



# CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

**BUILDING PERMIT APPLICATION FOR RESIDENTIAL ACCESSORY STRUCTURES:  
SHEDS, GARAGES, CARPORTS, POLE BUILDINGS, ARBORS, PERGOLAS, GAZEBOS, RETAINING WALLS**

## 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.
- Three sets of construction drawings – see plan review checklist to determine what must be included.**
- 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 RESIDENTIAL ACCESSORY STRUCTURES:  
SHEDS, GARAGES, CARPORTS, POLE BUILDING, ARBORS, PERGOLAS, GAZEBOS, RETAINING WALLS**

Complete sets of scaled plans minimum  $3/16''$  to one foot or  $1/4''$  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
- Plans need to include the following (as applicable):

**Please be advised that all pre-engineered metal/ steel structures will require drawings to be submitted that are signed and sealed by a Maryland State licensed design professional.**

**Sheds:**

If shed is constructed off-site and brought to the property, provide the manufacturer's name and specifications. Please note that brochures or photos from manufacturers are not adequate for plan review, construction details are required.

Sheds are not permitted for use in motor vehicle storage.

- Framing details for floors, walls, roof, etc. to include:
  - Sizes, types, spacing and locations of posts, beams, ledgers, joists and rafters (if trusses are being used, provide truss drawings designed for a minimum ground snow load of 30 psf.)
  - Flooring material
- Elevation plans showing all sides of shed, need to include height of shed.
- SHEDS UNDER 170 SQ. FT. require only tie-down anchors, show anchor type and locations.
- SHEDS OVER 170 SQ. FT. require permanent perimeter footings and a foundation plan.
  - Footing detail with depth of footing, diameter and thickness of concrete
    - Note: frost footings extending no less than 30" below grade are required
  - Design and size of foundation walls and any poured concrete or masonry piers
    - Note: if existing surface is to be used, identify material
  - Show method of anchoring
  - Exterior finishes

**Garages:**

- Footing detail with depth and width of footing, and any reinforcement
- Design and size of foundation walls and any poured concrete or masonry piers
- If work includes concrete slabs, concrete stairs, or concrete walls, a design which details thickness, reinforcement, depth of fill (if any), and method of support.

Note: if existing surface is to be used, identify material in place. Asphalt is not permitted to be used for an enclosed garage as a floor surface]

- Locations and sizes of doors and windows.
- Design for headers above overhead garage doors and all other openings.
- Framing details to include:
  - Sizes, types, spacing and locations of studs, posts, beams, ledgers, joists, and rafters
  - Corner bracing / Wall sheathing
  - Roof slope, sheathing type and thickness, and roof covering materials
- If garage is to have stairs (interior or exterior):
  - Stair width, tread size, and height of riser (if known)
  - Location of stringers
  - Handrail or guardrail height, location, and design
- If the garage is attached:
  - Indicate the type of fire separation
  - Method of attachment to existing structure
- Elevation drawings showing all sides of the structure, indicating height of structure.
- Cross Section through the structure
- Exterior finishes

**Carpports:**

- Dimensions of new structure clearly indicated
- Footing detail with depth of footing, diameter, and thickness of concrete
- Design and size of foundation walls and any poured concrete or masonry piers
- Framing details for floors, walls, roof, etc. to include:
  - Sizes, types, spacing and locations of posts, beams, ledgers, joists and rafters
  - Flooring material
  - Height of guardrails, post spacing, spacing of balusters

- Method of protecting wood exposed to the weather (preservative treated, painting, wrapping, staining)
- If work includes concrete slabs, concrete stairs, or concrete walls:
  - Thickness
  - Reinforcement
  - Depth of fill below slab
  - Foundation material
- If attached:
  - Method of attachment to existing structure
- Cross Section through the structure
- Elevation drawings showing all sides of the structure, indicating height of structure.
- Manufacturer's specifications for pre-fabricated structures.

**Pole Buildings:**

- Footing detail with depth of footing, diameter and thickness of concrete or fill material
- If work includes concrete slabs, concrete stairs, or concrete walls, a design which details thickness, reinforcement, depth of fill (if any), and method of support are required.
- Location of doors and windows (must include door and window schedule).
- Design for headers above overhead doors and all other openings.
- Framing details to include:
  - Sizes, types, spacing and locations of studs, posts, beams, ledgers, joists, and rafters
  - Wall bracing, if used
  - Roof slope, sheathing type and thickness, and roof covering materials
  - Method of protecting wood exposed to weather (preservative treated, paint, wrap, stain)
- If structure is to have stairs:
  - Stair width, tread size, and height of riser (if known)
  - Location of stringers
  - Handrail or guardrail height, location, and design
- If the pole building is attached to an existing building:

- Indicate the type of fire separation
- Method of attachment to existing structure
- Elevation drawings showing all sides of the structure, indicating height of structure.
- Cross Section through the structure

**Arbors/ Pergolas/ Gazebos:**

- Footing detail with depth and width of footing, diameter and thickness of concrete, and any reinforcement and post replacement (if applicable)
- Design and size of foundation walls and any poured concrete or masonry piers
- If work includes concrete slabs, concrete stairs, or concrete walls, a design which details thickness, reinforcement, depth of fill (if any), and method of support
- Framing details to include:
  - Sizes, types, spacing and locations of floors, walls, headers, posts, beams, ledgers, joists rafters, ceiling and roof
  - Roof slope, any sheathing type and thickness, and roof covering materials
- If structure is to have stairs:
  - Stair width, tread size, and height of riser (if known)
  - Location of stringers
  - Handrail or guardrail height, location, and design
- If the structure is attached to an existing building:
  - Size of ledger board and method of attachment (bolt size, type and spacing)
  - Structural component to which the ledger is attached
  - Method of flashing and type of material to be used
- Elevation drawings showing all sides of the structure, indicating height of structure.

**Retaining Walls:**

Any retaining wall that retains more than 48 inches of fill requires plans that are designed by a Professional Architect or Engineer licensed with the State of Maryland.

- Construction details to include:
  - Sizes, types, spacing, and locations of all building materials used for wall
  - Drainage components for wall – required behind wall to relieve hydrostatic pressure
- Height of wall from both sides of wall from top of wall to grade
- Cross Section through the structure

**CITY OF HAGERSTOWN**  
 Permits  
 1 East Franklin Street  
 Hagerstown, Maryland 21740  
 (301) 739-8577 ext 123



Type:	Residential – Accessory structures
Process Date:	
Appl #:	

**BUILDING PERMIT APPLICATION FOR RESIDENTIAL ACCESSORY STRUCTURES:  
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FILL IN ALL APPROPRIATE SECTIONS – PLEASE PRINT – MUST BE LEGIBLE

SECTION I – PROJECT INFORMATION	
Estimated Cost of Construction \$ _____ <i>includes electrical, plumbing, hvac, labor &amp; materials</i>  <b>DWELLING TYPE</b> Single-Family Dwelling – detached <input type="checkbox"/> Condo Units <input type="checkbox"/> Single-Family Dwelling – attached <input type="checkbox"/> Townhome <input type="checkbox"/> Modular Home <input type="checkbox"/> Duplex <input type="checkbox"/> Mobile Home <input type="checkbox"/>	<b>Work Type :</b> Shed <input type="checkbox"/> Garage <input type="checkbox"/> Pole Building <input type="checkbox"/> Carport <input type="checkbox"/> Arbor <input type="checkbox"/> Pergola <input type="checkbox"/> Gazebo <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Is this a replacement for an existing structure?    Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, is it the same size and footprint?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Estimated Project Start Date:	Estimated Project Completion Date:
SECTION II – PROPERTY INFORMATION	
Address of Jobsite:	Property Owner(s) Name(s):
Lot No. _____ Unit No. _____	Property Owner(s) Address:
Subdivision Name: _____	_____
	Phone: _____ Cell Phone: _____
SECTION III – CONTACT INFORMATION	
Primary Contact	Contractor
Name	Company Name      MHIC #:
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					
<b>Size &amp; Height</b> Size: _____ X _____ Height from grade: _____	<b>Building Setbacks:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Front: _____</td> <td style="width: 50%;">Rear: _____</td> </tr> <tr> <td>Left Side: _____</td> <td>Right Side: _____</td> </tr> </table> Setbacks are measured to the shortest point	Front: _____	Rear: _____	Left Side: _____	Right Side: _____
Front: _____	Rear: _____				
Left Side: _____	Right Side: _____				
<b>Existing Structures Onsite:</b> Are there any existing shed or garage structures on the property Yes <input type="checkbox"/> No <input type="checkbox"/> Total square footage of existing shed or garage structures: _____ SF	<b>Structure Separations:</b> Distance from new structure to all property lines: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Front: _____</td> <td style="width: 50%;">Rear: _____</td> </tr> <tr> <td>Left Side: _____</td> <td>Right Side: _____</td> </tr> </table> Distance between new structure and primary structure: _____ Ft.	Front: _____	Rear: _____	Left Side: _____	Right Side: _____
Front: _____	Rear: _____				
Left Side: _____	Right Side: _____				

Applicant Information
Applicant's Name: _____
Current Mailing Address: _____ _____
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