



PROCEDURES FOR BUILDING PERMITS

STEP ONE – APPLY FOR THE PERMIT

Where to apply: Applications must be made to the Permit Office, Third floor, City Hall, 1 East Franklin Street, Hagerstown, MD 21740.

Affidavit Required: An affidavit is required when the applicant is not the owner of the property. The affidavit is required prior to making an application for building permit. The affidavit form can be obtained from the Permit Office.

When Applications are accepted: Applications are accepted (excluding City holidays) Monday, Wednesday, Thursday & Friday between 8:00 a.m. and 3:30 p.m. and Tuesdays between 8:00 a.m. and 3:00 p.m. To ensure adequate time to complete your submittal, please apply no later 30 minutes prior to closing time.

STEP TWO – OBTAIN REVIEW APPROVALS

During processing, the permit application will be reviewed by various agencies for their approval.

Agency Review Status: Review timeframes for agencies outside the Permit Office may vary. If additional information is requested by any reviewing agency during processing, notifications will be mailed to the applicant.

Water & Sewer Applications: When required, water and sanitary sewer applications must be made prior to approval from the Water & Wastewater Divisions of the Utilities Department. Failure to make application and pay the required fees in a timely manner may result in a longer review time.

Environmental Health: When required, applicants need to contact the Washington Co. Health Dept. to apply for plan review, pay any associated fees, and obtain approval for proposed work.

Permit Issuance: When the permit is issued, the applicant will be contacted by phone to pick up. If requested, permit will be mailed out to applicants.

The issued Building Permit packet will contain the building permit, the permit placard, **any pertinent comments made by the review agencies**, and a set of reviewed construction plans; all of which must be kept on the jobsite. The placard must be posted in a conspicuous place in front of the building or on a stake in the front yard. A written response to the conditions of approval is required prior to beginning construction.

STEP THREE – OBTAIN INSPECTION APPROVALS

Inspections: Please read all information included in the permit packet when you receive it, so your inspection process goes as smoothly as possible. Please follow the inspection procedures, and when you are ready for an inspection to be conducted, please request your inspection online. Each trade permit applicant is required to call and request inspections and obtain approvals for their work.

Certificate of Occupancy: A Certificate of Occupancy is issued when all final inspections have been approved, and the construction has been approved for use. It is mailed to the owner of the property unless other arrangements have been made.

Other General Information Regarding Building Permit Applications

Payment of Fees: 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. We accept check, cash, Visa, MasterCard, and Discover. Permit fees are calculated for each permit application. Each structure, use or permit type requires a separate permit application.

Building Fee Calculation: Fees are based on the estimated cost of the job, including labor. When applicable, other fees may include sewer, water, excise tax, and road improvement fees.

Transfer of Building Permits: Building Permits are non-transferable and non-assignable.

Related Trade Permits: Electrical, Plumbing, and Mechanical permits are separate permits with separate fees. The license holder must sign those permits as required.

Time Limitation of Application: An application for a permit for any proposed work shall be deemed abandoned six months after the date of filing, unless such application has been pursued in good faith. Any permit issued shall become invalid if:

- the authorized work is not commenced, or an inspection is not requested within 180 days after the issuance of the permit, or
- the authorized work is suspended or abandoned for a period of 180 days, or
- No request for inspection has been received by the Permit Office for a period of 180 days.

The Code Official is authorized to grant a six-month extension in accordance with departmental policy. The fee to extend a permit application or an issued building permit is \$25.00. Each request to extend a permit shall be made in writing with justification and received in advance of the expiration date.

Refunds: Filing fees are non-refundable and non-transferable. If the permit for proposed work becomes abandoned, the building permit fees will be refunded minus \$70.00. If any work has commenced, no refund will be granted. Revoked, suspended, expired, or void permits are not eligible for refunds.

Revisions: Revision fees are charged based on the number of hours it takes to review.

Contact Information for Building Permit Applications

General Information (Permits Technician).....	301-790-4163
Zoning (plot plans, setbacks, use, flood plain, building height).....	301-739-8577 ext. 138
Plans Reviewer (for construction plans).....	301-739-8577 ext. 397
Office of the Fire Marshal.....	301-739-8577 ext. 104
Washington County Health Department.....	240-313-3400

Water & Wastewater Divisions of the Utilities Department:

Questions regarding water rates and fees due.....	301-739-8577 ext. 662
Questions regarding sewer rates and fees due.....	301-739-8577 ext. 653