



Washington County

M A R Y L A N D

DIVISION OF
PLAN REVIEW & PERMITTING

Residential Building Permit Application

Required Documents for New Home Construction:

- 2 copies of Plot Plan **to scale**
- 2 copies of complete construction plans
- 2018 IECC Residential Energy Efficiency Code
- Mechanical Manuals J D & S **or** Manual Waiver Form
- Paid Water and Sewer Allocation Receipts, if public water and sewer

Required Documents for Additions, Alterations, Detached Structures:

- 2 copies of Plot Plan **to scale**
- 2 copies of complete construction plans
- Owner Builder Declaration- If completing work without licensed contractor

Job Address: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Contact #: _____

Contractor Name: _____

License Number: _____

Contractor Contact #: _____

Contractor Email: _____

Applicant: _____

Applicant Address: _____

Applicant Contact #: _____

Applicant Email: _____

Note: If Applicant differs from Property Owner an affidavit or signed contract will be required

Field Notification Name: _____

Field Notification Contact #: _____

Field Notification Email: _____

Note: The field notification contact will receive all automatic notifications in relation to the permit such as issuance and inspection notifications

Upon issuance, would you like this permit mailed or issued for pickup? Mail Pick up

If mailing, to what address: _____

Please provide a detailed description of work being performed:

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|---|---|
| Foundation Size: _____ Foundation Wall Type: _____ <input type="checkbox"/> Basement: <input type="checkbox"/> Unfinished <input type="checkbox"/> Finished <input type="checkbox"/> Crawl Space <input type="checkbox"/> Concrete Slab <input type="checkbox"/> Gravel Base | Number of stories: _____ 1 st floor: _____ Sq Ft 2 nd floor: _____ Sq Ft Basement: _____ Sq Ft Garage: _____ Sq Ft Porch/Deck: _____ Sq Ft Covered? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Type of Heat: _____ If Gas, <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane Gas | Decorative heating appliances: <input type="checkbox"/> Pellet Stove <input type="checkbox"/> Wood Burning Fireplace <input type="checkbox"/> Gas Fireplace |
| Number of Bedrooms: _____ Number of Full Bathrooms: _____ Number of Half Bathrooms: _____ | Exterior Finish: _____ Roof Finished Material: _____ Sprinklers: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Total Estimated Cost of Construction: \$ _____ | |
| Applicant Signature: _____ Date: _____ | |

Fees

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|--|---|
| Application Fee: \$65.00 Technology Fee: \$15.00 New/Addition/Remodel/Decks/Porches/Accessory Structures: \$.10/Sq Ft** All new habitable space is subject to Excise Tax as follows: New Dwellings (1 st floor, 2 nd floor, basement): \$1.00/ Sq Ft Additions: \$0.50/ Sq Ft | Above Ground Swimming Pools: \$75.00** In Ground Swimming Pools: \$125.00** Solar Panels: \$50.00 Fences (Over 7 ft): \$50.00 **Fees are in addition to Application and Technology fee |
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