

In addition, the following guidelines apply to carport installations:

1. If a pre-manufactured carport is being proposed, then the manufacturer's information and a set of drawings signed and sealed by a State licensed design professional are required.
2. Zoning Regulations: Setbacks noted are for general use, a stricter requirement may exist on a property as part of a deed restriction or easement.

Detached from house/ deck:

- A. Side yard setback 4'
- B. Rear yard setback 5'
- C. From any structure 3'

Attached to house/deck:

- A. Side yard setback total of 15'; example: 4' on one side, must maintain 11' on other side
- B. Rear yard setback 30'-35' depending upon residential zoning district; no minimum rear setback in CC-MU

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**

Planning and Code Administration Department
One East Franklin Street, Suite 300
Hagerstown, Maryland 21740

Phone: 301-739-8577, Ext. 127
Fax: 301-791-2650
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**City of
Hagerstown,
Maryland**

*How to Obtain A
Building Permit
for a
Residential
Carport*



*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 carport. It must also indicate distances from the carport 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 carport 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.

