In addition, the following guide-lines apply to porch installations:

1. If stairs are to be provided the following must be shown:

    A. Location of Stairs

    B. Height from grade

    C. Tread and Riser Sizes

    D. Size, Number and Spacing of stringers

    E. Handrails, Guardrails

    F. Width of Stair

2. Size and type of roof ventilation.

3. Joists and/or rafters must be sufficiently attached with hangers or other means to prevent uplift.

ZONING REGULATIONS:
Setbacks noted are for general use, a stricter requirement may exist on a property as part of a deed restriction or easement.

A one-story, open porch with or without a roof may extend into the front yard no more than 30% of the existing front yard depth, depending on the zoning district.

The purpose of a permit is to make sure the project meets minimum safety requirements and complies with the Code of the City of Hagerstown.

In addition, the following restrictions apply:

Any electrical or plumbing work must be performed by a City licensed electrician or plumber. Electrical and plumbing permits must be obtained prior to issuance of a building permit.

Zoning Regulations: Setbacks, easements, and historic district design review requirements may exist on a property, for site specific information please contact the Planning Office at (301) 739-8577 x138.

The Code Administration Office is open Monday through Friday from 8:00am - 4:30pm for any additional questions or concerns.

Permit Applications are accepted Monday through Friday from 8:00am - 4:00pm.

City of Hagerstown, Maryland

How to Obtain A Building Permit for a Residential Porch

Planning and Code Administration Department
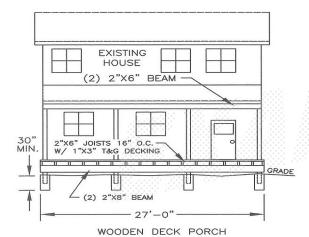
301-739-8577, Ext. 127

These guidelines pertain to residential construction only. Some properties may have characteristics which require more extensive review and additional information. These guidelines are for convenience purposes only and may not apply in every case.

STEP 1: Apply in person to the Planning & Code Administration Department, One E. Franklin St., Ste. 300. Applications by mail, fax or telephone are not accepted at this time. There is a fee for a permit.

Please bring the following information with you:

- Completed Building Permit Application

- Scaled plot plan, including the location of all existing structures and easements, roadways, and alleys. The plan must show the location of the proposed porch. It must also indicate distances from the porch to all property lines.

- Written permission from the property owner if the applicant is not the property owner.

- Three (3) complete sets of building plans. (See example)

- Estimated value of all labor and materials.

- If you are hiring a contractor for your proposed construction, the contractor must be licensed with the Maryland Home Improvement Commission (MHIC). Please provide us with the contractor's name, address, phone number, and MHIC number. If you are erecting the porch yourself, an MHIC license is not required.
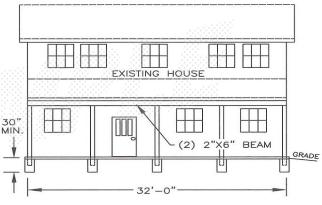
STEP 2: Your application will be forwarded to all appropriate agencies for review and approval. Please allow a minimum of 10 to 14 business days for processing the application.

Note: Applications for plumbing and electrical permits must be received during the review period as necessary. Applications made for properties within historic districts must also be approved by the Historic District Commission prior to permit approval.
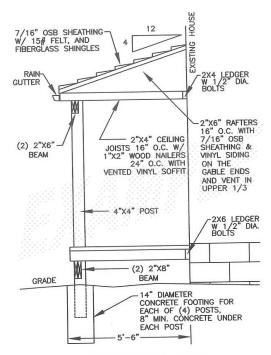
STEP 3: Once the reviews have been completed and the application is approved, your permit will be issued.

STEP 4: After obtaining your permit, you may begin work. Contact the Inspection Request Line at (301) 797-6313 to schedule all necessary inspections after each phase of the work has been completed.
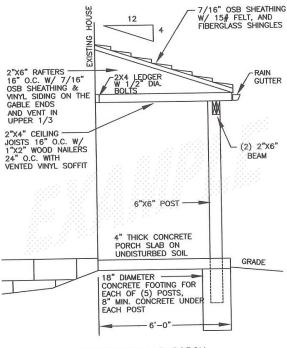
All Permits must be posted on the job site prior to construction.

WOODEN DECK PORCH

7/16" OSB SHEATHING W/ 15# FELT, AND FIBERGLASS SHINGLES
RAIN GUTTER
12
4
EXISTING HOUSE
2X4 LEDGER W 1/2" DIA. BOLTS
2"X6" RAFTERS 16" O.C. WITH 7/16" OSB SHEATHING & VINYL SIDING ON THE GABLE ENDS AND VENT IN UPPER 1/3
(2) 2"X6" BEAM
2"X4" CEILING JOISTS 16" O.C. W/ 1"X2" WOOD NAILERS 24" O.C. WITH VENTED VINYL SOFFIT
4"X4" POST
2X6 LEDGER W 1/2" DIA. BOLTS
GRADE
(2) 2"X8" BEAM
14" DIAMETER CONCRETE FOOTING FOR EACH OF (4) POSTS, 8" MIN. CONCRETE UNDER EACH POST
5'-6"

CONCRETE SLAB PORCH

7/16" OSB SHEATHING W/ 15# FELT, AND FIBERGLASS SHINGLES
EXISTING HOUSE
12
4
2"X6" RAFTERS 16" O.C. W/ 7/16" OSB SHEATHING & VINYL SIDING ON THE GABLE ENDS AND VENT IN UPPER 1/3
2X4 LEDGER W 1/2" DIA. BOLTS
RAIN GUTTER
2"X4" CEILING JOISTS 16" O.C. W/ 1"X2" WOOD NAILERS 24" O.C. WITH VENTED VINYL SOFFIT
(2) 2"X6" BEAM
6"X6" POST
4" THICK CONCRETE PORCH SLAB ON UNDISTURBED SOIL
GRADE
18" DIAMETER CONCRETE FOOTING FOR EACH OF (5) POSTS, 8" MIN. CONCRETE UNDER EACH POST
6'-0"

WOODEN DECK PORCH

EXISTING HOUSE
(2) 2"X6" BEAM
30" MIN.
2"X6" JOISTS 16" O.C. W/ 1"X3" T&G DECKING
GRADE
(2) 2"X8" BEAM
27'-0"

CONCRETE SLAB PORCH

EXISTING HOUSE
30" MIN.
(2) 2"X6" BEAM
GRADE
32'-0"