



**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**  
**DEMOLITION**

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

Check each box after verifying that requirement is met for submittal.

**Submittal Requirements**

Verified by Staff:  
Date:



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



2. Construction plans are not required for demolition of an entire structure. For partial demolition, or interior demolition, one set of construction plans to scale.



3. Photographs of all elevations of the building proposed for demo. The entire elevation must be visible in the photograph unless access or obstructions prevent the whole elevation being photographed.



4. 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.



5. Fees are due at the time of application:

NonResidential Demolition

Entire Structure

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$ 61.00 Building Fee  
\$ 75.00 Health Review Fee\*  
\$ 56.00 Zoning Review Fee

NonResidential Demolition

Partial (Interior Demo is considered an alteration)

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$ 61.00 Building Fee  
\$ 147.00 Office of Life Safety  
\$ 75.00 Health Review Fee\*  
\$ 56.00 Zoning Review Fee

Residential Demolition

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$ 61.00 Building Fee  
\$ 75.00 Health Review Fee\*  
\$ 56.00 Zoning Review Fee

*\*Health Review Fee may not be required.*



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.

## **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:

- 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.

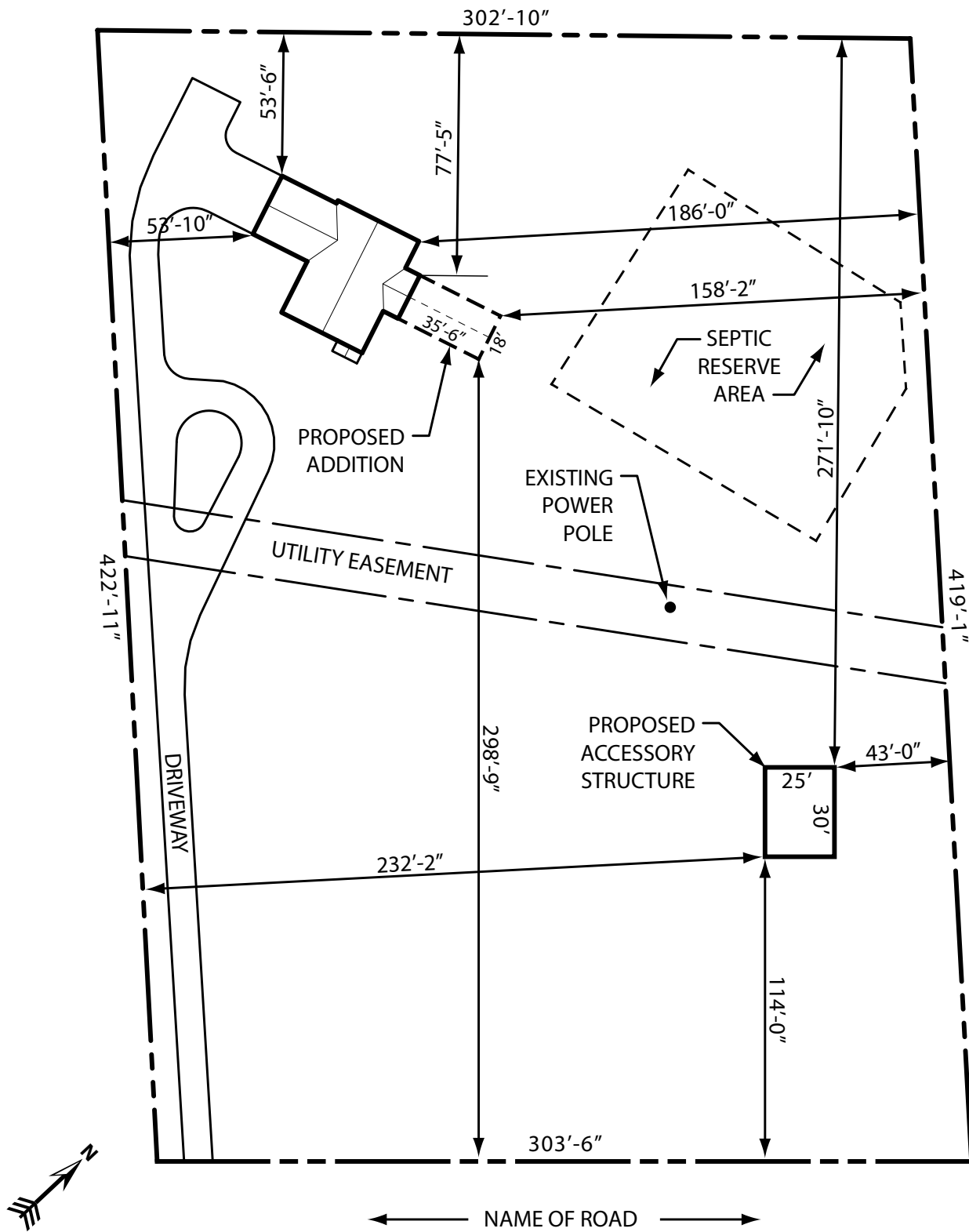
### OTHER GENERAL INFORMATION REGARDING BUILDING PERMITS

- 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
Plan Reviewer (for NonResidential building).....	301-600-1083
Plan Reviewer (for Residential building) .....	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 TAX ID #:	