



CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

**BUILDING PERMIT APPLICATION FOR NEW RESIDENTIAL:
ONE-AND-TWO FAMILY DWELLINGS, TOWNHOMES, AND CONDOS**

Submittal Requirements

- If applicant is not the owner of the property, then an Affidavit from the owner authorizing the applicant to make an application for the permit is required.
- Completed Building Permit Application
- Historic District Commission Approval, if applicable
- Floodplain Administration Approval, if applicable
- Three copies of plot plan. When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. Plot plan must be on letter or legal size paper, and must include the following:
 - All property lines and property line dimensions.
 - Square footage or acreage of the property
 - Building Restriction Lines (BRL) and any utility easements (if known)
 - Scale of drawing
 - Property Owner name(s), if different than applicant
 - Street Address of Property
 - Show any existing dwellings and any other existing structures
 - Show existing or new driveway
 - Detailed dimensions of the proposed new construction
 - Proposed new construction location with setbacks from the proposed new construction to property lines and to the nearest structure in EACH DIRECTION.
- Construction drawings – see plan review checklist to determine what must be included. (A minimum of two paper copies and two electronic copies must be provided.)**
- All fees must be paid at time of application if the total fee is less than \$100.00 or if work was started prior to issuance of a building permit. If fee total is more than \$100.00, then a \$100.00 deposit must be made at the time of application.



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**BUILDING PERMIT PLAN REVIEW CHECKLIST FOR NEW RESIDENTIAL:
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Three complete sets of scaled plans minimum $\frac{3}{16}$ " to one foot or $\frac{1}{4}$ " to one foot scale is required

(Note: one set will be returned to you with the approved permit.)

- Code references used for design of structure indicated on plan
- Overall square footage and dimensions of dwelling
- Floor plans must be submitted, including foundation/crawl space/basement, first floor, second floor, attics/lofts. All rooms including unfinished areas must be labeled.
- Framing Details and Wall Cross Sections; including finish details and ceiling heights
- Fire Separation Details (if applicable)
- Means of egress locations
- Elevation Plans showing all sides of the structure
- Window and Door sizes and material information
- Plumbing and Electrical system information
- Mechanical System information – Manual J or D (as applicable)
- Building thermal envelope and insulation – ResCheck or equivalent
- Deck Plans (if applicable)
- Modular Dwellings – Pre-Manufactured homes need to be approved by the Maryland Department of Housing and Community Development, and must bear the appropriate label. Additional plans for any other structures i.e.; porches, decks, carports or garages are required.
- Mobile Homes – replacement only – manufactured dwellings are pre-approved by HUD and approval plate must be posted within the dwelling. Provide specifications showing pier locations, size and spacing, location of tie-downs and location and design of any exterior landing or stairs.
- Townhome or Condo plans must be signed and sealed by a Maryland State licensed design professional

One East Franklin Street • Hagerstown, MD 21740

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CITY OF HAGERSTOWN

Permits

1 East Franklin Street
Hagerstown, Maryland 21740
(301) 739-8577 ext 123



Type:	Residential
Process Date:	
Appl #:	

**BUILDING PERMIT APPLICATION FOR NEW RESIDENTIAL:
ONE-AND-TWO FAMILY DWELLINGS, TOWNHOMES, AND CONDOS**

FILL IN ALL APPROPRIATE SECTIONS – PLEASE PRINT – MUST BE LEGIBLE

SECTION I – PROJECT INFORMATION

Estimated Cost of Construction \$ _____ <i>includes electrical, plumbing, HVAC, labor & materials</i> DWELLING TYPE Single-Family –detached <input type="checkbox"/> Single-Family – attached <input type="checkbox"/> Townhome <input type="checkbox"/> Duplex <input type="checkbox"/> Condo Units <input type="checkbox"/> Modular Home <input type="checkbox"/> Mobile Home <input type="checkbox"/>	Work Type : New Dwelling <input type="checkbox"/> Replacement Dwelling <input type="checkbox"/> If replacement, what was the original habitable square footage: _____ Construction Type IA IB IIA IIB IIIA IIIB IV VA VB Code Edition _____ Occupancy Class R2 R3 Other: _____ Design Occupant Load _____
Estimated Project Start Date:	Estimated Project Completion Date:

SECTION II – PROPERTY INFORMATION

Address of Jobsite:	Property Owner(s) Name(s):
Lot No. _____ Suite _____ No. _____	Property Owner(s) Address: _____ _____
Subdivision Name: _____	Phone: _____ Cell Phone: _____

SECTION III – CONTACT INFORMATION

Primary Contact	Contractor
Name	Company Name MDHBR #:
Current Mailing Address: _____ _____	Current Mailing Address: _____ _____
Phone No. Cell No.	Phone No. Cell No.
Email (required)	Email

SECTION IV – PROJECT DETAILS

Description of Work:

Building Planning Details

Gross Area of Structure

Indicate total gross area which includes all finished and unfinished space and is measured by the exterior dimensions. It excludes attics, stoops, and crawl spaces.

Gross Area [SF]	
Habitable Space [SF]	
Garage [SF]	
Finished Basement [SF]	
Unfinished Basement [SF]	

Building Height, Elevation, and Stories

Building Height _____
 Number of Levels Including Basement: _____
 Name of House Type _____
 Elevation Type _____

Dimensions of Building:

Front:	Rear:
Left Side:	Right Side:

Driveway Entrance Information

Is there an existing driveway entrance, and will it be used? yes no
 Will a new driveway entrance be constructed? yes no
 If yes, please show proposed entrance on your plot plan.

Building Setbacks:

Front:	Rear:
Left Side:	Right Side:

Setbacks are measured to the shortest point

Construction Details

Basement Type

Unfinished Area
 Finished Area
 Partial Basement
 Crawlspace
 No Basement

Egress Type

Areaway
 Bilco Door
 Walk Out
 Window
 Other

Attic: yes no Habitable? yes, _____ SF no

Foundation Size:	No. Bedrooms:
Front Porch Size:	No. Full Baths:
Rear Porch Size:	No. Half Baths:
Side Porch Size:	Carport Size:
Front Stoop Size:	Garage Size:
Deck Size:	Total # of units:
Sunroom Size:	No. of Stories:
Morning Room Size:	No. of Stories:
Other:	No. of Stories:

Foundation Walls

Block
 Concrete
 Manufactured Panels
 Other

Exterior Walls

Masonry
 Wood Frame
 Steel
 Other

Fire Rated Construction — does the work involve any fire rated construction:

yes no

<input type="checkbox"/> Garage/ dwelling separation	<input type="checkbox"/> Core Wall systems
<input type="checkbox"/> Floor/ Ceiling separation	<input type="checkbox"/> Rated Penetrations
<input type="checkbox"/> Exterior walls	<input type="checkbox"/> Doors
<input type="checkbox"/> Fire Rated corridors	<input type="checkbox"/> Other

Exterior Wall Covering

<input type="checkbox"/> Brick Veneer	<input type="checkbox"/> Vinyl Siding
<input type="checkbox"/> Masonry	<input type="checkbox"/> Stone Veneer
<input type="checkbox"/> Aluminum Siding	<input type="checkbox"/> Stucco/EFIS
<input type="checkbox"/> Steel Siding	<input type="checkbox"/> Brick/ Siding
<input type="checkbox"/> Wood Siding	<input type="checkbox"/> Other

Residential Sprinklers & Fire Alarm Systems — are any of the following systems being provided:

Residential Sprinkler System yes
 Note: Per the State of Maryland Fire Prevention Code, sprinklers are required.

Fire Alarm System yes no

Roof Type

Truss
 Rafter
 Other

Roof Covering

Shingles
 Membrane
 Steel
 Other

Interior Walls & Ceilings

Drywall Other List:

Floor Covering:

Hardwood Carpet Vinyl Tile All

Chimney

Brick
 Block
 Steel Duct
 Other

Fireplace

How Many?

Propane Gas
 Natural Gas
 Wood
 Other

Mechanical Ventilation & Heating Systems:

<input type="checkbox"/> Oil Heat	Tanks: <input type="checkbox"/> Oil <input type="checkbox"/> Propane <input type="checkbox"/> Other
<input type="checkbox"/> Electric Heat	
<input type="checkbox"/> Heat Pump	
<input type="checkbox"/> Central Air	
<input type="checkbox"/> Other	

Applicant Information	
Applicant's Name:	
Current Mailing Address:	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>	
Phone No.	Cell No.
Email (required)	

Building Permits and Applications for Building Permits are Non-transferrable and Non-assignable.

IMPORTANT – PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all provisions of City of Hagerstown Regulations and State Laws whether herein specified or not, 4) that no work requiring permits will be performed on the referenced property that is not specifically described in this application prior to obtaining said permits, 5) that he/she understands that any and all electrical, plumbing, or mechanical work requires separate permits. Any changes made without approval of the agencies involved shall constitute a suspension of the building permit until revised plans are approved. A revision fee may be charged.

Signature of APPLICANT

Please print name

Date Signed

Association with project

Mar2026/pah