

**CHARLES COUNTY GOVERNMENT
PLANNING & GROWTH MANAGEMENT
P.O. BOX 2150
LA PLATA, MD 20646**

July 1, 2007

Introduction

- & The "**Same Day**" permit program, introduced by the Charles County Commissioners, is an endeavor to provide "**Same Day**" permits to the citizens of Charles County for qualified residential projects such as: decks, fireplaces, pools, detached garages, etc.
- & This Customer Assistance Guide is designed to provide you with certain facts and information that will assist in preparing an application for a "**Same Day**" permit. Also included are phone numbers, if questions should arise.

We hope this service is beneficial and utilized by our citizens!

General Information

- & "**Same Day**" building permits are issued on Thursdays only, except holidays.
- & Applications cannot be accepted if the submittal information is incomplete.
- & All applications are processed on a "first come, first served" basis, with application cut-off at 2:30 p.m.
- & Any "**Same Day**" applications that encounter a "hold up" for any reason shall be placed in the standard permit process until resolved or returned to the applicant.
- & If a property is directly adjacent to tidal waters, property owners must maintain a 100 foot buffer landward of tidal water, tidal wetlands or tributary streams. No new buildings, structures, activities, facilities or clearing of vegetation is permitted, unless that activity is water dependent. Water dependent activities include, but are not limited to, boat houses, community piers, individual private piers, docks, launching ramps and mooring facilities. Even if a building permit is not required for the proposed activity, no development is permitted in the 100 foot buffer. If you have any questions, please contact the Environmental Planning Department at (301) 645-0540.

Health Department Pre-Approval

- & If your property is currently being served by well and/or septic, you MUST obtain PRE-APPROVAL from the Environmental Health Department BEFORE you apply for a building permit. Review may take more than one (1) day. It is recommended that a request for pre-approval be made at least five (5) working days prior to applying for a "Same Day" building permit.
- & The Health Department will require you to complete a Pre-Approval Application and pay

a \$60.00 review fee.

- & Once you have made contact with the Health Department, they will advise you of their processing procedures.
- & The Health Department is located at 4545 Crain Highway, White Plains (the former Lowes building). The hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The phone number is (301) 609-6751.
- & Once you have received PRE-APPROVAL from the Health Department, you may file for the "**Same Day**" permit process.

*Health Department pre-approval is not required for wood stoves, fireplaces, chimneys or gazebos.

Permit Process

- & Where to apply:

Charles County Government Building, 2nd Floor, Department of Planning and Growth Management, Permit Administration, (301) 645-0692 or (301) 870-3935.

- & Hours of Operation:

We are available to receive your permit application Monday through Friday between the hours of 8:00 a.m and 4:30 p.m. However, your application will be reviewed on the first Thursday following your application date. If you apply on Thursday and desire a review on that date, you must submit your application no later than 2:30 p.m.

Types of Permits

The following is a list of residential projects, including fees that are eligible for the "**Same Day**" permit process:

- & Porches Covered Patios Attached Carports
 Application Fee: \$46.00 Plan Review Fee: \$97.00 minimum; \$.036/sq. ft.
 Inspections:
 Footing: \$20.00 Slab: \$20.00 Final: \$38.00
 Framing: \$48.00 Load Path: \$17.00
 Foundation: \$20.00 Rebar: \$11.00
- & Open Decks
 Application Fee: \$16.00 Plan Review Fee: \$33.00 minimum; \$.014/sq. ft.
 Inspection Fee: \$46.00
- & Detached Garages Detached Carports

Application Fee: \$16.00 Plan Review Fee: \$33.00 minimum; \$.014/sq. ft.

Inspections:

Footing: \$28.00	Slab: \$15.00	Final: \$40.00
Framing: \$33.00	Load Path: \$17.00	
Foundation: \$15.00	Rebar: \$10.00	

& Sheds

Application Fee: \$16.00 Plan Review Fee: \$33.00 for pre-made; \$33.00 min

Inspections:

Footing: \$20.00	Load Path: \$17.00
Slab: \$30.00	Framing/Final: \$30.00

Note: A permit is not required for residential sheds 200 square feet or less in area. Pre-made residential-use storage sheds for non-automotive storage that are delivered totally assembled shall not be required to provide footings and foundations below the frost line.

& Farm Buildings

\$16.00 application fee; Zoning fee - less than \$2,500 estimated cost, no fee; \$2,500 to over \$20,000 estimated cost, \$32.00. Farm buildings in the Certified Agriculture Preservation District are exempt from fees.

& Finishing Basement New Window & Door Openings
Interior Alterations Minor Fire Restoration

Application Fee: \$29.00 Plan Review Fee: \$36.00 minimum; \$.036/sq. ft.

Inspections:

Framing: \$48.00	Final: \$38.00
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& Wood Stoves Fireplaces Chimney & Stacks

Application Fee: \$16.00 Plan Review Fee: \$33.00 minimum; \$.014/sq. ft.
Inspection Fee: \$46.00

& Demolition

Application Fee: \$16.00 Plan Review Fee - Flat Rate: \$33.00
Inspection Fee: \$28.00

& Pools

Application Fee: \$16.00

Plan Review Fee: Above Ground Flat Rate: \$33.00
In-ground Flat Rate: \$33.00
Inspection Fee: \$46.00

Submittal Requirements

The following is a list of items that must be submitted with each application:

- & One completed building permit application signed by the property owner or authorized agent.
- & Other than homeowner, state law requires all persons engaging in home improvement work to be licensed through the Maryland Home Improvement Commission (MHIC). Provide your builder's MHIC license number.
- & You must obtain PRE-APPROVAL from the Environmental Health Department if your property is served by well and/or on-site sewage disposal system. See pages 1-2.
- & Submit four (4) complete Site Plans showing property lines, existing dwelling, front road, driveway, well and septic. Show proposed project such as shed, garage, etc., the "setback" dimensions (how many feet) from the proposed structure to the property lines and existing and proposed tree lines.
- & Submit two (2) sets of Construction Drawings showing the extent of your proposed project.

Floor Plans - Show dimensions and wall, window and door locations - label each room's use, etc.

Foundation and Framing Plans - Show size and spacing of joists, rafters, headers and beams, footings and piers.

Elevations - What will the structure look like when complete? Front, back and both sides need to be drawn to scale.

Wall Sections - Show section through proposed project from the footing to roof peak. Identify materials to be used.

Details - Any details that will help describe your project.
- & All drawings must be complete, legible and drawn to scale of at least 1/4" = 1' - 0". After review, one set will be returned to the applicant with notations and conditions.
- & For above ground pools, please submit two (2) sets of the manufacturer's literature including assembly instructions. For in-ground pools, please submit two (2) sets of dimensioned construction drawings consisting of plan view, profile, wall section, and diving board details. The in ground pool construction drawings must be signed and sealed by a Maryland registered engineer.

NOTE: A permit is required for any structure intended for swimming or recreational

bathing that contains water over 24 inches (610 mm) deep. This includes in-ground and on-ground swimming pools, hot tubs, and spas.

- & For projects located in Smallwood Village and Westlake Village, you must provide the **Planning Design Review Board's (PDRB) approval** with your application.
- & For projects located in Potomac Heights, you must provide the **Review Committee APPROVAL letter** with your application.
- & For projects located in Swan Point, you must provide the Architectural Review Committee (ARC) approval letter and two (2) copies of stamped architectural drawings approved by the committee.
- & Three (3) completed copies of the Declaration of Intent form regarding forest conservation signed by the property owner(s) - this requirement only applies if the property area is greater than 40,000 sq. ft.

If you need additional information, see our Customer Assistance Guides available for decks and residential detached accessory buildings.

Review Agencies

The following agencies will review your permit application package:

- & Permit Specialist
Will review the basic submittal package to ensure that all necessary documents are provided in a complete and legible manner.
- & Development Services
Will review for property located in a flood plain.
- & Environmental Health
Once you have received PRE-APPROVAL from the Health Department, you may file for the "**Same Day**" permit.
- & Environmental Planning
Will review for any impact on critical areas, wetlands and deforestation.
- & Plan Review
Review construction drawings of proposed project to ensure compliance with the building codes.

& Site Development

Review for compliance with setbacks, intended use, and other zoning regulations.

Permits that DO NOT Qualify as a "Same Day"

The following projects require standard building permits and are not eligible for the "**Same Day**" process:

- & All commercial and industrial new, remodel and additions
- & All single and multi-family dwellings
- & All townhouses and apartments
- & Attached garages
- & All additions for living space
- & Enclosing carports for living space
- & Enclosing porches for living space
- & Creating second floors over existing dwellings
- & Creating basements
- & All conversions for additional living space
- & Signs and towers
- & Mobile homes and temporary trailers
- & Fuel tanks and pumps
- & Projects in suspected flood plains, critical areas, and wetlands
- & Project requiring special Zoning approval

Permits Not Required

The following is a list of items and projects that DO NOT require a building permit from Permit Administration (unless otherwise noted):

- & Acid cleaning of buildings or other structures
- & Air conditioning repair and cleaning
- & Residential awnings
- & Residential kitchen cabinets
- & Carpet installation
- & Caulking
- & Replacement of existing windows and doors (new openings require a building permit)
- & Drywall repairs
- & Fencing not over 6 feet high (except as required as part of a POOL permit)
- & Flagstone work
- & Floor laying and refinishing
- & Furnace repair and cleaning
- & Insulation (except as required under new work and additions, etc.)
- & Interior decoration (painting, trim work, "Z" brick, etc.)
- & Ornamental iron railings, handrails
- & Jalousie windows in existing openings
- & Landscaping**
- & Linoleum and tile work
- & Replacing locks and hardware
- & Oil burner repair
- & Painting, plastering, paneling, and paper hanging
- & Driveway paving, blacktop, concrete, and sidewalks**
- & Open patio concrete slabs (not covered)**
- & Pointing brick work
- & Replacement of shingle or roll roofing

- & Sandblasting
- & Replacement of siding (wood, aluminum, vinyl, etc.)
- & Sink and counter tops
- & Stained glass work
- & Storm windows, doors and screens
- & Stucco work
- & Tile work (ceramic and non-ceramic)
- & Waterproofing
- & Extermination
- & Minor interior work such as creating a closet, shelving, etc.
- & Gutters and down spouts
- & Accessory building for farm use on lots of five acres or more when accessed by the Maryland Tax Assessments Office as agricultural use. Contact the Environmental Planning Office regarding restrictions for property located within the Chesapeake Bay Critical Area, resource protection zones and for limits of tree clearing.
- & Fireplace inserts ONLY into existing masonry fireplaces
- & Minor repair to decayed porches, steps, railings and decks**
- & Hot tubs if water level is less than 24 inches deep
- & Storage sheds for residential use, 200 sq. ft. or under, but you must meet the following requirements:
 - Ë Do not locate shed over your existing well and septic area.
 - Ë The minimum setback from any property line is six (6) feet.
 - Ë The shed must be located behind your house.***
 - Ë Tie shed down to wind uplift.
 - Ë Any wood in contact with concrete or ground must be treated wood and the bottom minimum of eight (8) inches above ground.
 - Ë Not for commercial use.
- * Contact the Office of Planning at (301) 645-0540 or (301) 870-3896 and the

Environmental Health Department at (301) 609-6751 prior to starting any of the above projects on an abandoned house or a house which has been vacant.

** Contact the Office of Development Services at (301) 645-0618 or (301) 870-3937 if the proposed work will have an impact on existing site drainage, swales and water run-off to adjacent properties. No work will be permitted within drainage easements, rights-of-way and existing swales.

*** If property fronts on tidal waters, a 100 foot buffer measured landward from the mean high water line, tidal wetlands, or tributary streams of the Chesapeake must be maintained. Lots in the Critical Area that front on tidal waters may place accessory buildings on the side or front yard (yard which fronts street) provided the structure is six (6) feet from the property line and placed behind the front building restriction line. Contact the Environmental Planning Department at (301) 645-0540 or (301) 870-3896 for additional information.

Have You:

- a. filled out the permit application completely? Our Permit Specialists will provide assistance if there is something you do not understand. Call (301) 645-0692 or (301) 870-3935, Monday - Friday, 8:00 a.m. - 4:30 p.m.
- b. submitted three (3) copies of the Declaration of Intent form, if applicable, properly signed by the property owner(s)?
- c. provided your DAYTIME phone number where you may be reached by our staff?
- d. reviewed the TYPES OF PERMITS on pages 2 and 3 that are acceptable for "Same Day" processing?
- e. reviewed the SUBMITTAL REQUIREMENTS on pages 3 thru 5?

Mission Statement

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

Our Vision

Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.