One Worksheet Per Unit

Fill in applicable fees in the boxes below to determine fee due at time of application.

*If property is within an incorporated town, please note **

1) Automation Enhancement Fee	\$ 11.00	<input type="checkbox"/>	All Building Permits
2) Filing fee	\$ 32.00	<input type="checkbox"/>	All Building Permits
3) Zoning fee*	\$ 86.00	<input type="checkbox"/>	Each Dwelling Unit
4) Health Department Review fee*	\$ 75.00	<input type="checkbox"/>	Charged only when property served by well or individual septic.
5) Home Builder Guaranty Fund Fee	\$ 50.00	<input type="checkbox"/>	Each Condo Unit. This fee is not applicable to Apartments
6) Building fee	\$ 532.00	<input type="checkbox"/>	Each Dwelling Unit The gross square footage includes all finished and unfinished square footage space and is measured by the exterior dimensions. It excludes attic, stoops and crawl spaces. Also, any increment of a foot is dropped from the measurements.
7) School Impact fee	\$ 9,110.00	<input type="checkbox"/>	This fee applies unless an exemption has been granted by the Director of Permits & Inspections. It does not need to be paid at time of application, but must be paid prior to permit issuance.
8) Library Impact fee	\$ 534.00	<input type="checkbox"/>	This fee applies unless an exemption has been granted by the Director of Permits & Inspections. It does not need to be paid at time of application, but must be paid prior to permit issuance.
TOTAL OF ALL BOXES FILLED IN	\$		Properties within Incorporated Towns - do not include fees with *
TOTAL OF 7 AND 8 ABOVE	\$		If not paid at time of application, this amount due prior to issuance
TOTAL OF ALL LESS 7 AND 8	\$		This fee amount must be paid at time of application.

Addressing Request Form Frederick County, Maryland

Division of Planning & Permitting, 30 North Market Street, Frederick, MD 21701

****Required Information***

****Type of Request (check all that apply):***

New Construction Existing Verification Suite Assignment Single Family Multi-Family
 Tenant House Duplex Commercial Industrial Change of Address Other: _____

****Reason for Request:***

Property Information:

*Current or Parent Parcel Address: _____

*Parcel Tax Identification Number (Available from MD Dept. of Assessments 301-815-5350): _____

*Property Parcel Number: _____

*Lot Number (If applicable): _____

*Subdivision Name (If applicable): _____

*Adjoining or nearby addresses: _____

*A building location plan showing the entrance to the lot and/or structure to be addressed and/or site plan for address determination.

Please Note: A copy of the requesting property's deed may assist in expediting the process of address assignment.

Requestor Contact Information:

*Name: _____ *Phone: (_____) _____ - _____

*E-mail: _____

*Current Mailing Address: _____

*Signature of Requestor: _____ *Date: ____ / ____ / ____

Submission: Addressing requests may be submitted by email (gis_enterprise@frederickcountymd.gov), Fax (301) 600-2054, or in person to the Division of Planning & Permitting located at 30 North Market Street, Frederick, MD 21701.

Addresses will be issued 2-10 County business days.

For addressing questions please call 301-600-6750.

OFFICIAL USE ONLY

Date Received by IIT/GIS: ____ / ____ / ____

Date Entered into GIS DB for Attribution: ____ / ____ / ____

Address to be assigned by parcel/lot number referenced above: _____

Date of Notification: ____ / ____ / ____

Date of Permit Address Changed: ____ / ____ / ____

NOTE: The new address is to be displayed and posted in accordance with Section 05-01-362 of the Frederick County Fire Prevention Code (copy of requirements attached).



FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING

Department of Permits & Inspections

Jessica Fitzwater
County Executive

Deborah A. Carpenter, AICP, Division Director

Ashlye B. Bonomo, Director

DETERMINING "HEIGHT OF BUILDING"

The height is measured from the average finished grade ground level along the side of the building nearest the street to either the highest point of a flat roof or to the point one-half the distance between the eaves and the highest point of a pitched roof. (Frederick County Zoning Ordinance Definitions 1-19-11.100)

