

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 Alteration 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 the adopted building codes local Charles County Ordinance requirements. Please use this checklist 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 permit is required for all interior or exterior residential alterations to a single family dwelling including repairs. This also includes alterations to accessory structures to include garages and sheds that have an area in excess of 200 square feet. Specific repairs are exempt from permit; see the related Customer Assistance Guide for details.
- All information on the existing structure or the proposed alterations that cannot be inspected for code and design compliance shall be signed and sealed by a Maryland registered design professional. Request a copy of the Charles County Certification Guidelines from Permit staff.
- Site plans are required for alterations involving a revision to a house type or elevation related to an issued single family dwelling permit. See the related Customer Assistance guide for details.
- Minimum scale of ¼” to 1’ for all drawings.

- **FLOOR PLANS**
 - Uses and dimensions of all areas provided?
 - All proposed areas involving demolition work has been shown?
 - The floor plan for the entire existing structure, to include the proposed renovations has been provided?
 - Indicated location and sizes of all doors and windows?
 - Location of any stairs provided?
 - Indicated if the existing structure has an automatic fire suppression system?

- **FRAMING INFORMATION**
 - Footing Details (as applicable)
 - Provided a detail of the existing footing where the proposed footing is to be placed?
 - Indicated if the existing structure has been placed on a crawl space, basement or slab on grade?
 - Depth of footing shown? Bottom to finished grade – minimum 24”
 - Depth of footing shown? Bottom to finished grade if located in an area of geotechnical concern – minimum 48”
 - Thickness of footing shown?
 - Width of footing indicated?

- Indicated method to be used to join the existing footing to the proposed footing?
- Foundation Walls (as applicable)
 - Type of wall indicated? (Poured concrete, CMU, etc.)
 - Thickness of wall indicated? (minimum 6" required)
 - Height of wall indicated?
 - Type of foundation anchors indicated? (sill plate anchors or bolts)
- Wall Construction (as applicable)
 - Indicated the species and grade of lumber to be used?
 - Indicated if metal studs to be used? Identification numbers provided?
 - Provided the wall framing information for the existing structure?
 - Height and spacing of the studs shown?
 - Provided a wall layout that indicates opening locations?
 - Provided all header sizes and material?
 - Indicated the interior wall covering method to be installed?
 - Indicated the type of exterior sheathing to be used?
 - Indicated the placement of the required water resistive barrier?
 - Indicated the type of exterior veneer to be installed?
 - Indicated the locations of all braced wall panels? (as applicable)
- Floor Construction (as applicable)
 - Indicated the species and grade of lumber to be used?
 - Indicated if metal joists to be used? Identification numbers provided?
 - Indicated if an engineered floor system to be used? Layout provided?
 - Provided the floor framing information for the existing structure?
 - Indicated the location and dimension of any and all existing cantilevers that are to be attached to with the proposed new framing?
 - Size and material of support beams provided?
 - Spans of support beams indicated? (distance between supports)
 - Size and material of support posts provided?
 - Size of floor joist indicated?
 - Spans for floor joist provided?
 - Spacing for floor joist indicated?
 - Stair construction provided? (as applicable)
 - Framing details shown?
 - Attic access (scuttle opening) provided? (as applicable)
 - Is the location shown?
 - Size of opening indicated?
 - Pull down stairs provided? (as applicable)
 - Is the location shown?
- Roof Construction (as applicable)
 - Gable roof provided?
 - Hip roof provided?
 - Gambrel roof provided?
 - Flat roof provided?
 - Indicated the degree of slope?
 - Indicated the placement of the required ice shield underlayment?

- Indicated the placement of the required water resistive barrier?
 - Indicated the type of roof covering?
 - Indicated the type of roof system to be used?
 - Provided the roof framing information for the existing structure?
- Pre-manufactured truss roof (as applicable)
 - Is the manufacturer's layout provided to indicate placement of support beams, with the permit drawings?
- Field framed roof system (as applicable)
 - 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? Or ridge board?
 - 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 method of waterproofing for the foundation walls? (as applicable)
- Indicated the location of electrical components? (**if provided**)
- Indicated location of fuel burning appliances? (**if provided**)
- Indicated the location of plumbing components? (**if provided**)
- Indicated the Insulation 'R' values? (**all values shown are minimums**)
 - Floors – **R-19**
 - Wood framed walls – **R-20**
 - Attic – **R-49, an exception exists for R-38**
 - Mass walls (Concrete or Masonry) – **R-8**
 - Basement – **R-10, R-13**
 - Slab on grade – **R-10, minimum 2' of perimeter**