

**IMPORTANT PLEASE NOTE:** All publications located within the Planning and Growth Management section of the web site are believed to be accurate as of their posting date. However, they may not be accurate on the day you view them. To verify whether these documents are the most current official document, please contact the division associated with the document in question.

## Checklist for Residential Shed or Pole Structures Drawings

The provided checklist should be utilized as a tool to complete the required construction drawings for each permit type. The checklist should be used as a reference as to local Charles County Ordinance requirements and also as a reference to insure each component of the structure to be built has been shown on the submitted designs. Not all items indicated on the checklist will pertain to your specific project. Please reference only those items you intend to utilize for your project. **Example;** Referring to the drawing checklist for a single family dwelling. Where the floor framing information is requested, and the dwelling will be constructed with a wood framed floor system, the items listed there must appear on the drawings submitted at the time of permit application. These checklists pertain only to the actual structure and do not represent what information will be required on the associated site plans as applicable.

- A building permit is required for any accessory structure that exceeds 200 square feet. Any structure that requires a permit needs to be anchored to resist a **115 mph** wind load as designated in the current edition of the International Residential Code and local requirements. Any accessory structure that has 600 square feet of area or more and is of conventional framing requires a permanent foundation. Accessory structures that are of other than conventional framing and have 400 square feet or more of area shall also have a permanent foundation. A permanent foundation consists of but not solely of a concrete footing placed at frost depth, which is 24” below grade for sheds and 48” for pole structures as per local requirements.
- Minimum scale of ¼” to 1’ for all drawings.
- **LOCATION ON LOT**
  - Distances to other structures on the property within 10’ shown where applicable?
  - Indicated if located in flood zone – indicated zone classification?
  - Indicated if located in an area of geotechnical concern?
  - Indicated if located within the Chesapeake Bay Critical Area?
- **FLOOR PLANS**
  - Uses and dimensions of all areas provided?
  - Indicated location and sizes of all doors and windows?
  - Location of any stairs provided?
- **FRAMING INFORMATION**
  - Is the structure to be field built?
  - Is the structure pre-fabricated?
- Footing Details – if required (structure greater than 600 square feet in area)
  - Depth of footing shown? Bottom to finished grade – minimum 24” ( sheds )
  - Depth of footing shown? Bottom to finished grade if located in an area of geotechnical concern or for a pole structure – minimum 48”
  - Thickness of footing shown?
  - Width of footing indicated?
  - Size, spacing and location of isolated footings for support piers or poles provided?
- Foundation Walls – if provided
  - Type of wall indicated? (Poured concrete, CMU, etc.)
  - Thickness of wall indicated? (minimum 6” required)
  - Height of wall indicated?

- Type of foundation anchors provided? (sill plate anchors or bolts)
- Wall Construction – if field framed
  - Indicated the species and grade of lumber to be used?
  - Height and spacing of the studs shown?
  - Provided a wall layout that indicates opening locations?
  - Provided all header sizes and material?
  - Indicated the type of exterior sheathing to be used?
- Floor Construction - if field framed
  - Indicated the species and grade of lumber to be used?
  - Size and material of support beams provided?
  - Spans of support beams indicated?
  - Size and material of support posts provided?
  - Size of floor joist provided?
  - Spans for floor joist provided?
  - Spacing for floor joist provided?
  - Stair construction provided? (as applicable)
  - Framing details shown?
  - Attic access (scuttle opening) provided?
  - Is the location shown?
  - Size of opening indicated?
  - Pull down stairs provided?
  - Is the location shown?
- Roof Construction
  - Gable roof provided?
  - Hip roof provided?
  - Gambrel roof provided?
  - Flat roof provided?
  - Indicated the degree of slope?
  - Indicated the type of roof covering?
  - Indicated the type of roof system to be used?
- Pre-manufactured truss roof
  - Provide manufacturer's layout to indicate placement of support beams, with the permit drawings
- Field framed roof system
  - Indicated the grade and species of the lumber to be used?
  - Provided the roof pitch?
  - Provided the rafter size?
  - Provided the rafter spacing?
  - Provided the rafter spans?
  - Provided the ceiling joist size?
  - Provided the ceiling joist spacing?
  - Provided the ceiling joist spans?
  - Provided the size and material of ridge beam?
  - Provided the details for ridge beam support?
  - Indicated the dormer locations?
  - Framing information provided for the dormers, mirrors that for wall and roof requirements?

- Indicated the type and amount of ventilation that is to be provided for attic space?
- Indicated the exterior wall covering material?
- Indicated the interior coverings? (**if provided**)
- Indicated the location of electrical components? (**if provided**)
- Indicated the location of fuel burning appliances? (**if provided**)
- Indicated the location of plumbing components? (**if provided**)
- Indicated the Insulation 'R' values? (**if provided – all values shown are minimums**)
  - Floors – **R-19**
  - Wood framed walls – **R-20**
  - Attic – **R-49, an exception exists for R-38 installation**
  - Mass walls (Concrete or Masonry) – **R-8**
  - Slab on grade – **R-10, minimum 2' of perimeter**