

DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
WORCESTER COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MD 21863
PHONE: (410) 632-1200
FAX: (410) 632-3008

HOW TO COMPLETE A PERMIT APPLICATION

Do not hesitate to contact the Department at (410) 632-1200/**Option 5 for Zoning Division** or **Option 2 for Customer Service Division** to assist you with filling out the application. Please fill out as much information as possible in the text boxes prior to printing for signatures and submission.

As the submittal requirements may vary slightly for each type of permit, the purpose of this document is to identify the different types of permits and the necessary information required to process your permit application. **Please keep in mind that this information is generic in nature and additional approvals, information, forms or fees other than those stated below may be necessary in order to process your application.**

Section One: Type of permit

Check appropriate box of permit you are seeking: Building, Zoning, Stormwater Management and Sediment Erosion Control (SEC/SWM), Demolition, Shoreline Improvements, Timber Harvest (See explanations below for assistance).

Section Two: Complete Property Information and Proposed Improvements

Address – if property is unimproved, the 911 house number will be determined during the approval process, if required.

Other Description: (i.e. subdivision name); Area: lot size

Tax ID Number, Tax Map, Parcel, Section, Block, Lot, Unit, as applicable (*This information can be found on owner's tax bill or assessment record—staff can assist also*)

Use or Structure - Briefly describe construction activity (i.e. Single-family dwelling w/rear screen porch, front open porch, attached garage)

Section Three: Zoning District and Setbacks / Water & Sewage Information

This information can be inserted by staff. However, designate water supply and sewage disposal, if known.

Section Four: Approval signatures in box -- Staff will complete and explain upon submittal.

Section Five: Architect/Engineer Information and Costs

When required, all architect or engineer sealed construction drawings should include the preparer's name and license number. Insert this information, if required.

Provide the estimated construction cost associated with the proposed improvements. If stormwater management or sediment erosion controls are required, provide those estimated costs as well. *(This information is used for tracking purposes only and does not affect the total cost of the permit)*

Section Six: Also Required box -- Staff will complete and explain upon submittal.

Section Seven: Disclaimer -- Please read and be sure to understand all statements.

Section Eight: Owner/Applicant/Builder Information

Property Owner: Provide current property owner's name, address, phone number and email address. All permit applications need to be signed by the property owner. Staff will request to view an acceptable form of ID (i.e. driver's license) if owner is the applicant.

Applicant: (if different than owner) Provide name, address, phone number, relationship to owner, and acceptable form of ID.

Builder: Provide name, address, phone number, email address and license number. For residential additions, renovations or shoreline improvements, a valid Home Improvement Contractor License Number is required. For new residential home construction, a valid Home Builder Registration Number is required. Commercial contractors are required to provide their Worcester County Business License Number as issued by the Clerk of Court.

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Building Permit: A building permit is required for any type of building construction excluding accessory structures 500 square feet or less, shoreline improvements, timber harvest or uses of land.

- *Construction Drawings should include at a minimum:*
 - footing depth and width to include frost depth,
 - foundation plan,
 - framing/cross sections,
 - front, rear, and side elevations, and
 - floor plan of rooms.

For specific requirements or questions, please contact the Building Division at (410) 632-1200, option 4.

For Residential - provide three (3) sets of construction drawings.
For Commercial- provide four (4) sets of engineered sealed drawings.

- *Site Plans:* Please see the attached Drafting Standards for requirements. Provide three (3) copies for a building permit only or five (5) copies for a joint Building/Stormwater Management permit. (see below)
- *Submittal fee:* \$ 50.00 - for residential permits,
\$100.00 - if the property is located in the Critical Area.
\$300.00- for commercial permits (\$150.00 DDRP, \$150.00 Fire Marshal); or
\$350.00 – if property is located in the Critical Area
\$125.00 - for commercial fit out permits w/o construction activity
(\$50.00 Building, \$75.00 Fire Marshal)

Balance of permit fee based on square footage and classification of improvements.

Zoning Permit: A zoning permit is used for a proposed use of land (i.e. fence, above-ground pool, home occupation) or for accessory structures under 500 square feet in gross floor area.

- *Site Plans:* Three (3) copies of a site plan – please see attached Drafting Standards.
- *Fees:* \$ 50.00
\$100.00 if the property is located in the Critical Area.
Additional fee for Fire Marshal, if applicable.

Stormwater Management and Sediment Erosion Control: If the proposed construction will disturb over 5,000 square feet or more of land area or utilize 100 cubic yards or more of fill material, a stormwater management (SWM) and sediment erosion control (SEC) permit is required.

- **Site Plans with SWM/SEC Approval:*

For Joint Building and SEC/SWM Permit - Five (5) copies of a surveyed site plan are required that illustrate all information set forth on the Drafting Standards for Site Plans. These plans need to be stamped approved by Alan Jones, Soil Conservation District Review Authority for sediment erosion control approvals, and Robert Shockley, Review Authority for stormwater management plan approvals. If a bond is required, the stormwater management facilities will have to be completed and approved, or the bond shall be posted prior to the issuance of a Building or Zoning Permit associated with the proposed construction.

Three (3) copies of the site plan with SWM/SEC approvals are required if permit is not associated with construction of improvements that require a building permit.

- *Agreements:* An Inspection and Maintenance Agreement for the Stormwater Management Facilities must be completed and recorded in the Land Records of Worcester County. A \$40.00 recordation fee must also be provided with the check made payable to the Clerk of Court. If a bond is required and posted for the construction of the

stormwater management facilities, a Construction Agreement will also need to be completed. All agreements are available from the Department.

- *Notice of Intent:* If the project disturbs over one (1) acre as determined by the limits of disturbance on the SWM/SEC plans, the property owner is required to file for a Notice of Intent with the Maryland Department of the Environment (MDE). This MDE permit number is required prior to the issuance of the SEC/SWM permit. Excluded from this requirement is construction of a single family dwelling. For further questions, please contact MDE at (410) 537-3510.
- *Fees:* \$150.00 base fee (plus \$10.00 per acre if over 5 acres).
\$250.00 base fee if SWM devices or structures involved (plus \$10.00 per acre if over 5 acres)

Demolition Permit: A demolition permit must be obtained prior to the removal of any structures on a property. If associated with the proposed construction of a new structure, the demolition activity may be combined with a Building Permit for the new construction.

- *Site Plans:* Three (3) copies of a site plan are required that illustrate all existing structures and noting the structures to be demolished, and other information as required on Drafting Standards for Site Plans.
- If the demolition disturbance exceeds 5,000 square feet in area, a stormwater management/sediment erosion control permit will be needed as well.
- *Fees:* \$ 50.00
\$100.00 if the property is located in the Critical Area.

Shoreline Construction Permit: A shoreline construction permit is required when any activity is proposed over or adjacent to a waterbody. Approvals from the Worcester County Shoreline Commission and Maryland Department of the Environment (MDE) and/or Army Corps of Engineers (USCOE) are required prior to submittal of a permit. Please contact Dave Bradford at (410) 632-1200 Ext. 1143 for questions regarding the approval process. Once the approval process is completed, submit for a construction permit:

- *Site Plans:* Three (3) copies of the approved site plan by Shoreline Commission/ MDE/USCOE. (For zoning review, a lateral line survey prepared by a surveyor registered in the State of Maryland may be required where there is an irregular shoreline and the projections of the property lines into the water and the associated setbacks are unable to be determined.)
- *Other Requirements:* As conditioned by above review authorities.
- *Fee:* \$150.00

Timber Harvest Permit: This permit is required for harvesting a timber crop.

- *Site Plans with Sediment Erosion Control Approval:* Three copies of the site plans are required illustrating the total number of acres to be harvested. Approval from Alan Jones, Review Authority for Sediment Erosion Control, is required.
- *Fee:* \$100.00 If the application covers two adjoining properties owned by the same person, both properties can be processed on one application without charging another fee.

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Once a completed permit application submittal has been received, all applicable divisions or governing agencies will review for compliance with their various regulations. You will be contacted if additional information, forms, etc. are needed in order to complete the review. After all applicable approval signatures have been obtained, you will be informed that the permit is ready for issuance. The completed permit packet will include an Inspection Request Information Sheet which will designate what inspections are required throughout the course of construction. This process should also be explained by staff when the permit is picked up.

If you have any questions relative to this information, please do not hesitate to contact us.

Citizens and Government Working Together