

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.

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
- ___ Road name

___ Two (2) complete sets of detailed construction plans – drawn to scale – to include:

- ___ Footing and foundation plan
- ___ 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)

___ 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 and are required to be sealed and signed.

Detached Garage/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

___ Two (2) complete sets of detailed construction plans – drawn to scale – to include:

- ___ Footing and foundation plan
- ___ 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 any existing structures
 - ___ Location of existing/proposed driveway(s)
 - ___ Location of existing/proposed well and/or septic area
 - ___ Road name

- ___ Two (2) complete sets of detailed construction plans – drawn to 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:

- ___ Two (2) complete sets of detailed construction plans – drawn to 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
 - ___ Materials for bottom wall plate indicated
 - ___ Type of wall framing and spacing (2x4 or metal)
 - ___ Exterior wall insulations (R-10 minimum from ceiling to floor)
 - ___ Wall and ceiling finish materials
 - ___ Smoke detectors (in each bedroom and in immediate vicinity of bedrooms)
 - ___ Indicate if existing home is sprinklered

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 any existing structures
 - ___ Location of existing/proposed driveway(s)
 - ___ Location of existing/proposed well and/or septic area
 - ___ 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

Miscellaneous Requirements:

___ Contractor's Maryland Home Improvements License (not required for new dwelling)

___ Owner's Authorization/Affidavit

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 mechanical 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 – 410-857-5009
- Office of the State Fire Marshall – 410-871-3050
- City/Town – Please contact the city/town office in which you reside