

These guidelines pertain to residential construction only. Some properties may have characteristics which require more extensive review and additional information. These guidelines are for convenience purposes only and may not apply in every case.



**STEP 1:** Apply in person to the Planning & Code Administration Department, One E. Franklin St., Ste. 300. Applications by mail, fax or telephone are not accepted at this time. There is a fee for a permit.

Please bring the following information with you:

- Completed Building Permit Application
- Scaled plot plan, including the location of all existing structures and easements, roadways, and alleys. The plan must show the location of the proposed addition. It must also indicate distances from the addition to all property lines.
- Written permission from the property owner if the applicant is not the property owner.
- Three (3) complete sets of building plans. (See example)
- Estimated value of all labor and materials.
- If you are hiring a contractor for your proposed construction, the contractor must be licensed with the Maryland Home Improvement Commission (MHIC). Please provide us with the contractor's name, address, phone number, and MHIC number. If you are erecting the addition yourself, an MHIC license is not required.

**STEP 2:** Your application will be forwarded to all appropriate agencies for review and approval. Please allow a minimum of 10 to 14 business days for processing the application.

Note: Applications for trade permits, if required, must be received during the review period as necessary. Applications made for properties within historic districts must also be approved by the Historic District Commission prior to permit approval.

**STEP 3:** Once the reviews have been completed and the application is approved, your permit will be issued.

**STEP 4:** After obtaining your permit, you may begin work. Contact the Inspection Request Line at (301) 797-6313 to schedule all necessary inspections after each phase of the work has been completed.

**All Permits must be posted on the job site prior to construction.**

#### **ZONING REGULATIONS:**

Setbacks noted are for general use, a stricter requirement may exist on a property as part of a deed restriction or easement.

Depending on the zoning district the setbacks are as follows:

- |                       |           |
|-----------------------|-----------|
| A. Side yard setback  | 5' - 8'   |
| B. Front yard setback | 15' - 25' |
| C. Rear yard setback  | 30' - 35' |

**The purpose of a permit is to make sure the project meets minimum safety requirements and complies with the Code of the City of Hagerstown.**

**In addition, the following restrictions apply:**

Any electrical or plumbing work must be performed by a City licensed electrician or plumber. Electrical and plumbing permits must be obtained prior to issuance of a building permit.

Any mechanical work must be performed by a State licensed contractor. Mechanical permits must be obtained prior to issuance of a building permit.

Zoning Regulations: Setbacks, easements, and historic district design review requirements may exist on a property, for site specific information please contact the Planning Office at (301) 739-8577 x138.

The Code Administration Office is open Monday through Friday from 8:00am - 4:30pm for any additional questions or concerns.

Permit Applications are accepted Monday through Friday from 8:00am - 4:00pm.



**CITY OF  
HAGERSTOWN,  
MARYLAND**

Planning and Code Administration Department  
One East Franklin Street, Suite 300  
Hagerstown, Maryland 21740

Phone: 301-739-8577, Ext. 127  
Fax: 301-791-2650  
Email: [codecompliance@hagerstownmd.org](mailto:codecompliance@hagerstownmd.org)



**City of  
Hagerstown,  
Maryland**

## *How to Obtain A Building Permit for a Residential Addition*

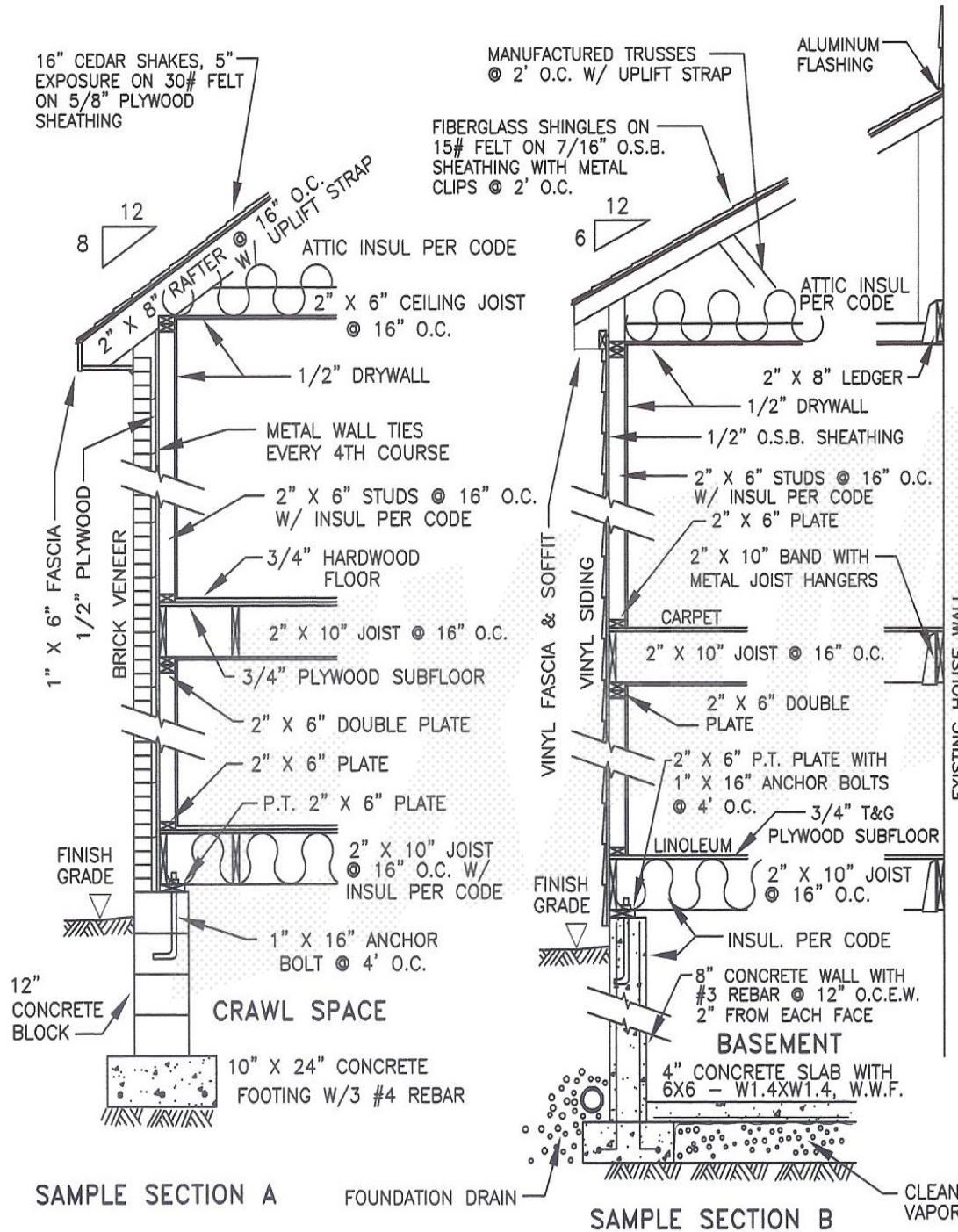


*Planning and  
Code Administration  
Department*

**301-739-8577, Ext. 127**

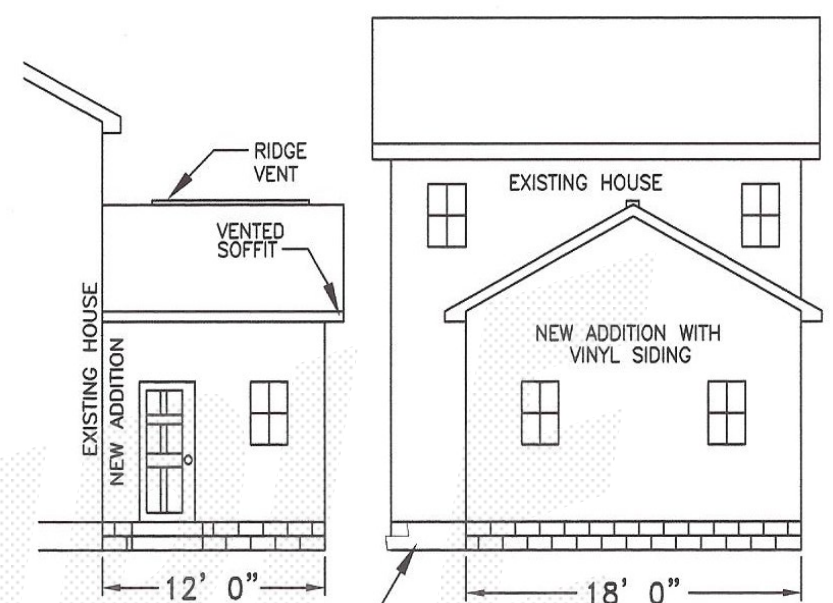
**Your drawing must include the following information:**

- Proposed use of space
- Spacing, size, and direction of all lumber (joists, trusses, rafters, beams, studs, etc.)
- Manufacturer's specifications for structural composite lumber or manufactured trusses (LVL/PSL beams, pre-fab trusses, beams, and I-joists)
- Types and grades of lumber being used (SPF, Douglas Fir, Southern Pine, etc.)
- Depth and size of footings
- Design and size of foundation walls and any poured concrete or masonry piers
- All floor, wall, ceiling, and roof covering materials including sheathing type and thickness
- Method of bracing corners
- Locations and sizes of all windows and doors
- Roof slopes
- Depth of crawl space (if applicable)
- Method of connection to existing structures
- Insulation types and R-values
- Method of providing minimum required heat, light and ventilation
- Type of attic ventilation
- Method of providing required uplift protection and anchoring for structure
- Stairs/ Landings (if applicable)



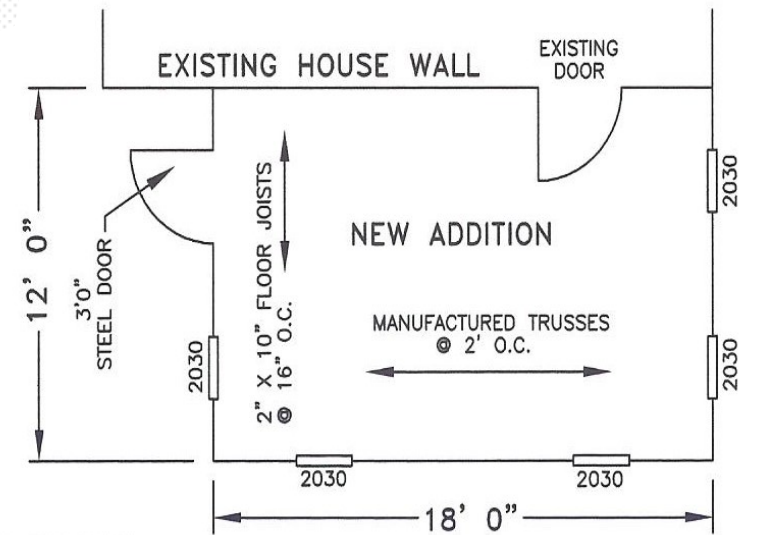
SAMPLE SECTION A

SAMPLE SECTION B



SAMPLE ELEVATION VIEW 1

SAMPLE ELEVATION VIEW 2



SAMPLE PLAN VIEW