



**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**  
**NONRESIDENTIAL AND RESIDENTIAL TANKS**

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

**Submittal Requirements**



1. Nonresidential Tank: **Approved Phase 5 Site Plan for the proposed construction**, stamped with approval date.

Residential Tank: 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
- 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.



2. NonResidential Tank: construction plans, signed and sealed by a Maryland 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.

Residential Tank: Construction plans.



3. 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.
4. Fees are due at the time of application:

NonResidential

\$ 11.00 Automation Enhancement Fee  
\$ 32.00 Filing Fee  
\$ 61.00 Building Fee  
\$ 56.00 Zoning Review Fee  
\$ 147.00 Life Safety Review Fee

Residential

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

An additional \$75.00 Review fee will be assessed if the property is served by well and septic and/or if the project relates to Food Services.

- 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. Walk-Through Permit Fees: Fees are the same as above, except there is no Health Review 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

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:

- 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 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. 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.

## CONTACTS FOR BUILDING PERMIT APPLICATIONS

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



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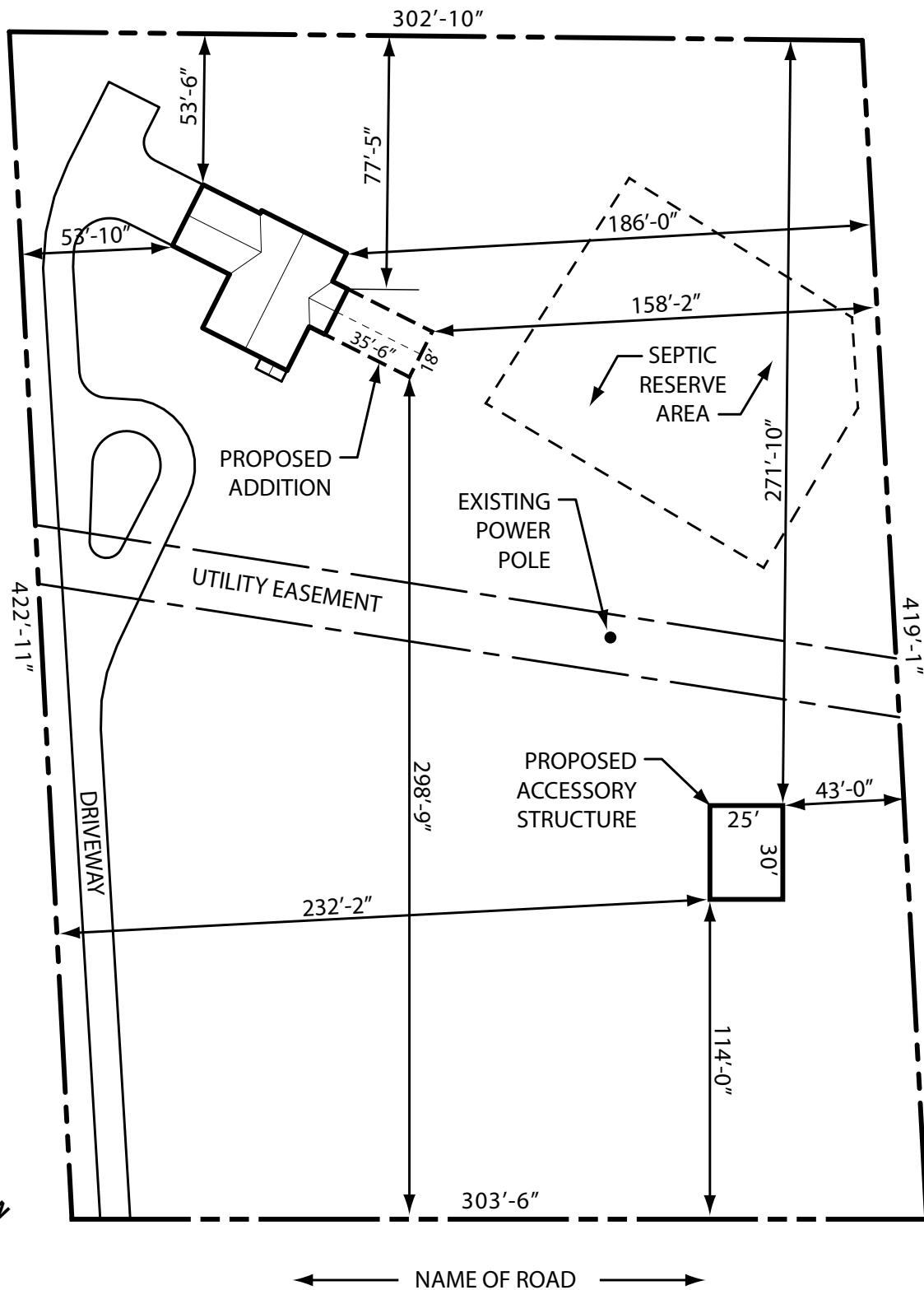
**PERMIT APPLICATION SUBMITTAL CHECKLIST FOR:  
TANK INSTALLATION**

This list is being provided as a guideline to help assist you in the Plan Review process. In some cases further information may be required to complete the review of your plans; if so you will be notified. If you have any questions concerning these requirements please contact Plan Review at 301-600-1086.

**Provide Tank Plans that include the following:**

- 1.) Type (Propane, Gas, Fuel Oil, Kerosene, Water etc).
- 2.) Capacity (Gallons of storage).
- 3.) Dimensions - overall tank size (LxWxH).
- 4.) In-ground or above ground.
- 5.) Tank Specification sheets. Plans should be 11x17 or smaller.
- 6.) Distances to adjacent building(s) and property lines shown on approved plot or site plan.
- 7.) Multiple Tanks (if applicable) indicating separation distance between tanks.

# SAMPLE PLOT PLAN



SUBDIVISION NAME:		OWNER/APPLICANT NAME:	DRAWING SCALE:
LOT #:	LOT SIZE:	PROPERTY ADDRESS:	PROPERTY TAX ID #: