



CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

**BUILDING PERMIT APPLICATION FOR RESIDENTIAL ALTERATIONS:
DECKS, OPEN PORCHES, BALCONIES**

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.



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BUILDING PERMIT PLAN REVIEW CHECKLIST FOR RESIDENTIAL ALTERATIONS: DECKS, OPEN PORCHES, BALCONIES

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, specifically including areas within the existing home adjacent to the new work. All rooms including unfinished areas must be labeled.
- Framing Plans and Details to include:
 - Dimensions of new structure clearly labeled
 - Footing detail with depth of footing, diameter or width, and thickness of concrete
 - Size and location of posts showing the span between posts
 - Size and location of beams
 - Joist size, spacing, and direction
 - Type, size and direction of decking materials
 - If there is to be a cantilever, indicate the distance from the end of the structure to the beam and/ or the distance from the post to the end of the beam.
 - If there are to be stairs provided, indicate the following:
 - Stair width, tread size and height of riser
 - Location of and size of materials being used for stringers
 - Total height and length of stairs
 - If attachment to existing home is required, indicate the following:
 - Size of ledger board and method of attachment (bolt size, type, and spacing)
 - Structural component to which the ledger is attached (may not be attached to brick veneer)
 - Method of flashing and type of material to be used
 - Material to be used and design of guardrails and handrails, if required.

CITY OF HAGERSTOWN

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



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|--|
| Type: Residential – Decks, Porches, Balconies |
| Process Date: |
| Appl #: |

**BUILDING PERMIT APPLICATION FOR RESIDENTIAL ALTERATIONS:
 DECKS, OPEN PORCHES, BALCONIES**

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

| SECTION I – PROJECT INFORMATION | | | | | |
|---|---|--------|-------|------------|-------------|
| Estimated Cost of Construction \$ _____ <i>includes electrical, labor & materials</i> | Work Type : Deck <input type="checkbox"/> Open Porch <input type="checkbox"/> Balcony <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"/> | | | | |
| DWELLING TYPE 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"/> | | | | | |
| Estimated Project Start Date: | Estimated Project Completion Date: | | | | |
| SECTION II – PROPERTY INFORMATION | | | | | |
| Address of Jobsite: | Property Owner(s) Name(s): | | | | |
| Lot No. _____ Unit No. _____ Subdivision Name: _____ | Property Owner(s) Address: _____ _____ _____ 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 | | | | | |
| Size & Height | Building Setbacks: | | | | |
| Size: _____ X _____ Height from grade: _____ | <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: | | | | |

| 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 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