GUIDELINES FOR TEMPORARY TRAILERS CUSTOMER ASSISTANCE GUIDE

Charles County Government

Department of Planning & Growth Management

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CHARLES COUNTY MARYLAND
Where Eagles Fly™

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

July 1, 2014

WHEN IS A BUILDING PERMIT REQUIRED FOR TEMPORARY TRAILERS?

A building permit is required for all temporary construction, sales and office/business trailers. Temporary use is allowed for up to one (1) year.

PROCEDURE TO OBTAIN A BUILDING PERMIT:

The following information is required for submittal:

1. Application: Complete the attached building permit application signed by the property owner or the authorized agent (Attachment 1).

2. Planning & Design Review Board (PDRB): Submit one (1) copy of the PDRB approval if the property is located in the Planned Unit Development (PUD) zone in St. Charles. You may contact the Smallwood Village PDRB at 301-843-8111 or the Westlake Village PDRB at 301-870-4304.

3. Site Plan: Submit four (4) copies showing the location of the trailer on the property with setbacks to the property line. Parking area must be shown on the site plan for sales and office trailers.

4. Utility Permit: Submit one (1) completed utility permit application signed by the property owner and a Maryland registered Master Plumber if a new water and/or sewer connection to County maintained facilities will be made. Applications may be obtained from Codes, Permits, and Inspection Services (301-645-0692).

5. Charles County Forest Conservation Ordinance Declaration of Intent Single Lot Exemption (DOI)

   As of August 27, 2004, compliance with the Forest Conservation Ordinance is required; however, projects on tracts of land less than 40,000 square feet are automatically exempt from the requirements of the Ordinance.

   If the subject tract of land is 40,000 square feet or larger, forest conservation requirements must be addressed with your project. If there is a pending or approved forest conservation plan already on file in the Charles County Planning Office, please provide documentation. For more information, contact the Planning Department at 301-645-0540. See Attachment 2.

6. Trailer and Foundation Plan Requirements – provide two (2) copies of the following:

   a. Blocking and anchorage detail

b. Trailer Specifications – include model number, serial number, dimensions, manufacturer, and year manufactured
c. Floor plan – wall and furniture layout
d. Show means of egress and egress lighting
e. Code analysis – use group, floor area, and occupant load
f. Handicap access information for sales and office/business trailers – provide all framing and support information (see note below)

7. Health Department Requirements:

Submit information to the Charles County Health Department regarding portable toilets and bottled water. You may contact them at 301-609-6900. Approval is required prior to issuance of the temporary trailer building permit.

8. Fees:

Application: $20.00
Plan Review: $41.00 minimum, $0.18 per sf
Inspection: $79.00

A 4% Technology Fee surcharge will be added to all permits issued after July 1, 2014.

9. Electrical Permit:

A permit is required for all electrical work. Electricians must be licensed by Charles County.

10. Contractors License Requirement:

Contractors are required to either hold a current MHIC (Maryland Home Improvement Commission) or a Maryland State Contractors License. A copy of the license that is applicable shall be provided at permit submittal.

NOTE: All trailers must be Maryland State approved. Proof of this state registration is required at permit submittal. Sales and office trailers must be handicap accessible. Drawings for ramps and decks must be signed and sealed by a Maryland registered Professional Engineer or Maryland registered Architect.

NOTE: All trailers to be used for the purpose of sales or business will be subject to a plan review process and inspection by the Office of the Maryland State Fire Marshal.

Permanent Sales and Office Trailers – Refer to the "New Commercial Customer Assistance Guide". Permanent is defined as being placed for a period greater that one (1) year.

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.

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www.charlescountymd.gov
Inspections: (301) 870-8710 or (301) 645-3302

BUILDING AND ZONING PERMIT APPLICATION

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

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: [] Yes [] No
County Road: [] Yes [] No
PDRB Approval: [] Provided [] Exempt

Chesapeake Bay Critical Area: [] Yes [] No
Resource Protection Zone: [] Yes [] No
Development District: [] In [] Out

Stormwater Management:
[] Provided [] Exempt [] Waived

Total Floor Area: _____
No. of Stories: _____
No. of Bedrooms: _____

No. of Full Bathrooms: _____
No. of ½ Bathrooms: _____
Rough-In Only: _____

Public: [] Water [] Sewer
Private: [] Well [] Septic
Food/Drink: [] Yes [] No

Related Permits Required:
Electrical: [] Yes [] No
Plumbing: [] Yes [] No
Mechanical: [] Yes [] No

Estimated Construction Cost (Building Cost Only):

Commercial Business Trading As:

OFFICE USE ONLY

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 Owner or 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 No._____

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 (§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 of 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 additional activity regulated under the Forest Conservation Ordinance on all or part of the lot within a five (5) year period, the County Commissioners of Charles County shall require the Owner to satisfy requirements established in the Charles County Forest Conservation Ordinance. If the owner cumulatively clears more than 20,000 square feet of forest without an approved Forest Conservation Plan, 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 shall require the Owner to satisfy requirements established in the Charles County Forest Conservation Ordinance, and may also assess a non-compliance 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
_____	_____
_____	_____