



**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

Non-Residential Building Permit Application Information  
*Foundation Only • New, Complete Building • Core Building • Addition • Accessory Structure*

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

**Submittal Requirements**



1. Copy of the **Approved Phase 5 Site Plan for the proposed construction**, stamped with approval date. For the permit process, setbacks from the proposed foundation only, core building, new building, addition, or accessory structure to the property lines in each direction *must* be shown on all copies. If applicable, [Cemetery Protection Policy](#).

*\*For Solar Panels submissions, please refer to Attachment.*



2. Copy of complete construction plans, signed and sealed by a Maryland Registered Architect or Engineer. When food service is involved, grease interceptors shall be required in accordance with Section 1003.3 of the International Plumbing Code. The size, type and location of each interceptor needs to be shown by the design professional on the plans and/or riser diagrams along with the corresponding calculated flow rates and retention capacities.

- 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 a property is within an incorporated town, paperwork from the town is required before a Building Permit may be submitted. Please contact the town for information.



4. 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.

**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

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 Review is one week for their initial review comments for this type of application. Review timeframe by Plan Review and the Office of Life Safety is two weeks for new construction less than 5,000 sf, or three weeks for 5,000 sf or more. This is for their initial review comments for this application type.

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.

## OTHER GENERAL INFORMATION REGARDING BUILDING PERMITS

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.)

- 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.
- 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
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General Information.....	301-600-2313
Plan Reviewer (for NonResidential building).....	301-600-3353
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

7/2025



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**SOLAR PANEL  
ATTACHMENT**

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

**Submittal Requirements**

*Verified by Staff:  
Date:*

1. One copy of a legal survey should be used. Plot plan 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.

Community Energy Generating System in addition to the above, the survey must include the following:

- ☐ Surveyors certification and seal
- ☐ Easement/Right of Ways
- ☐ Limit of Disturbance
- ☐ Sensitive environmental features, such as FEMA floodplain and 25 feet buffer
- ☐ Wetlands
- ☐ Flooding soils
- ☐ Hydrography
- ☐ Profile of arrays and dimensions
- ☐ Fencing profile and dimensions

*\*please note that additional information may be required based on the site characteristic.*

7/2025

## Fee Calculation Sheet for:

### **Core Only, New Complete Building for Known Tenant, New Complete Building with No Defined Tenant (Vanilla Box)**

A Core Building Permit, according to Frederick County Ordinance 06-17-413, includes all shell building permit requirements plus innermost building elements including stair enclosure, construction of above/below grade floor, sprinkler room piping and fire pump, emergency lighting and exit signage and fire alarm, elevator shaft, restrooms, building core finished, electric outlets and exterior walls insulated.

A Vanilla Box, according to Frederick County Ordinance 06-17-413, is defined as "Building tenant space, separate building permit for tenant required; includes all of core building permit requirements plus essential leasable elements with undefined tenant including finished interior walls, ceiling and lighting complete, floors, fire sprinklers, all life safety elements, restrooms, and all plumbing and electric."

<b>complete this column</b>			
Automation Enhancement Fee	\$ 11.00	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	All Building Permits
Filing fee	\$ 32.00	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	All Building Permits
Zoning fee* (select one)	<div style="text-align: center;">\$ 203.00</div> <div style="text-align: center;">\$ 56.00</div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	Principle NonResidential Use of a property All other NonResidential permits
Health Department Review fee*	\$ 75.00	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	All properties served by well and septic with the exception of Incorporated Towns. <i>(If Town selects Health to review permit during the Town Review, then this fee must be paid before Health can review application.)</i> All Food Service related projects.
Septic fee * (select one)	<div style="text-align: center;">\$ 200.00</div> <div style="text-align: center;">\$ 300.00</div> <div style="text-align: center;">\$ 60.00</div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	New Conventional Septic New Sand Mound Septic Connect to existing septic - check with Health Dept.
Building fee per sq ft Enter total sq ft:	<div style="text-align: center;">\$ 0.27</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> Minimum of \$61.00	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios.
OLS fee per sq ft Enter total sq ft:	<div style="text-align: center;">\$ 0.15</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> Minimum of \$147.00	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios (same as bldg fee sf).
Site Compliance fee* (select one)	<div style="text-align: center;">\$ 269.00</div> <div style="text-align: center;">\$ 74.00</div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	Initial permit applied for in relation to approved site plan. Any other permit applied for <u>at same time</u> as initial permit above. For instance, multiple permits for self-storage buildings on a site.
<div style="display: flex; justify-content: space-between;"> <div> <b>Total of above fees only:</b>  <div style="border: 2px solid black; padding: 5px; display: inline-block;">\$ -</div> </div> <div style="text-align: right;"> <b>IMPORTANT:</b>  <i>Properties within Incorporated Towns - do not include fees with *</i> </div> </div>			

Other agency fees may be applicable and are not included in this fee calculation sheet, including Capacity Permit fees for County water and sewer, and Grading Permit fees. Capacity and Grading Permit fees are due prior to Building Permit issuance.

Checks are made payable to: Frederick County.

All fees listed above are due at time of application submittal.

## Fee Calculation Sheet for:

**New Addition to Existing Building**

**New Accessory Building to an Existing Use (not principle nonresidential building)**

<i>complete this column</i>			
Automation Enhancement Fee	\$ 11.00	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	All Building Permits
Filing fee	\$ 32.00	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	All Building Permits
Zoning fee*	\$ 56.00	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	All other NonResidential permits
Health Department Review fee*	\$ 75.00	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	All properties served by well and septic with the exception of Incorporated Towns. <i>(If Town selects Health to review permit during the Town Review, then this fee must be paid before Health can review application.)</i> All Food Service related projects.
Septic fee * (select one)	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">\$ 200.00</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">\$ 300.00</div> <div style="border: 1px solid black; padding: 2px;">\$ 60.00</div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	New Conventional Septic New Sand Mound Septic Connect to existing septic - check with Health Dept.
Site Compliance fee* (select one)	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">\$ 269.00</div> <div style="border: 1px solid black; padding: 2px;">\$ 74.00</div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Initial permit applied for in relation to approved site plan. Any other permit applied for <u>at same time</u> as initial permit above. For instance, multiple permits for self-storage buildings on a site.
Building fee per sq ft Enter total sq ft:	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">\$ 0.27</div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> Minimum of \$61.00	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios.
OLS fee per sq ft Enter total sq ft:	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">\$ 0.15</div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> Minimum of \$147.00	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios (same as bldg fee sf).
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 30%;">Total of above fees only:</div> <div style="width: 20%; text-align: center;"> <div style="border: 2px solid black; height: 30px; width: 100%;"></div> </div> <div style="width: 50%; text-align: right;"> <b>IMPORTANT:</b>            Properties within Incorporated Towns - do not include fees with *         </div> </div>			

Other agency fees may be applicable and are not included in this fee calculation sheet, including Capacity fees for County water and sewer, and Grading Permit fees. Capacity and Grading Permit fees must be paid prior to Building Permit issuance.

Checks are made payable to: Frederick County.

All fees listed above are due at time of application submittal.

**Fee Calculation Sheet for:**  
**Foundation Only**

<i>complete this column</i>			
		↓	
Automation Enhancement Fee	\$ 11.00		All Building Permits
Filing fee	\$ 32.00		All Building Permits
Zoning fee* (select one)	<div style="border: 1px solid black; text-align: center; margin-bottom: 2px;">\$ 203.00</div> <div style="border: 1px solid black; text-align: center;">\$ 56.00</div>	<div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px;"></div>	Principle NonResidential Use of a property All other NonResidential permits
Health Department Review fee*	\$ 75.00		All properties served by well and septic with the exception of Incorporated Towns. <i>(If Town selects Health to review permit during the Town Review, then this fee must be paid before Health can review application.)</i> All Food Service related projects.
Septic fee * (select one)	<div style="border: 1px solid black; text-align: center; margin-bottom: 2px;">\$ 200.00</div> <div style="border: 1px solid black; text-align: center; margin-bottom: 2px;">\$ 300.00</div> <div style="border: 1px solid black; text-align: center;">\$ 60.00</div>	<div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px;"></div>	New Conventional Septic New Sand Mound Septic Connect to existing septic - check with Health Dept.
Minor Grading fee	\$ 120.00		When the grading permit calculations qualify grading as minor. When the grading permit calculations exceed those for a minor permit, do not include this fee. A major grading permit will be a separate fee assessed with the application for the Major Grading Permit.
Soil Conservation fee	\$ 78.00		This fee is applicable when the above Minor Grading fee is applicable.
Building fee (flat fee)	\$ 61.00		Foundation only Building Fee.
OLS fee per sq ft	none	none	There is no Office of Life Safety plan review fee for a foundation only Building Permit.
Total of above fees only:		\$ -	<b>IMPORTANT:</b> <i>Properties within Incorporated Towns - do not include fees with *</i>

Other agency fees may be applicable and are not included in this fee calculation sheet.  
 Checks are made payable to: Frederick County.  
 All fees as indicated above are due at time of application submittal.