



# CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

**BUILDING PERMIT APPLICATION FOR RESIDENTIAL ALTERATIONS:  
ALTERATIONS, ADDITIONS, BASEMENT FINISH, SUNROOMS, MORNING ROOMS**

**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 complete 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.



# CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

**BUILDING PERMIT PLAN REVIEW CHECKLIST FOR RESIDENTIAL ALTERATIONS:  
ALTERATIONS, ADDITIONS, BASEMENT FINISH, SUNROOMS, MORNING ROOMS**

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.
  - Existing walls to be removed or moved, walls to remain, and proposed walls must be shown.
  - Locations of any electrical, plumbing, and mechanical systems to be modified.
  - Locations of smoke detectors; existing and new
  - Location of stairs and any changes must be shown
- Framing Details and Wall Cross Sections; including footing details, finish details and ceiling heights
- Fire Separation Details (if applicable)
- Means of egress locations; including emergency escape and rescue openings required for bedrooms
- Elevation Plans showing all sides of the structure
- Window and Door sizes and material information
- Mechanical System information – Manual J or D (as applicable)
- Building thermal envelope and insulation – ResCheck or equivalent
- Deck Plans (if applicable)

**CITY OF HAGERSTOWN**

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



Type:	Residential Alterations
Process Date:	
Appl #:	

**BUILDING PERMIT APPLICATION FOR RESIDENTIAL ALTERATIONS:  
 ADDITIONS, ALTERATIONS, BASEMENT FINISH, SUNROOMS, MORNING ROOMS**

FILL IN ALL APPROPRIATE SECTIONS – PLEASE PRINT – MUST BE LEGIBLE  
 (Please provide as much detailed information, if known, for each section below as possible)

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"/> Townhome <input type="checkbox"/> Single-Family Dwelling – attached <input type="checkbox"/> Duplex <input type="checkbox"/> Condo Units <input type="checkbox"/> Modular Home <input type="checkbox"/> Mobile Home <input type="checkbox"/>	Work Type :      Addition <input type="checkbox"/> Alteration <input type="checkbox"/>  Basement finish <input type="checkbox"/> Morning Room <input type="checkbox"/> Sunroom <input type="checkbox"/>  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 _____ 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>Driveway Entrance Information</b> Is there an existing driveway entrance, and will it be used? yes <input type="checkbox"/> no <input type="checkbox"/>  Will a new driveway entrance be constructed?    yes <input type="checkbox"/> no <input type="checkbox"/>  If yes, please show proposed entrance on your plot plan.	<b>Building Setbacks:</b> <table border="1"> <tr> <td>Front: _____</td> <td>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>Gross Area of Structure</b> 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. <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Gross Area [SF]</td><td></td></tr> <tr><td>Habitable Space [SF]</td><td></td></tr> <tr><td>Garage [SF]</td><td></td></tr> <tr><td>Finished Basement [SF]</td><td></td></tr> <tr><td>Unfinished Basement [SF]</td><td></td></tr> </table>	Gross Area [SF]		Habitable Space [SF]		Garage [SF]		Finished Basement [SF]		Unfinished Basement [SF]		<b>Building Height, Elevation, and Stories</b> Building Height _____ Number of Levels Including Basement: _____ Name of House Type _____ Elevation Type _____  Dimensions of Building: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Front:</td><td>Rear:</td></tr> <tr><td>Left Side:</td><td>Right Side:</td></tr> </table>	Front:	Rear:	Left Side:	Right Side:						
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<b>Exterior Wall Covering</b> <input type="checkbox"/> Brick <input type="checkbox"/> Masonry Block <input type="checkbox"/> Metal Siding <input type="checkbox"/> Vinyl Siding <input type="checkbox"/> Wood Siding <input type="checkbox"/> Stucco <input type="checkbox"/> Stone Veneer <input type="checkbox"/> Other	<b>Residential Sprinklers &amp; Fire Alarm Systems</b> – are any of the following systems being provided:  Residential Sprinkler System    Yes <input type="checkbox"/> Note: Per the State of Maryland Fire Prevention Code, sprinklers are required.  Monitored Fire Alarm System    Yes <input type="checkbox"/> No <input type="checkbox"/> Note: This does not include standard smoke alarms or detectors.																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top;"> <b>Roof Type</b>  <input type="checkbox"/> Truss  <input type="checkbox"/> Rafter  <input type="checkbox"/> Other             </td> <td style="width:50%; vertical-align: top;"> <b>Roof Covering</b>  <input type="checkbox"/> Shingles  <input type="checkbox"/> Membrane  <input type="checkbox"/> Steel  <input type="checkbox"/> Other             </td> </tr> </table>	<b>Roof Type</b> <input type="checkbox"/> Truss <input type="checkbox"/> Rafter <input type="checkbox"/> Other	<b>Roof Covering</b> <input type="checkbox"/> Shingles <input type="checkbox"/> Membrane <input type="checkbox"/> Steel <input type="checkbox"/> Other	<b>Interior Wall &amp; Ceiling Finish(es)</b> <input type="checkbox"/> Drywall <input type="checkbox"/> Other; List:  <b>Floor Covering(s):</b> <input type="checkbox"/> Hardwood <input type="checkbox"/> Carpet <input type="checkbox"/> Vinyl <input type="checkbox"/> Tile <input type="checkbox"/> All																		
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**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

Oct2025/pah