

RESIDENTIAL PERMIT APPLICATION CHECKLIST

*Building permits are required for construction, alteration, repair, addition and removal of structures, including sheds and decks.
Permit applications are made at:*

*Permits and Inspection Department
225 North Center Street, Room 118
Westminster, MD 21157*

Hours of operation are Monday through Friday, 8:00 am to 4:30 pm.

To expedite the permit review process, please verify the following items are submitted at the time of filing for a building permit. The permit application and review process may be delayed if any items are omitted.

Requirements for all permit applications:

- Maryland Home Builder Registration License to create new living units (not required if owner occupied and owner is acting as contractor)
- Maryland Home Improvement License for home improvements (not required if owner is acting as contractor)
- Owner/Contractor - Authorization/Affidavit

Single & Two-Family Dwelling and/or Addition:

- Three (3) plot plans of the entire parcel – drawn to scale – to include:
 - Location of the proposed structure
 - Measurements from the proposed structure to each property line
 - Location of any existing structures
 - Location of existing/proposed driveway(s)
 - Location of existing/proposed well and/or septic area with measurements to proposed structure
 - Road name

- Two (2) complete sets of detailed construction plans – drawn to ¼ inch scale – to include:
 - Footing, foundation and framing plan to include all structural details
 - Floor plan for each level with all rooms labeled with the proposed use and structural details
 - Cross section (1/4 scale)
 - Wall section (1/2 scale)
 - Include wall bracing compliance and details
 - Elevation (front, rear and sides)
 - Square footage totals (finished and unfinished area(s))
 - Manufacturer installation instructions (for manufactured mobile home only)
 - Seal indicating plans are state approved (modular dwelling only)
 - Indicate if existing home is sprinklered (addition permits)
 - 2012 Residential Energy Compliance Form must be submitted with permit application.

- Homeowner's Affirmation (must own property, be general contractor and will reside in dwelling)
- Home Builder's License Number (for construction/placement of new dwelling by a licensed contractor)
- Townhouse drawings shall be designed by a Maryland registered architect sealed and signed.

Detached Garage/Pole Building/Shed:

- ___ Three (3) plot plans of the entire parcel – drawn to scale – to include:
 - ___ Location of the proposed structure
 - ___ Measurements from the proposed structure to each property line
 - ___ Location of any existing structures
 - ___ Location of existing/proposed driveway(s)
 - ___ Location of existing/proposed well and/or septic area (measurements needed to proposed structure)

- ___ Two (2) complete sets of detailed construction plans – drawn to ¼ inch scale – to include:
 - ___ Footing, foundation and framing plan to include all structural details
 - ___ Floor plans for each level with all rooms labeled with the proposed use
 - ___ Cross section (1/4 scale)
 - ___ Include wall bracing compliance and details
 - ___ Elevations (at least two)
 - ___ Square footage total

Deck:

- ___ Three (3) plot plans of the entire parcel – drawn to scale – to include:
 - ___ Location of the proposed structure
 - ___ Measurements from the proposed structure to each property line
 - ___ Location of existing/proposed well and/or septic area (provide measurements to proposed deck)
 - ___ Road name

- ___ Two (2) complete sets of detailed construction plans – drawn to ¼ inch scale – to include:
 - ___ Footing detail indicating size and depth
 - ___ Elevation (not required if height above finish grade is provided)
 - ___ Beam size and support posts sizes and locations
 - ___ Floor joist size and spacing
 - ___ Ledger board connection details
 - ___ Decking materials indicated
 - ___ Detail of stair construction and location
 - ___ Detail of railing system, including materials
 - ___ Square footage total

Finished Basement/Interior Renovations:

- ___ Two (2) complete sets of detailed construction plans – drawn to ¼ inch scale– to include:
 - ___ Floor plan with all rooms labeled with the proposed use
 - ___ Square footage totals (finished and unfinished area(s))
 - ___ Window and door sizes indicated
 - ___ Means of egress location
 - ___ Finished ceiling height indicated
 - ___ Type of wall framing and spacing (2x4 or metal)
 - ___ Exterior wall insulations
 - ___ Smoke detectors (in each bedroom and in immediate vicinity of bedrooms)
 - ___ Indicate if existing home is sprinklered
 - ___ Structural information may be needed for renovations with structural alterations
 - ___ Interior Renovations exceeding 50% of the total sq.ft. may require a sprinkler system

Swimming Pool – Above or In-Ground:

- ___ Three (3) plot plans of the entire parcel – drawn to scale – to include:
 - ___ Location of the proposed structure
 - ___ Measurements from the proposed structure to each property line
 - ___ Location of existing/proposed well and/or septic area (provide measurements to proposed pool)
 - ___ Dimensions/diameter of pool
 - ___ Deck (if provided as part of the above ground pool – manufacturer’s details)
 - ___ Deck (if framed separately, see deck requirements above)
 - ___ Road name

Retaining Walls:

- ___ Three (3) plot plans of the entire parcel – drawn to scale – to include:
 - ___ Location of the proposed structure
 - ___ Measurements from the proposed structure to each property line
 - ___ Location of existing/proposed well and/or septic area (provide measurements to proposed wall)

- ___ Two (2) complete sets of detailed construction plans – drawn to scale – to include:
 - ___ Engineered plans/specs (can be supplied from the block manufacturer or third party engineer)

Electrical and/or Plumbing Permits:

Electrical and plumbing permits are accepted during or after the filing for the building permit application; however, they will not be issued until the building permit is issued. Master electricians and master plumbers shall file the permits for the respective trade permits. With the exception of gas piping or electrical connections, a homeowner may make application for the electrical and plumbing installation in a structure that is or will be his/her primary residence.

*Additional information may be required for other reviewing agencies, such as:

- Environmental Services – Grading – 410-386-2210
- Carroll County Health Department – 410-876-1884
- Office of the State Fire Marshall – 410-871-3050
- City/Town – Please contact the city/town office in which you reside