

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

The permit application is available online at:

<http://www.co.worcester.md.us/drp/permits/Permit-Application.pdf>. The Permit Form is available in PDF format. 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 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, or Demolition (see below explanations 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 (per the assessment record)

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*)

Zoning District: This information can be inserted by staff

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

Section Three: Zoning Setbacks

This information can be inserted by staff.

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. *(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 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 or renovations, 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 General Contractor 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 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, 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 architect sealed drawings.

- *Site Plans:* Please see the attached Drafting Standards for requirements. Provide three (3) copies for a building permit
- *Submittal fee:* \$ 50.00 - for residential permits,
\$300.00- for commercial permits (\$150.00 DDRP, \$150.00 Fire Marshal); or
\$225.00 - for commercial fit out permits w/o construction activity
(\$150.00 Building, \$75.00 Fire Marshal)

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

**Additional fees may be required by other Departments at the time of review.

- If land disturbance exceeds 5,000 square feet in area, please contact the Department of Environmental Programs at (410) 632-1220 regarding any additional permitting requirements.

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
Additional fee for Fire Marshal, if applicable.
**Additional fees may be required by other Departments at the time of review.

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, please contact the Department of Environmental Programs at (410) 632-1220 regarding any additional permitting requirements.
- *Fees:* \$ 50.00
**Additional fees may be required by other Departments at the time of review.

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Prior to formal submittal, the Department of Development, Review and Permitting will review the site plan information for compliance with the zoning and building code regulations. You will then be directed to the Department of Environmental Programs to determine whether the site plan is sufficient with respect to their regulations in order to submit the permit for formal review.

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.