RESIDENTIAL ADDITION (INCLUDING ATTACHED GARAGE) 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.charlescountymd.gov

Charles County Maryland
Where Eagles Fly™

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.

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

July 1, 2014

WHEN IS A BUILDING PERMIT REQUIRED FOR THE CONSTRUCTION OF AN ADDITION?

A permit is required for all additions to single family dwellings including porches and sunrooms. A permit is required for all additions to detached accessory buildings, such as garages and sheds, with an aggregate area of more than 200 s.f. Residential additions can qualify for a same day permit if the addition is not located in the Chesapeake Bay Critical Area or if the addition does not create additional living space.

PROCEDURE TO OBTAIN A BUILDING PERMIT FOR A RESIDENTIAL ADDITION, INCLUDING ATTACHED GARAGE:

1. Application: Complete the attached building permit application (Attachment 1).

2. Forest Conservation Ordinance: 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 301-645-0549. See Attachment 2.

3. Checklist for Grading and Sediment Control: Complete one of the two Checklists for Grading and Sediment Control (Attachment 3). One checklist if for lots **more** than two acres and one is for lots **less** than two acres. If sediment and erosion control is required, complete the Standard Erosion and Sediment Control Form (Attachment 4).

4. Construction Drawings: Two (2) complete sets shall include a detailed foundation plan, fully dimensioned floor plans, roof and floor framing plans, wall detail and elevations of all four sides. Provide plans as necessary to describe scope of work, include number of existing and proposed bedrooms. All drawings shall be scaled to a minimum of ¼" = 1'0". All structural information shall be consistent with materials intended to be used at time of construction. Reference the attached drawing checklist (See Attachment 5).

5. Site Plan: Five (5) copies of an engineered or hand-drawn site plan to scale must show lot lines, existing and proposed tree lines, the existing and proposed structure with setback dimensions to the property lines, grading around the proposed addition, and the first floor elevation. **For lots less than 2 acres, the site plan must be signed and sealed by a Maryland Registered Engineer or Maryland Registered Land Surveyor or Maryland Registered Landscape Architect**.

EXCEPTION: If the property is served by individual well and/or on-site sewage disposal system, you **must** obtain approval from the Environmental Health Department prior to applying for a building permit. In addition, the site plan must show the septic and well location. Four (4) copies of the site plan, along with a $65.00 review fee must also be submitted to the Environmental Health Department for review and approval. Same Day Permits require pre-approval. For more information, contact the Health Department at 301-609-6900.

NOTE: Flood Plain: If the property is located in this area, the site plan shall denote the 100 year flood plain elevation and lowest finished floor elevation of the structure.

6. Residential Basement Wall Type Certification: If the addition will include a basement, complete Attachment 6 and submit at time of permit application. If the foundation wall design has been prepared by a Professional Engineer, two (2) sets of the wall design signed and sealed by a Maryland Registered Professional Engineer may be submitted at the time of permit application or one (1) set submitted to the building inspector at time of wall reinforcement inspection.

7. Complete Load Path Form: The Complete Load Path is a series of wall and roof ties installed on a building which are designed to reduce up lift during high wind storms. This form will be included with the issued building permit and a completed copy shall be provided to the building inspector at the corresponding inspection (See Attachment 7).

In addition, the following information shall be provided to specific areas in Charles County:

1. Chesapeake Bay Critical Area and Resource Protection Zone: Property located in the above areas (1,000 feet from mean high water) may require additional information. Contact the Planning Department at 301-645-0540 for specific submittal requirements and delineation of the CBCA and RPZ (See Attachment 8). Proposed projects located in this area do not qualify for the Same Day Permit process.

2. Area of Special Geotechnical Consideration: Proposed structures on property located in portions of the 7th District (Bryans Road/Indian Head) must comply with amendments to the building code (see Charles County Ordinance 12-09) due to the possibility of the soil exhibiting high shrinkage and/or expansion characteristics. A Geotechnical Report prepared by a Maryland Registered Professional Engineer may be provided in lieu of complying with the requirements. For more information, contact Codes, Permits, and Inspection Services at 301-645-0692.

Zoning

1. Specify the intended use of your structure on the permit application. All proposed structures must meet zoning requirements.

2. If your property is located within the neighborhoods of the Smallwood Village PUD – Huntington (including Sentry Woods), Bannister, Sheffield, and Wakefield – you must obtain the Planning Design Review Board (PDRB) approval from the Smallwood Village PDRB. You may contact them at:

SMALLWOOD VILLAGE – PDRB, 14G Irongate Drive, Waldorf
Telephone Number: 301-843-8111

3. If your property is located within the neighborhoods of the Westlake PUD – Hampshire, Lancaster, Dorchester, Fairway Village, and any future neighborhoods – you must obtain PDRB approval from the Westlake Village PDRB. You may contact them at:

   WESTLAKE VILLAGE – PDRB, 236 Smallwood Village Center, Waldorf
   Telephone number: 301-870-4304

4. If your property is located in Potomac Heights, you must submit the Review Committee approval letter. You may contact them at:

   POTOMAC HEIGHTS – 200 Cedar Lane, Indian Head
   Telephone Number: 301-753-9148

5. If your property is located in Swan Point, you must submit the Architectural Review Committee (ARC) approval letter and two (2) copies of the stamped architectural drawings approved by the committee. You may contact them at:

   SWAN POINT – 11550 Swan Point Boulevard, Issue
   Telephone Number: 301-259-0054

Other Permits

1. Well/Septic Permits: If the property is served by individual well and/or on-site sewage disposal system, you may need to apply for well and/or septic permits at the Environmental Health Department. For more information, contact the Health Department at 301-609-6900.

2. Plumbing Permits: **Prior** to commencement of any plumbing and/or gas work, a plumbing permit shall be obtained from Codes, Permits, and Inspection Services. The plumbing permit application shall be signed by a Maryland Registered Master Plumber.

3. Electrical Permits: **Prior** to commencement of any electrical work, an electrical permit shall be obtained from Codes, Permits, and Inspection Services. The electrical permit application shall be signed by a Master Electrician licensed by the Board of Electrical Examiners and Supervisors for Charles County.

4. Mechanical Permits: **Prior** to commencement of any mechanical (HVAC) work, a mechanical permit shall be obtained from Codes, Permits, and Inspection Services. The mechanical permit application shall be signed by a Maryland Registered Master HVAC Contractor.

   NOTE: Homeowners desiring to do his/her own plumbing work must complete an application and pass an exam. Exams are administered at the Charles County Government Building. Provide 24 hour notice by calling Codes, Permits, and Inspection Services at 301-645-0692. Any person wishing to take the exam shall have his/her application on file with Codes, Permits, and Inspection Services within a reasonable time prior to the date of the scheduled exam.

NOTE: Homeowners desiring to do his/her own electrical work must complete an application and provide it to the Charles County Board of Electrical Examiners. The Board will evaluate and approve or disapprove the homeowner's application. Once the application has been approved or disapproved by the Board, the homeowner will be notified and if approved, an exam will be scheduled. Please contact the Board's secretary at 301-638-0804 for further information.

Fees **Fees are subject to change every July 1.**

Please make checks payable to Charles County Commissioners.

1. Application Fee

A $59.00 non-refundable application fee is due when you apply for your permit. Fee may be paid at issuance for Same Day Permits.

2. Plan Review Fee

$.043 per square feet of the gross building area of the addition. The minimum plan review fee is $118.00. This non-refundable fee is due when you apply for your permit. Fee may be paid at issuance for Same Day Permits.

3. Inspection Fee

This fee is due when the permit is issued.

Footing - $38.00	Load Path - $25.00
Foundation - $25.00	Energy - $38.00
Rebar - $25.00	Framing - $73.00
Slab - $31.00	Final - $73.00

4. Technology Fee

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

Contractor License Requirement

Maryland Home Improvement Commission (MHIC)

Use and Occupancy Certificate

The Use and Occupancy Certificate shall be obtained from Codes, Permits, and Inspection Services prior to using or occupying a building or structure. When requesting a Use and Occupancy Certificate, submit the Use and Occupancy Approval form signed by the building inspector from the inspection agency.

Codes, Regulations, and Standards for Construction in Charles County

See Attachment 9.

See Attachment 10 for the Standard R5 Conditions for Residential Porches and Sunrooms.

The following is a list of commonly requested telephone numbers for State and County agencies:

Health Department 301-609-6900
Web Site ..... www.charlescountyhealth.org

Inspection Agency 301-645-3302
Building, Electrical, Plumbing, & Mechanical Inspections 301-870-8710
Web Site ..... www.planchekinc.com

Planning & Growth Management
Codes, Permits, & Inspection Services.....301-645-0692 or 301-870-3935
Planning & Zoning.....301-645-0540 or 301-870-3896
Engineering .....301-645-0618 or 301-870-3937
Fax 301-645-0575
Web Site ..... www.charlescountymd.gov/pgm

Soil Conservation.....301-934-9588, Ext 3 or 301-870-3555
Web Site.....www.charlesscd.com

State Highway Administration..... 1-800-876-4742 or 410-333-1350
Web Site ..... www.marylandroads.com

State Fire Marshal 443-550-6820
Web Site ..... www.firemarshal.state.md.us

Mission Statement

The mission statement 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
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: ❑ Yes ❑ No

Chesapeake Bay Critical Area: ❑ Yes ❑ No
Resource Protection Zone: ❑ Yes ❑ No
Development District: ❑ Yes ❑ No

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

Estimated Construction Cost (Building Cost Only):

Application Fee: _____
Plan Review Fee: _____
Soil Conservation Fee: _____
Inspections: _____
_____
_____
Total: $ _____

Name on Check: _____

Commercial Business Trading As:

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
_____	_____
_____	_____

CHECKLIST FOR GRADING & SEDIMENT CONTROL ON LOTS LESS THAN 2 ACRES FOR RESIDENTIAL ADDITIONS

1. Site plan shall be original signed and sealed by a Maryland Registered Professional Engineer or Professional Land Surveyor.

2. Vicinity map showing location of site.

3. Distance of closest property line.

4. Distance of other structures on lot.

5. Lot number, lot size, subdivision name.

6. Scale of plan shall not be smaller than one (1) inch per 50 foot.

7. Location, name, and width of existing road adjoining the subject property.

8. Finished grade spot elevations at each corner of proposed addition.

9. Finished grade spot elevations at 10' away from each corner of proposed additions to ensure grading per CABO (minimum 5% grade with first 10' away from structures).

10. Finished floor elevations.

11. Lot number, lot size.

12. Is property located within the 100 year flood plain?
Yes _____ No _____

13. 100 year flood plain/backwater limits and elevations. Minimum lowest finished floor elevation should be minimum 1 foot above 100 year flood plain/backwater elevations.

14. If the construction of the driveway is within the flood plain, the proposed grading should indicate the driveway at a minimum of base flood elevation.

15. If the construction of the addition is within the 100 year flood plain, the minimum lowest finished floor elevation should be at least 1' above the 100 year flood plain elevation and F.F. elevation shall be certified by a Professional Engineer or Professional Land Surveyor registered with the in the State of Maryland.

NOTE: Applicant to refer to Health Department Checklist for well and septic.

EROSION AND SEDIMENT CONTROL

1. If the disturbed area exceeds 5,000 square feet, or if more than 100 cubic yards of earth is moved, provide the erosion and sediment control plan on the site plan. Also, sign and submit five (5) copies of the Standard Erosion and Sediment Control form.

2. If the building construction is on a lot within the Chesapeake Bay Critical Area, provide erosion and sediment control plan in the site plan. Also, sign and submit five (5) copies of the Standard Erosion and Sediment Control form.

Checked by _____
Applicant/Agent

_____
County Reviewer

CHECKLIST FOR GRADING & SEDIMENT CONTROL ON LOTS OF 2 ACRES OR MORE FOR RESIDENTIAL ADDITIONS

1. A hand sketched site plan may be submitted on lots 2 acres or larger and greater than 30 feet distance.

2. Vicinity map showing location of site.

3. Distance of closest property line.

4. Distance of other structures on lot.

5. Lot number, lot size, subdivision name.

6. Location, type, and dimension of any easement on property.

7. Proposed or existing swale should be at least 10' away from structure.

8. Existing topography for the area where any grading will be performed.

9. If construction is within wetland area, refer to WRA and Army Corps of Engineers for their approval. Approval must be received in writing prior to issuance of a building permit.

10. If the construction of the addition is within the 100 year flood plain, the minimum lowest finished floor elevation should be at least 1' above the 100 year flood plain and F.F. elevation shall be certified by a Professional Engineer or Professional Land Surveyor registered in the State of Maryland.

EROSION AND SEDIMENT CONTROL

1. If the disturbed area exceeds .5 acres or more, provide the erosion and sediment control plan on the site plan. Also, sign and submit five (5) copies of the Standard Erosion and Sediment Control Form.

2. If the building construction is on a lot within the Chesapeake Bay Critical Area, provide the erosion and sediment control plan on the site plan. Also, sign and submit five (5) copies of the Standard Erosion and Sediment Control Form.

NOTE: Applicant to refer to Health Department Checklist for well and septic.

Checked by _____
Applicant/Agent

_____
County Reviewer

Subdivision/Lot Number_____
Tax Map _____
Parcel _____
Grid _____

EROSION AND SEDIMENT CONTROL FORM

OWNER'S/DEVELOPER'S CERTIFICATION FOR SEDIMENT AND EROSION CONTROL

All sediment control practices will be installed and maintained in accord with the 1994 Maryland Standards and Specifications for Soil Erosion and Sediment Control. Permanent and temporary vegetative stabilization will meet Section G - Vegetative Practices of the 1994 Standards and Specifications for Soil Erosion and Sediment Control.

Following initial soil disturbance or redisturbance, permanent or temporary stabilization shall be completed within seven (7) calendar days as to the surface of all perimeter controls, dikes, swales, ditches, perimeter slopes and all slopes greater than three (3) horizontal to one (1) vertical (3:1) and fourteen (14) days as to all other disturbed or graded areas of the project site. Once vegetation is established, the site shall have 95% groundcover to be considered adequately stabilized.

The permanent driveway or entrance location shall be used as a stabilized construction entrance. Two-inch stone base shall be placed at least 6 inches deep, 30 feet long and 10 feet wide over approved filter cloth. The entrance shall be top dressed with stone as necessary to prevent tracking of sediment onto public streets or rights-of-way.

I/We hereby certify that all clearing, grading, construction and/or development will be done pursuant to this plan (for the permit referenced below) and any noted Charles Soil Conservation District requirements. Any responsible personnel involved in the construction project will have a certificate of attendance at a Maryland Department of the Environment approved training program for the control of sediment and erosion before beginning the project. I hereby authorize the right of entry for periodic on-site evaluation by State of Maryland, Department of the Environment, Compliance Inspectors and representatives of the Charles Soil Conversation District.

Signature: _____ Date: _____

Name: _____ Title: _____ Phone #: _____

Firm: _____ Complete Address: _____

PERMIT NUMBER _____

CHARLES SOIL CONSERVATION DISTRICT APPROVAL CHARLES SCD SED. CTRL. PLAN NUMBER

_____

Sediment and Erosion Control Plan approved by the Charles Soil Conservation District.

_____
Signature/Date
This Approval Expires _____
Written Requests for Extension may be submitted to the District. This plan meets the technical requirements of the U.S.D.A. Natural Resources Conservation Service.

Rev. 01/06

Checklist for Residential Addition 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 residential additions to a single family dwelling including porches and sunrooms, additions to accessory structures to include garages and sheds that have an area in excess of 200 square feet. This does not exclude additions smaller than 200 square feet from permit requirements.
- All information on the existing structure or the proposed addition 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.
- Minimum scale of ¼" to 1' for all drawings.

- **LOCATION ON LOT**
    - ☐ Distances to other structures on the property within 10' are shown where applicable?
    - ☐ Indicated if located in flood zone – indicate 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?
    - ☐ The floor plan for the entire existing structure to be increased, to include the proposed addition has been provided?
    - ☐ Indicated location and sizes of all doors and windows?
    - ☐ Indicated the location of any stairs provided?
    - ☐ Indicated if the existing structure has an automatic fire suppression system?
- **FRAMING INFORMATION**
- <u>Footing Details</u>
    - ☐ 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 provided? (sill plate anchors or bolts)
- Wall Construction
    - ☐ 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
    - ☐ 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
    - ☐ 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?
- <u>Pre-manufactured truss roof</u>
    - ☐ Is the manufacturer's layout provided to indicate placement of support beams, with the permit drawings?
- <u>Field framed roof system</u> (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 location and size of the collar ties? (as applicable)
    - ☐ Provided the spacing of the collar ties? (as applicable)
    - ☐ Provided the spans of the collar ties? (as applicable)
    - ☐ 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 type of exterior sheathing to be installed?
- 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)***
- <u>Indicated the Insulation 'R' values?</u> (***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***
    - ☐ Slab on grade – ***R-10, minimum 2' of perimeter***
- Indicated if a fireplace and chimney are to be installed?

RESIDENTIAL BASEMENT WALL TYPE CERTIFICATION

Building Permit Number _____

Subdivision and Lot Number _____

Street Number and Name _____

Height of Foundation Wall _____

Foundation Wall Material: Concrete Masonry

COMPLETE THIS TABLE FROM THE CHART BELOW:

Location of Foundation Wall	**Height of Unbalanced Fill***	**Wall Type**	
		Wall Thickness	Reinforcement Size & Spacing
Front			
Rear			
Right Side			
Left Side			

*This information shall be obtained from the site plan. The height of unbalanced fill shall be determined by subtracting the grade elevation at the exterior of the foundation from the basement floor elevation.

Wall Thickness and Reinforcement Requirements*

Chart is compiled from Tables 404.1.1(5), 404.1.1(2), and 404.1.1(1) of the 2012 International Residential Code.

Foundation Wall Height	Maximum Unbalanced Fill	Concrete Reinforcement Sizing & Spacing (7.5" Wall Thickness)	Masonry Reinforcement Sizing & Spacing (8" Wall Thickness)	Plain Concrete (no re-bar)	Plain Masonry (no re-bar)
8'-0"	up to 4'	not required	#4 bar @ 48" oc	min. 5.5"	min. 8"
8'-0"	up to 5'	not required	#4 bar @ 48" oc	min. 7.5"	min. 12"
8'-0"	up to 6'	#5 bar @ 43" oc	#5 bar @ 48" oc	min. 9.5"	12" solid
8'-0"	up to 7'	#6 bar @ 43" oc	#6 bar @ 40" oc	min. 9.5"	(re-bar is required)
8'-0"	up to 8'	#6 bar @ 32" oc	#6 bar @ 32" oc	min. 11.5"	(re-bar is required)

*Soils based on SC, MH, ML-CL and inorganic CL.

OR

Foundation wall design prepared by a professional engineer. Provide two sets of the wall design signed and sealed by a Maryland registered professional engineer.
Wall design submitted at time of permit application, or
Wall design will be submitted to the building inspector at time of wall reinforcement inspection.

A separate inspection and additional inspection fee are required for reinforced concrete or masonry walls. Schedule the inspection after the formwork and reinforcement are installed and secured in place.

I hereby certify that the above information is correct.

_____ _____

Signature **Date**

_____ _____

Name **Business Name**

Complete Load Path for Residential Home/Addition Per IRC/2012

Building Permit # _____

Type (check appropriate box)	Type	1 story	2 story	3 story
Single Family Dwelling				
Basement or crawl (circle one)				
Addition/ Garage / Carport/ Shed				
Deck				

Enter strap # in column on Right (Simpson or equal)	EXAMPLE ONLY (Strap numbers below are examples only.)		Nail size
Foundation anchor	Bolt ½" LBP or equal		
Foundation strap	MASB or equal		
Band board to sill plate	LTP-4 or equal		12- 8D 1 ½" nails
Band board to bottom plate	MTS or equal		8-8D 1 ½" nails
Header strap	CS-20 or equal		18- 10D nails
Bottom & top plate strap to vertical stud	MTS, RSP-4, H2.5A or equal		8-8D 1 ½" nails
Floor to floor anchors	LFTA , LSTA or equal		6-10 D nails top & bot
Truss or rafter strap to top plate	H2.5A or better		10 8D 1 ½" nails
Joist hangers for decks	G185 ZMAX or equal		Double Dipped Galv.

Connectors may be Simpson, USP or equal. The above is only for information purposes.

COMPLETE LOAD PATH:

AN INSPECTION OF THE COMPLETE LOAD PATH MUST BE PERFORMED PRIOR TO THE BUILDING FRAMING INSPECTION. THE COMPLETE LOAD PATH IS A SERIES OF WALL AND ROOF TIES THAT ARE INSTALLED ON A BUILDING THAT IS DESIGNED TO REDUCE UP LIFT DURING HIGH WIND STORMS. THE SILL PLATE, BAND BOARD, TRUSSES AND ALL COMPONENTS OF THE EXTERIOR WALLS ARE TIED TO THE FOUNDATION USING METAL TIES APPROVED FOR THE PURPOSE. THE TIES ARE INSTALLED AT THE SAME INTERVALS AS THE FOUNDATION ANCHORS OR STRAPS. ALL STRAPS ARE REQUIRED TO BE INSTALLED WITH THE APPROPRIATE NAILS OR SCREWS AS STATED BY THE MANUFACTURER OF THE STRAPS. PLEASE PROVIDE THE INSPECTOR WITH STRAP INFORMATION AS NOTED ON THE FORM FOR EACH SEPARATE PROJECT.

A CERTIFIED DESIGN OF THE COMPLETE LOAD PATH SIGNED AND SEALED BY A REGISTERED STRUCTURAL ENGINEER OR ARCHITECT MAY BE PRESENTED IN LIEU OF THIS FORM AT THE TIME OF INSPECTION.

A COMPLETE LOAD PATH DESIGN PREPARED BY AN ARCHITECT OR STRUCTURAL ENGINEER, SIGNED AND SEALED WILL BE PRESENTED AT TIME OF INSPECTION.

I AGREE THAT I AM SOLELY RESPONSIBLE FOR COMPLYING WITH THE 2012 CHARLES COUNTY BUILDING CODE FOR COMPLETE LOAD PATH. THIS FORM WILL BE FILLED OUT AND PRESENTED TO THE INSPECTOR AT TIME OF INSPECTION.

STAGGERED STRUCTURAL SHEATHING INSTALLED COVERING THE BAND BOARD AND SILL PLATE AND WITH A MINIMUM OF 18 INCHES ABOVE THE RIM BOARD ON THE SECOND STORY.

A SEPARATE INSPECTION AND ADDITIONAL INSPECTION FEES ARE REQUIRED FOR THE COMPLETED LOAD PATH SYSTEM. SCHEDULE THE INSPECTION BEFORE INSTALLING SHEATHING OR INSTALL OVER THE SHEATHING.

Signature _____ Print Name _____ Date _____

_____

Signature of Engineer/Architect _____ Print Name _____ Date _____

P:\myfiles\Cheryl's Forms\Complete Load Path.wpd

Guidelines for Preparing Critical Area Site Plans

All land areas within 1000' of the landward boundary of tidal waters are designated to be in the Chesapeake Bay Critical Area. Site plans for development in these areas should contain the following:

1. **Tax Map, Grid, Parcel, and Lot Number**

2. **Boundary survey plat or detailed drawing of the entire site showing:**

- existing topography, including any slopes in excess of 15%
- location of all existing and proposed structures (or improvements)
- limits of construction disturbance, including a calculation of disturbance
- location of sediment and erosion controls
- location of the 1000' Critical Area boundary
- location of 100' Critical Area Buffer (expanded for steep slopes and sensitive soils[1])
- location of tidal and non-tidal wetlands on site
- location of hydric and highly-erodible soils on site
- location of isolated and/or specimen trees (indicate if remaining or removed)
- forested areas on site and contiguous adjacent forested areas
- location of any Habitat Protection Areas[2]

3. **Computations of**:

- total lot area and acreage inside the Critical Area
- area of existing and proposed lot coverage by type (building, driveway, deck, etc.)
- percentage of post-development lot coverage[3]
- total area of existing developed woodland/forest cover
- total area of developed woodland/forest to be cleared
- amount of replacement planting required for developed woodland/forest clearing (requires planting plan)
- amount of planting required for offsetting lot coverage (requires planting plan)
- amount of planting required to meet 15% minimum developed woodland/forest cover (requires planting plan)
- amount of clearing

4. **Planting Plan[4] (if required) showing:**

- exact location of required plantings and those being removed
- plant species sizes and mitigation value (in square feet)
- minimum 2-year maintenance agreement on all plant materials

5. **Buffer Management Plant - if Buffer located on your property**

Any questions about the items listed above may be directed to the Charles County Department of Planning and Growth Management, Environmental Section at (301) 645-0540.

---

[1] Article IX, Section 131 of the Charles County Zoning Ordinance

[2] Chapter 8 of the Charles County Critical Area Program

[3] Article IX, Section 132 of the Charles County Zoning Ordinance

[4] Article IX, Section 132 of the Charles County Zoning Ordinance

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

November 30, 2012

1. International Building Code/2012, International Mechanical Code/2012 and the International Energy Conservation Code/2012 as amended by periodic supplements and Charles County Bill No. 2012-09.

2. International Residential Code/2012 as amended by periodic supplements and Charles County Bill No. 2012-09.

3. National Electrical Code/2011

4. International Existing Building Code/2012 **(existing structures more than one year old)**

5. 2012 International Plumbing Code

6. 2012 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/2012 and NFPA 1 Fire Code/2012

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

12. 2012 International Property Maintenance Code

Charles County Government

Standard R5 Conditions for Residential Porches and Sunrooms

July 1, 2014

The following conditions are not conclusive. For additional information and requirements, refer to the appropriate sections of the approved Charles County Building Code Amendments and the adopted building code.

1. Existing foundations, concrete slabs, or decks shall be inspected and approved by the building inspector prior to start of construction. A preliminary inspection will be required. Reference section R109.1.5.
2. The bottom of all footings shall extend at least **24 inches below** finished grade. Step footings are to follow the contour of the finished grade. {Charles County Amendment}
3. Concrete placed in footings shall have an ultimate compressive strength (F'c) of at least **2500 psi.** Reference Table R402.2 of the adopted edition of the International Residential Code or IRC, for allowable adjustments to this requirement.
4. Concrete placed in porch slabs exposed to weather shall have an ultimate compressive strength (f'c) of at minimum **3500 psi**. Slabs protected from weather by enclosures shall have an ultimate compressive strength (f'c) of at minimum 2500 psi. Reference IRC Table R402.2 and the column listed as Severe Weathering Potential.
5. Interior concrete slabs on ground shall have a minimum thickness of **3.5 inches.** Placement of the slab shall be over a 4 inch thick approved granular base, covered by a minimum 6 mil polyethylene vapor barrier. Reference IRC section R506.1 for additional information on this requirements.
6. The following locations shall require the use of an approved species and grade lumber, pressure treated in accordance with AWPA (American Wood Protection Association), or of a naturally durable wood, reference IRC section R317.1;
    a. Wood joists or bottom of a wood structural floor when closer than 18 inches or wood girders when closer than 12 inches to the exposed ground in crawl spaces or unexcavated area located within the periphery of the building foundation.
    b. All wood framing members that rest on concrete or masonry exterior foundation walls and are less than 8 inches from exposed ground.
    c. Sills and sleepers on a concrete or masonry slab that is in direct contact with the ground unless separated from such slab by an impervious moisture barrier.
    d. The ends of wood girders entering exterior masonry or concrete walls have clearances of less than 0.5 inch on top, sides and ends.
    e. Wood siding, sheathing, and wall framing on the exterior of a building have clearance of less than 6 inches from the ground or less than 2 inches measured vertically from concrete steps, porch slabs, patio slabs, and similar horizontal surfaces exposed to the weather.

f. Wood structural members supporting moisture-permeable floors or roofs that are exposed to the weather, such as concrete or masonry slabs, unless separated from such floors or roofs by an impervious moisture barrier.

g. Wood furring strips or other wood framing members attached directly to the interior of exterior masonry walls or concrete walls below grade except where an approved vapor retarder is applied between the wall and the furring strips or framing members.

7. All wood in contact with the ground and that supports permanent structures intended for human occupancy shall be approved pressure preservatively treated wood suitable for ground contact use. Reference IRC section R317.1.2.

8. Porches, decks, and raised floor surfaces raised more than **30 inches** above the floor or grade below shall have an approved guard with a minimum height of 36 inches. The spacing of the intermediate rails or ornamental closures shall not allow the passage of a **sphere 4 inches** or greater in diameter. Reference IRC section R312. The top of the handrails and guardrails must be able to sustain a 200 pound concentrated load applied in any direction. Reference section 1607.8.1.1 of the International Building Code or IBC.

9. Open sides of stairs with a total rise of more than **30 inches** above the floor or grade below shall have guards with a minimum height of 34 inches, to be measured vertically from the nosing to the tread. Reference IRC section R312.

10. Handrails shall be provided on at least one side of stairways consisting of four or more risers. Handrails have a **minimum height of 34 inches and a maximum height of 38 inches** measured vertically from the nosing of the treads. The grip portion of a Type 1 handrail shall have a minimum circular cross section of 1.25 inches and a maximum of 2.625 inches. Reference IRC sections R311.7.8 thru R311.7.8.4.

11. Any revisions to the building permit shall be submitted to and approved by Codes, Permits, and Inspection Services, prior to completion of the project.

12. Once you have obtained your final inspection from the inspection agency, please submit the approval form to Codes, Permits and Inspection Services to obtain the required Use and Occupancy Certificate for your porch and/or sunroom. This form may be mailed in to 200 Baltimore Street La Plata MD 20646 or hand delivered to the Permits Center located on the second floor of this same address. **The structure cannot be used or occupied until this step is completed. Failure to complete this step could result in a violation with associated penalty fees.**

PRESCRIPTIVE REQUIREMENTS WORKSHEET (R-VALUES) (METHOD 1, OPTION 1)

APPLICANT NAME _____
DATE _____
APPLICANT ADDRESS _____
PHONE NUMBER _____
BUILDING ADDRESS_____
PERMIT NUMBER_____

CRITERIA	REQUIRED	PROVIDED	ASSEMBLY DESCRIPTION
WINDOWS/DOORS – MAXIMUM U-FACTOR MAX SHGC – GLAZED FENESTRATION	.35 0.40		
SKYLIGHTS – MAXIMUM U-FACTOR MAX SHGC	.55 0.40		
CEILINGS	R-49		
WALLS (WOOD FRAMING)	R-20 or 13+5		
MASS WALLS	**R-8/13		
BASEMENT WALLS	*R-10/13		
FLOORS	R-19		
SLAB PERIMETER – R-VALUE AND DEPTH	R-10, 2ft		
CRAWLSPACE	*R-10/13		

Insulation material used in layers, such as framing cavity insulation and insulation sheathing, shall be summed to compute the component R-value.
*** THE FIRST R-VALUE** applies to continuous insulation, the second to framing cavity insulation. "10/13 means R-10 continuous insulated sheathing on the interior or exterior of the home or R-13 cavity insulation on the interior of the basement wall".
****THE SECOND R-VALUE** applies when more than half the insulation is on the interior of the mass wall.

- **THERMALLY ISOLATED SUNROOM, CHECK BOX IF APPLICABLE.**

  Minimum ceiling R-value for Sunroom (R-19)
  Minimum Wall R-Value (R-13)

New wall(s) separating a sunroom from conditioned space shall meet the building thermal envelope requirements.

I hereby certify that the building design represented in the attached construction documents has been designed to meet or exceed the requirements of the 2012 Edition of the International Energy Conservation Code (IECC)

_____	_____	_____
BUILDER/DESIGNER/CONTRACTOR	COMPANY NAME	DATE

<u>PRESCRIPTIVE</u> REQUIREMENTS WORKSHEET (EQUIVALENT U-FACTORS) (METHOD 1, OPTION 2)

APPLICANT NAME _____
DATE _____
APPLICANT ADDRESS _____
PHONE NUMBER _____
BUILDING ADDRESS_____
PERMIT NUMBER_____

Criteria	Required	Provided	Assembly Description
Fenestration Max SHGC -glazed fenestration	.35 .40		
Skylight Max SHGC	.55 .40		
Ceilings	.026		
Frame Wall	.057		
Mass Wall	.098		
Floor	.047		
Basement Wall	.059		
Crawl Space Wall	.065		

GLAZING U-FACTORS must be tested and documented by the manufacturer in accordance with the National Fenestration Rating Council (NFRC 100) test procedure or taken from the Default Tables R303.1.3(1) and R303.1.3(2) in the 2012 IECC, Chapter 3. Non-fenestration U-factors must be determined from measurement, calculation, or approved sources for each component

I hereby certify that the building design represented in the attached construction documents has been designed to meet or exceed the requirements of:

- 2012 Edition International Energy Conservation Code (IECC)

_____	_____	_____
BUILDER/DESIGNER/CONTRACTOR	COMPANY NAME	DATE

<u>TOTAL UA ALTERNATIVE</u> (METHOD 1, OPTION 3)

PRESCRIPTIVE COMPLIANCE

BASED ON U-FACTORS

Provide all information as outlined in points 1 thru 6 on page 11. The worksheet starting on page 15 can be used to show compliance.

Alternately, provide a copy of ResCheck calculations. The submitted ResCheck printout shall show all of the following specific information: orientation of each individual wall; insulation types, R-values and whether continuous or cavity; accurate square footage; and accurate window and door sizes and the specific wall in which they are located, along with the U factor.

Builders who have "Plans on File" plans shall provide the worst case orientation for the ResCheck (based on the orientation of the exterior walls). Subsequent submissions will indicate if each proposed building exceeds the worst case scenario or new ResCheck calculations shall be provided with the application.

If the total *building thermal envelope* UA (sum of U-factor times assembly area) is less than or equal to the total UA resulting from using the U-factors in Table 402.1.3 (multiplied by the same assembly are as in the proposed building), the building shall be considered in compliance with Table 402.1.1. The UA calculation shall be done using a method consistent with the ASHRAE *Handbook of Fundamentals* and shall include the thermal bridging effects of framing materials.

<u>ResCheck™</u>

Charles County accepts ResCheck™ program as a tool for energy code compliance. The ResCheck™ program can be downloaded at www.energycodes.gov. An online version of ResCheck™ (ResCheck Web) can be utilized without having to download or install any software on your computer.

TOTAL UA ALTERNATIVE WORKSHEET (METHOD 1, OPTION 3)

APPLICANT NAME _____
DATE _____
APPLICANT ADDRESS _____
PHONE NUMBER _____
BUILDING ADDRESS_____
PERMIT NUMBER_____

EXTERIOR WALL ASSEMBLY

COMPONENT	DESCRIPTION	R-VALUE	U-FACTOR U = 1/R	AREA (ft^2)	A x U
Wall 1					
Wall 2					
Ceiling 1					
Ceiling 2					
Door 1					
Door 2					
Other					
Total					
Uo	Overall Uo for exterior wall = (A x U) total ÷ A total				

□ MEETS CODE □ DOES NOT MEET CODE

FLOOR ASSEMBLY

COMPONENT	DESCRIPTION	R-VALUE	U-FACTOR U = 1/R	AREA (ft^2)	A x U
Floor 1					
Floor 2					
Other					
Total					
Uo	Overall Uo for floor assembly = (A x U) total ÷ A total				

□ MEETS CODE □ DOES NOT MEET CODE

ROOF/CEILING ASSEMBLY

COMPONENT	DESCRIPTION	R-VALUE	U-FACTOR U = 1/R	AREA (ft^2)	A x U
Ceiling 1					
Ceiling 2					
Other					
Total					
Uo	Overall Uo for Roof/Ceiling = (A x U) total ÷ A total				

□ MEETS CODE □ DOES NOT MEET CODE

BASEMENT WALL ASSEMBLY

COMPONENT	DESCRIPTION	R-VALUE	U-FACTOR U = 1/R	AREA (ft^2)	A x U
Basement Wall					

□ MEETS CODE □ DOES NOT MEET CODE

CRAWL SPACE WALL ASSEMBLY

COMPONENT	DESCRIPTION	R-VALUE	U-FACTOR U = 1/R	AREA (ft^2)	A x U
Crawlspace Wall					

□ MEETS CODE □ DOES NOT MEET CODE

OVERALL ENVELOPE CONFORMANCE

ASSEMBLY	Uo	Urequired	TOTAL AREA	AxUo	AxUrequired
Exterior Wall					
Floor					
Roof/Ceiling					
Total (AxUo)					
Total (AxU required)					

If the Total AxUo is less than the Total AxU required the building complies with the IECC even though the individual components do not. Basement and crawl space walls must meet the requirements of the basic requirement table above.

I hereby certify that the building design represented in the attached construction documents has been designed to meet the requirements of the 2012 Edition International Energy Conservation Code (IECC)

_____	_____	_____
BUILDER/DESIGNER/CONTRACTOR	COMPANY NAME	DATE

METHOD 2

COMPLIANCE WITH PERFORMANCE REQUIREMENTS

R405 -SIMULATED PERFORMANCE ALTERNATIVE

The permit applicant shall submit documentation signed and sealed by a licensed design professional registered in Maryland, including:

1. Address of residence
2. Permit number
3. Analysis shall include heating, cooling and service water heating energy only
4. All mandatory requirements of the 2012 IECC (Residential) shall be met
5. Inspection checklist documenting the building component characteristics of the proposed design, see Table R404.5.2(1) of IECC
6. Accurate square footage
7. Mechanical system features
8. Name of individual completing the report.
9. Name and version of the compliance software tool

APPROVED COMPLIANCE SOFTWARE

RemRate

RemDesign

Energy Gauge

ENERGY EFFICIENCY CERTIFICATE OF COMPLIANCE

ADDRESS _____

PERMIT NUMBER _____

RESIDENTIAL COMPLIANCE PATH

(ONLY **ONE** SHALL APPLY)

Prescriptive R ☐ Prescriptive U ☐

Prescriptive UA ☐ Performance ☐

Building Envelope Air Leakage ___ Air changes Per Hour (Max 3)

Duct System Air leakage _____ cfm per 100sf

Post Const. Testing ☐ Rough-in Testing ☐

Ceiling R or U-Value _____

Wood Frame Wall R or U-value _____

Mass Wall R or U-value _____

Floor R or U-value _____

Slab R-value _____ Depth _____

Crawl Space R-value _____

Fenestration U-value _____ SHGC _____

Skylight U-factor _____ SHGC _____

Heating System Efficiency _____

Cooling System Efficiency _____

Water Heating Efficiency _____

Basement Wall R-value _____

Crawl Space R-value _____

Gas Fired Unvented Room Heater ☐

Electric Furnace ☐

Baseboard Electric Heat ☐

Ducts Outside of Thermal Envelope R-value: Supply R-8 ☐ Other R-6 ☐

I certify the information contained on this certificate is true and complete:

Builder/Designer _____ Signature _____ Date _____

IECC 2012 CHAPTER 4, Section R401.3 CERTIFICATE

A permanent certificate shall be completed and posted on or in the electrical distribution panel by the builder or registered design professional. The certificate shall not cover or obstruct the visibility of the circuit directory label, service disconnect label or other required labels. The certificate shall list the predominant R-values of insulation installed in or on ceiling/roof, walls, foundation (slab, basement wall, crawlspace wall and/or floor) and ducts outside conditioned spaces; U-factors for fenestration and the solar heat gain coefficient (SHGC) of fenestration, and the results from any required duct system and building envelope air leakage testing done on the building. Where there is more than one value for each component, the certificate shall list the value covering the largest area. The certificate shall list the types and efficiencies of heating, cooling and service water heating equipment. Where a gas-fired unvented room heater, electric furnace, or baseboard electric heater is installed in the residence, the certificate shall list "gas-fired unvented room heater," "electric furnace" or "baseboard electric heater," as appropriate. An efficiency shall not be listed for gas-fired unvented room heaters, electric furnaces or electric baseboard heaters.

RESIDENTIAL INSPECTION/REPORT CERTIFICATE

RESIDENTIAL BUILDING PERMITS

Charles County Codes, Permits and Inspection Services (CPIS) will accept this report in lieu of inspecting the work noted below. This inspection must be certified by a contractor possessing a State of Maryland Master Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) license, or a professional engineer licensed in Maryland, or the permit holder.

Section 503.2.2 of the International Energy Conservation Code (IECC), 2012 Edition, requires that all ducts, filter boxes and building cavities used as ducts are tested for tightness. Duct tightness test is **not** required if the air handler and all ducts are located within the conditioned space.

TEST RESULTS

1. POST-CONSTRUCTION TEST

☐ Leakage to outdoors _____ per 100 ft² (9.29 m²) of conditioned floor area

☐ Leakage _____ per 100 ft² (9.29 m²) of conditioned floor area

When tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the entire system, including the manufacturer's air handler end closure, all register boots shall be taped or otherwise sealed during the test.

2. ROUGH-IN TEST

☐ Total Leakage _____ per 100 ft² (9.29 m²) of conditioned floor area

When tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the rough in system, including the manufacturer's air handler end closure, all register boots shall be taped or otherwise sealed during the test. If the air handler is **not** installed at the time of the test, total leakage shall be less than or equal to 4 cfm (1.89 L/s) per 100 ft² (9.29 m²) of conditioned floor area.

CERTIFICATION OF TEST RESULTS

I certify this report is true and that the equipment has been tested in compliance with the IECC as appropriate. The certification represents the completion of this phase of construction.

MECHANICAL PERMIT NUMBER _____ DATE TESTED _____

_____

NAME (PRINT) OF AUTHORIZED INDIVIDUAL

☐ MD HVACR MASTER LICENSE NUMBER _____

☐ MD PROFESSIONAL ENGINEER LICENSE NUMBER _____

☐ PERMIT HOLDER

SIGNATURE _____ SEAL (PE ONLY)

PROVIDE AN ORIGINAL COPY TO THE INSPECTOR AT THE JOB SITE
SUPPLEMENTAL TESTING REPORTS AND INSPECTION RECORDS SHALL BE ATTACHED TO THIS REPORT