

# PROCEDURE TO OBTAIN A SAME DAY PERMIT CUSTOMER ASSISTANCE GUIDE



Charles County Government

Department of Planning & Growth Management

P.O. Box 2150

La Plata, MD 20646

(301) 645-0692 / (301) 870-3935

Fax: (301) 645-0575

Web Site: [www.charlescounty.org](http://www.charlescounty.org)



**CHARLES COUNTY GOVERNMENT  
PLANNING & GROWTH MANAGEMENT  
P.O. BOX 2150  
LA PLATA, MD 20646**

February 1, 2012

**Introduction**

The "**Same Day**" permit program, introduced by the Charles County Commissioners, is an endeavor to provide "**Same Day**" permits to the citizens of Charles County for qualified residential projects such as: decks, fireplaces, pools, detached garages, etc.

This Customer Assistance Guide is designed to provide you with certain facts and information that will assist in preparing an application for a "**Same Day**" permit. Also included are phone numbers, if questions should arise.

We hope this service is beneficial and utilized by our citizens!

**General Information**

"**Same Day**" building permits are issued on Thursdays only, except holidays.

Applications cannot be accepted if the submittal information is incomplete.

All applications are processed on a "first come, first served" basis, with application cut-off at 2:30 p.m.

Any "**Same Day**" applications that encounter a "hold up" for any reason shall be placed in the standard permit process until resolved or returned to the applicant.

If a property is located within the Chesapeake Bay Critical Area, the permit cannot be processed as a "**Same Day**" permit. If you have any questions, please contact the Environmental Planning Department at 301-645-0540.

**Health Department Pre-Approval**

If your property is currently being served by well and/or septic, you MUST obtain PRE-APPROVAL from the Environmental Health Department BEFORE you apply for a building permit. Review may take more than one (1) day. It is recommended that a request for pre-approval be made at least five (5) working days prior to applying for a "Same Day" building permit.

The Health Department will require you to complete a Pre-Approval Application and pay a \$65.00 review fee.

Once you have made contact with the Health Department, they will advise you of their processing procedures.

The Health Department is located at 4545 Crain Highway, White Plains (the former Lowes building). The hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The phone number is 301- 609-6900.

Once you have received PRE-APPROVAL from the Health Department, you may file for the "Same Day" permit process.

\*Health Department pre-approval is not required for wood stoves, fireplaces, chimneys or gazebos.

### Permit Process

#### Where to apply:

Charles County Government Building, 2nd Floor, Department of Planning and Growth Management; Codes, Permits, and Inspection Services, 301-645-0692 or 301-870-3935.

#### Hours of Operation:

We are available to receive your permit application Monday through Friday between the hours of 8:00 a.m and 4:30 p.m. However, your application will be reviewed on the first Thursday following your application date. If you apply on Thursday and desire a review on that date, you must submit your application no later than 2:30 p.m.

### Types of Permits

The following is a list of residential projects, including fees that are eligible for the "Same Day" permit process:

#### Porches

#### Covered Patios

#### Attached Carports

Application Fee: \$54.00 Plan Review Fee: \$114.00 minimum; \$.041/sq. ft.

Inspections:

Footing: \$36.00

Slab: \$30.00

Framing: \$70.00

Foundation: \$24.00

Load Path: \$24.00

Final: \$70.00

Rebar: \$24.00

Energy - \$36.00

#### Open Decks/Retaining Walls

Application Fee: \$19.00

Plan Review Fee: \$39.00 minimum; \$.017/sq. ft.

Inspections:

Footing: \$30.00

Framing: \$30.00

Final: \$53.00

Detached Garages

Application Fee: \$19.00

Inspections:

Footing: \$36.00  
Foundation: \$24.00  
Rebar: \$24.00

Detached Carports

Plan Review Fee: \$39.00 minimum; \$.017/sq. ft.

Slab: \$30.00  
Load Path: \$24.00  
Framing: \$47.00  
Final: \$70.00

Sheds

Application Fee: \$19.00

Plan Review Fee: \$39.00 for pre-made; \$39.00 min

Inspections:

Footing: \$30.00  
Foundation: \$24.00  
Rebar: \$18.00  
Slab: \$30.00  
Load Path: \$24.00  
Framing/Final: \$59.00

**Note:** A building permit is not required for residential sheds 200 square feet or less in area however, a zoning permit may be required. Please contact the Planning Office at 301-645-0540 for more information. Pre-made residential-use storage sheds for non-automotive storage that are delivered totally assembled shall not be required to provide footings and foundations below the frost line. A zoning permit is required to show the location of the shed.

Farm Buildings

\$19.00 application fee; Zoning fee - less than \$2,500 estimated cost, \$37.00; \$2,500 to \$20,000 estimated cost, \$37.00; over \$20,000 estimated value, \$36.00. Farm buildings in the Certified Agriculture Preservation District are exempt from fees.

Finishing Basement  
Interior Alterations

New Window & Door Openings  
Minor Fire Restoration

Application Fee: \$34.00 Plan Review Fee: \$43.00 minimum; \$.041/sq. ft.

Inspections:

Footing: \$36.00  
Foundation: \$24.00  
Rebar: \$13.00  
Load Path: \$24.00  
Slab: \$30.00  
Energy: \$36.00  
Framing: \$70.00  
Final: \$70.00

Wood Stoves

Fireplaces

Chimney & Stacks

Application Fee: \$19.00 Plan Review Fee: \$39.00 minimum; \$.017/sq. ft.

Inspections:

Footing: \$30.00

Framing: \$30.00

Final: \$30.00

Demolition

Application Fee: \$18.00

Plan Review Fee - Flat Rate: \$37.00

Inspection Fee: \$37.00

Pools

Application Fee: \$19.00

Plan Review Fee: Above Ground Flat Rate: \$40.00

In-ground Flat Rate: \$40.00

Inspection Fee: \$76.00

**Submittal Requirements**

The following is a list of items that must be submitted with each application:

One completed building permit application signed by the property owner or authorized agent.

Other than homeowner, state law requires all persons engaging in home improvement work to be licensed through the Maryland Home Improvement Commission (MHIC). Provide your builder's MHIC license number.

You must obtain PRE-APPROVAL from the Environmental Health Department if your property is served by well and/or on-site sewage disposal system. See pages 1-2.

Submit four (4) complete Site Plans showing property lines, existing dwelling, front road, driveway, well and septic. Show proposed project such as shed, garage, etc., the "setback" dimensions (how many feet) from the proposed structure to the property lines and existing and proposed tree lines.

Submit two (2) sets of Construction Drawings showing the extent of your proposed project.

Floor Plans - Show dimensions and wall, window and door locations - label each room's use, etc.

Foundation and Framing Plans - Show size and spacing of joists, rafters, headers and beams, footings and piers.

Elevations - What will the structure look like when complete? Front, back and both sides need to be drawn to scale.

Wall Sections - Show section through proposed project from the footing to roof peak. Identify materials to be used.

Details - Any details that will help describe your project.

All drawings must be complete, legible and drawn to scale of at least 1/4" = 1' - 0". After review, one set will be returned to the applicant with notations and conditions.

For above ground pools, please submit two (2) sets of the manufacturer's literature including assembly instructions. For in-ground pools, please submit two (2) sets of dimensioned construction drawings consisting of plan view, profile, wall section, and diving board details. The in ground pool construction drawings must be signed and sealed by a Maryland registered engineer.

**NOTE:** A permit is required for any structure intended for swimming or recreational bathing that contains water over 24 inches (610 mm) deep. This includes in-ground and on-ground swimming pools, hot tubs, and spas.

**NOTE:** Above ground swimming pools that do not require any form of excavation for the install do not require Health Department approval.

For projects located in Smallwood Village and Westlake Village, you must provide the **Planning Design Review Board's (PDRB) approval** with your application.

For projects located in Potomac Heights, you must provide the **Review Committee APPROVAL letter** with your application.

For projects located in Swan Point, you must provide the Architectural Review Committee (ARC) approval letter and two (2) copies of stamped architectural drawings approved by the committee.

Three (3) completed copies of the Declaration of Intent form regarding forest conservation signed by the property owner(s) - this requirement only applies if the property area is greater than 40,000 sq. ft.

If you need additional information, see our Customer Assistance Guides available for decks and residential detached accessory buildings.

### **Review Agencies**

The following agencies will review your permit application package:

#### Permit Specialist

Will review the basic submittal package to ensure that all necessary documents are provided in a complete and legible manner.

### Codes, Permits, and Inspection Services - Engineering

Will review for property located in a flood plain.

### Environmental Health

Once you have received PRE-APPROVAL from the Health Department, you may file for the **"Same Day"** permit.

### Environmental Planning

Will review for any impact on critical areas, wetlands and deforestation.

### Plan Review

Review construction drawings of proposed project to ensure compliance with the building codes.

### Planning

Review for compliance with setbacks, intended use, and other zoning regulations.

## **Permits that DO NOT Qualify as a "Same Day"**

The following projects require standard building permits and are not eligible for the **"Same Day"** process:

All commercial and industrial new, remodel and additions

All single and multi-family dwellings

All townhouses and apartments

Attached garages

All additions for living space

Enclosing carports for living space

Enclosing porches for living space

Creating second floors over existing dwellings

Creating basements

All conversions for additional living space

Signs and towers

Mobile homes and temporary trailers

Fuel tanks and pumps

Projects in suspected flood plains, critical areas, and wetlands

Project requiring special Zoning approval

### **Permits Not Required**

The following is a list of items and projects that DO NOT require a building permit from Permit Administration (unless otherwise noted):

Acid cleaning of buildings or other structures

Air conditioning repair and cleaning

Residential awnings

Residential kitchen cabinets

Carpet installation

Caulking

Replacement of existing windows and doors (new openings require a building permit)

Drywall repairs

Fencing not over 6 feet high (except as required as part of a POOL permit)

Flagstone work

Floor laying and refinishing

Furnace repair and cleaning, does not include replacement of equipment

Insulation (except as required under new work and additions, etc.)

Interior decoration (painting, trim work, "Z" brick, etc.)

Ornamental iron railings, handrails

Jalousie windows in existing openings

Landscaping\*\*

Linoleum and tile work

Replacing locks and hardware

Oil burner repair

Painting, plastering, paneling, and paper hanging

Driveway paving, blacktop, concrete, and sidewalks\*\*

Open patio concrete slabs (not covered)\*\*

Pointing brick work

Replacement of shingle or roll roofing

Sandblasting

Replacement of siding (wood, aluminum, vinyl, etc.)

Sink and counter tops

Stained glass work

Storm windows, doors and screens

Stucco work

Tile work (ceramic and non-ceramic)

Waterproofing

Extermination

Minor interior work such as creating a closet, shelving, etc.

Gutters and down spouts

Accessory building for farm use on lots of five acres or more when accessed by the Maryland Tax Assessments Office as agricultural use. Contact the Environmental Planning Office regarding restrictions for property located within the Chesapeake Bay Critical Area, resource protection zones and for limits of tree clearing.

Minor repair to decayed porches, steps, railings and decks\*\*

Hot tubs if water level is less than 24 inches deep

Storage sheds for residential use, 200 sq. ft. or under, but you must meet the following requirements:

Do not locate shed over your existing well and septic area.

The minimum setback from any property line is six (6) feet.

The shed must be located behind your house.\*\*\*

Tie shed down to wind uplift.

Any wood in contact with concrete or ground must be treated wood and the bottom minimum of eight (8) inches above ground.

Not for commercial use.

- \* Contact the Office of Planning at 301-645-0540 or 301-870-3896 and the Environmental Health Department at (301) 609-6900 prior to starting any of the above projects on an abandoned house or a house which has been vacant.
- \*\* Contact the Office of CPIS Engineering at 301-645-0618 or 301-870-3937 if the proposed work will have an impact on existing site drainage, swales and water run-off to adjacent properties; or is located within a determined critical area. No work will be permitted within drainage easements, rights-of-way and existing swales.
- \*\*\* If property fronts on tidal waters, a 100 foot buffer measured landward from the mean high water line, tidal wetlands, or tributary streams of the Chesapeake must be maintained. Lots in the Critical Area that front on tidal waters may place accessory buildings on the side or front yard (yard which fronts street) provided the structure is six (6) feet from the property line and placed behind the front building restriction line. Contact the Environmental Planning Department at 301-645-0540 or 301-870-3896 for additional information.

**Have You:**

- a. filled out the permit application completely? Our Permit Specialists will provide assistance if there is something you do not understand. Call 301-645-0692 or 301-870-3935, Monday - Friday, 8:00 a.m. - 4:30 p.m.
- b. submitted three (3) copies of the Declaration of Intent form, if applicable, properly signed by the property owner(s)?
- c. provided your DAYTIME phone number where you may be reached by our staff?

- d. reviewed the TYPES OF PERMITS on pages 2 thru 4 that are acceptable for "Same Day" processing?
- e. reviewed the SUBMITTAL REQUIREMENTS on pages 4 and 5?

### **Mission Statement**

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

### **Vision Statement**

Charles County is a place where all people thrive and businesses grow and prosper;  
where the preservation of our heritage and environment is paramount;  
where government services to its citizens are provided at the highest level of excellence;  
and where the quality of life is the best in the nation.



Charles County Government  
 Department of Planning and Growth Management  
 200 Baltimore Street, P.O. Box 2150, La Plata, MD 20646  
 (301) 645-0692 or (301) 870-3935 Fax: (301) 645-0575  
[www.charlescounty.org](http://www.charlescounty.org)  
 Inspections: (301) 870-8710 or (301) 645-3302

<b>FOR OFFICE USE ONLY</b>	
Date Received:	_____
Permit Number:	_____
Revision To:	_____
Plans on File #:	_____
Same Day:	Y or N
Time Received:	_____

**BUILDING AND ZONING PERMIT APPLICATION**

Property Tax Number	OR	Tax Map	Parcel	Grid
---------------------	----	---------	--------	------

Property Owner(s) Name	Address/E-Mail Address	City, State	Zip	Phone No.
------------------------	------------------------	-------------	-----	-----------

Applicant(s) Name	Address/E-Mail Address	City, State	Zip	Phone No.
-------------------	------------------------	-------------	-----	-----------

Contractor's Name	Address/E-Mail Address	City, State	Zip	Phone No.
-------------------	------------------------	-------------	-----	-----------

MD Homebuilders Registration No.	MD Home Improvement No.	MD State License No.
----------------------------------	-------------------------	----------------------

Job Address (ADC Map #, House #, Street, City, etc.) \_\_\_\_\_

Subdivision Name	Lot No.	Section	Block	Acreage
------------------	---------	---------	-------	---------

General Description of Work and Intended Use: \_\_\_\_\_

Total Disturbed Area	Flood Plain Elevation	Front Yard Setback	Rear Yard Setback	Right Yard Setback	Left Yard Setback
----------------------	-----------------------	--------------------	-------------------	--------------------	-------------------

State Road: <input type="checkbox"/> Yes <input type="checkbox"/> No	Chesapeake Bay Critical Area: <input type="checkbox"/> Yes <input type="checkbox"/> No	Stormwater Management:
County Road: <input type="checkbox"/> Yes <input type="checkbox"/> No	Resource Protection Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Provided <input type="checkbox"/> Exempt <input type="checkbox"/> Waived
PDRB Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Development District: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Total Floor Area: _____	No. of Full Bathrooms: _____	Public: <input type="checkbox"/> Water <input type="checkbox"/> Sewer	Related Permits Required:
No. of Stories: _____	No. of 1/2 Bathrooms: _____	Private: <input type="checkbox"/> Well <input type="checkbox"/> Septic	Electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Bedrooms: _____	Rough-In Only: _____	Food/Drink: <input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing: <input type="checkbox"/> Yes <input type="checkbox"/> No

Estimated Construction Cost (Building Cost Only):	Commercial Business Trading As:
---	---------------------------------

Application Fee:	_____
Plan Review Fee:	_____
Soil Conservation Fee:	_____
Inspections:	_____
	_____
Total:	\$ _____
Name on Check:	_____

**Treasurer's Validation**

**CAUTION:** I/we have carefully examined and read this application and know the same is true and correct. I/we are also aware that whoever is indicated as the OWNER assumes full responsibility for this application and for the construction and will comply with all provisions of the Charles County ordinances and State laws whether herein specified or not. I/we further understand that to start construction before a building permit is issued and to use and occupy the premises before a Use and Occupancy Certificate is obtained is in violation of the law.

Signature of <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized Agent	Printed Name	Date	Permit Specialist Initials
--	--------------	------	----------------------------

**CHARLES COUNTY FOREST CONSERVATION ORDINANCE  
DECLARATION OF INTENT  
SINGLE LOT EXEMPTION**

Tax Account Number \_\_\_\_\_ Tax Map \_\_\_\_\_ Parcel Number \_\_\_\_\_  
Lot Number \_\_\_\_\_ Name(s) of Property Owner(s) \_\_\_\_\_

Address and/or location of property \_\_\_\_\_

I (We), \_\_\_\_\_, the Owner(s) of the real property located at \_\_\_\_\_ as described as \_\_\_\_\_ hereby declare my (our) intention to meet the requirements for an exemption under the *Single Lot Exemption* of the Charles County Forest Conservation Ordinance (section 298-4.H of the Charles County Code) for five (5) years.

Under this Declaration of Intent, I (we) propose to disturb \_\_\_\_\_ square feet of forest. I (we) have included a sketch map or site plan showing approximate existing forest cover and the forest area to be cleared.

Is the property for which this Declaration of Intent being filed subject to either (please indicate yes or no):

\_\_\_\_\_ A previously approved Forest Conservation Plan; or  
\_\_\_\_\_ A previous Declaration of Intent

This declaration grants an exemption for (name activity) \_\_\_\_\_ conducted on an existing single lot based on the *Single Lot Exemption* of the Charles County Forest Conservation Program. If the Owner makes application for an activity regulated under the Forest Conservation Program, cumulatively clears more than 40,000 square feet of forest, or violates the requirements of a previous Forest Conservation Plan on all or part of the lot within the five (5) year period, the County Commissioners of Charles County may require the Owner to meet the forest conservation threshold established in the Charles County Forest Conservation Ordinance, and may also assess a noncompliance fee of \$0.30 per square foot for forested areas disturbed in violation of this exemption.

I (We) declare under the penalties of perjury, that I (we) have examined this declaration, including any accompanying forms and statements, and the information contained herein, to the best of my (our) knowledge, information, or belief, is true, correct and complete.

Property Owner(s) Signature(s)	Date
_____	_____
_____	_____
_____	_____

CHARLES COUNTY GOVERNMENT  
DEPARTMENT OF PLANNING AND GROWTH MANAGEMENT  
P.O. BOX 2150, LA PLATA, MARYLAND 20646

CODES, REGULATIONS AND STANDARDS  
FOR CONSTRUCTION IN CHARLES COUNTY

June 1, 2010

1. International Building Code/2009, International Mechanical Code/2009 and the International Energy Conservation Code/2009 as amended by periodic supplements and Charles County Bill No. 2010-08.
2. International Residential Code/2009 as amended by periodic supplements and Charles County Bill No. 2010-08.
3. National Electrical Code/2008
4. International Existing Building Code/2009 (**existing structures more than one year old**)
5. 2009 International Plumbing Code
6. 2009 International Fuel Gas Code
7. Code of Maryland Regulations 05.02.02 -Maryland Accessibility Code
8. Code of Maryland Regulations 05.02.06.02B - Maryland Safety Glazing Law
9. Code of Maryland Regulation 29.06.01 State Fire Prevention Code Incorporated by reference: NFPA 101 Life Safety Code/2009 and NFPA 1 Fire Code/2009
10. Code of Maryland Regulations 10.15.03 - Food Service Facilities
11. Code of Maryland Regulations 26.04.02 - On-Site Water Supply and Sewage Disposal