

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

July 1, 2010

WHEN IS A BUILDING PERMIT REQUIRED FOR THE CONSTRUCTION OF AN ADDITION?

A permit is required for all additions to single family dwellings including porches and sunrooms. A permit is required for all additions to detached accessory buildings, such as garages and sheds, with an aggregate area of more than 200 s.f. Residential additions can qualify for a same day permit if the addition is not located in the Chesapeake Bay Critical Area or if the addition does not create additional living space.

PROCEDURE TO OBTAIN A BUILDING PERMIT FOR A RESIDENTIAL ADDITION, INCLUDING ATTACHED GARAGE:

1. Application: Complete attached building permit application (Attachment 1).
2. Forest Conservation Ordinance: As of August 27, 2004, compliance with the Forest Conservation Ordinance is required; however, projects on tracts of land less than 40,000 square feet are automatically exempt from the requirements of the Ordinance.

If the subject tract of land is 40,000 square feet or larger, forest conservation requirements must be addressed with your project. If there is a pending or approved forest conservation plan already on file in the Charles County Planning Office, please provide documentation. For more information, contact the Planning Department at 301-645-0540. See Attachment 2.

3. Checklist for Grading and Sediment Control: Complete one of the two Checklists for Grading and Sediment Control (Attachment 3). One checklist is for lots **more** than two acres and one is for lots **less** than two acres. If sediment and erosion control is required, complete the Standard Erosion and Sediment Control Form (Attachment 4).
4. Construction Drawings: Two (2) complete sets shall include a detailed foundation plan, fully dimensioned floor plans, roof and floor framing plans, wall detail and elevations of all four sides. Provide plans as necessary to describe scope of work, include number of existing and proposed bedrooms. All drawings shall be scaled to a minimum of 1/4" = 1'0". All structural information shall be consistent with materials intended to be used at time of construction. Reference the attached drawing checklist ( See Attachment 5).
5. Site Plan: Five (5) copies of an engineered or hand-drawn site plan to scale must show lot lines, existing and proposed tree lines, the existing and proposed structure with setback dimensions to the property lines, grading around the proposed addition and the first floor elevation. **For lots less than 2.0 acres, the site plan must be signed and sealed**

**by a Maryland Registered Engineer or Maryland Registered Land Surveyor or Maryland Registered Landscape Architect.**

**EXCEPTION:** If the property is served by individual well and/or on-site sewage disposal system, you **must** obtain approval from the Environmental Health Department prior to applying for a building permit. In addition, the site plan must show the septic and well location. Four (4) copies of the site plan, along with a \$65.00 review fee must also be submitted to the Environmental Health Department for review and approval. Same Day Permits require pre-approval. For more information, contact the Health Department at 301-609-6900.

**NOTE: Flood Plain:** If the property is located in this area, the site plan shall denote the 100 year flood plain elevation and lowest finished floor elevation of the structure.

6. Residential Basement Wall Type Certification: If the addition will include a basement, complete Attachment 6 and submit at time of permit application. If the foundation wall design has been prepared by a Professional Engineer, two (2) sets of the wall design signed and sealed by a Maryland Registered Professional Engineer may be submitted at time of permit application or one set submitted to the building inspector at time of wall reinforcement inspection.
7. Complete Load Path Form: The Complete Load Path is a series of wall and roof ties installed on a building which are designed to reduce up lift during high wind storms. This form will be included with the issued building permit and a completed copy shall be provided to the building inspector at the corresponding inspection (See Attachment 7).

**In addition, the following information shall be provided for specific areas in Charles County:**

1. Chesapeake Bay Critical Area and Resource Protection Zone: Property located in the above areas (1000 feet from mean high water) may require additional information. Contact the Planning Department at 301-645-0540 for specific submittal requirements and delineation of the CBCA and RPZ (See Attachment 8). Proposed projects located in this area do not qualify for the Same Day Permit process.
2. Area of Special Geotechnical Consideration: Proposed structures on property located in portions of the 7<sup>th</sup> District (Bryans Road/Indian Head) must comply with amendments to the building code (see Charles County Ordinance 01-93) due to the possibility of the soil exhibiting high shrinkage and/or expansion characteristics. A Geotechnical Report prepared by a Maryland Registered Professional Engineer may be provided in lieu of complying with the requirements. For more information, contact Codes, Permits, and Inspection Services at 301-645-0692.

### **Zoning**

1. Specify the intended use of your structure on the permit application. All proposed structures must meet zoning requirements.

2. If your property is located within the neighborhoods of the Smallwood Village PUD - Huntington (including Sentry Woods), Bannister, Sheffield and Wakefield - you must obtain the Planning Design Review Board (PDRB) approval from the Smallwood Village PDRB. You may contact them at:

SMALLWOOD VILLAGE - PDRB, 14G Irongate Drive, Waldorf  
Telephone Number: 301-843-8111

3. If your property is located within the neighborhoods of the Westlake PUD - Hampshire, Lancaster, Dorchester, Fairway Village and any future neighborhoods - you must obtain PDRB approval from the Westlake Village PDRB. You may contact them at:

WESTLAKE VILLAGE - PDRB, 236 Smallwood Village Center, Waldorf  
Telephone Number: 301-870-4304

4. If your property is located in Potomac Heights, you must submit the Review Committee approval letter. You may contact them at:

POTOMAC HEIGHTS - 200 Cedar Lane, Indian Head  
Telephone Number: 301-753-9148

5. If your property is located in Swan Point, you must submit the Architectural Review Committee (ARC) approval letter and two(2) copies of the stamped architectural drawings approved by the committee. You may contact them at:

SWAN POINT - 11550 Swan Point Boulevard, Issue  
Telephone Number: 301-259-0054

### **Other Permits**

1. Well/Septic Permits: If the property is served by individual well and/or on-site sewage disposal system, you may need to apply for well and/or septic permits at the Environmental Health Department. For more information, contact the Health Department at 301-609-6900.
2. Plumbing Permits: **Prior** to commencement of any plumbing and/or gas work, a plumbing permit shall be obtained from Codes, Permits, and Inspection Services. The plumbing permit application shall be signed by a Maryland Registered Master Plumber.
3. Electrical Permits: **Prior** to commencement of any electrical work, an electrical permit shall be obtained from Codes, Permits, and Inspection Services. The electrical permit application shall be signed by a Master Electrician licensed by the Board of Electrical Examiners and Supervisors of Charles County.
4. Mechanical Permits: **Prior** to commencement to any mechanical (HVAC) work, a mechanical permit shall be obtained from Codes, Permits, and Inspection Services. The mechanical permit application shall be signed by a Maryland Registered Master HVAC Contractor.

**NOTE:** Homeowners desiring to do his/her own plumbing work must complete an application and pass an exam. Exams are administered at the Charles County Government Building. Provide 24 hour notice by calling Codes, Permits, and Inspection Services at 301-645-0692. Any person wishing to take the exam shall have his application on file with Codes, Permits, and Inspection Services within a reasonable time prior to the date of the scheduled exam.

**NOTE:** Homeowners desiring to do his/her own electrical work must complete an application and provide it to the Charles County Board of Electrical Examiners. The Board will evaluate and approve or disapprove the homeowner’s application. Once the application has been approved or disapproved by the Board, the homeowner will be notified and if approved, an exam may be scheduled. Please contact the Board’s secretary at 301-638-0804 for further information.

**Fees**                    **Fees are subject to change every July 1.**

Please make checks payable to Charles County Commissioners.

1.     Application Fee

A \$51.00 non-refundable application fee is due when you apply for your permit. (Fee may be paid at issuance for Same Day Permits.)

2.     Plan Review Fee

\$.039 per square feet of the gross building area of the addition. The minimum plan review fee is \$101.00. This non-refundable fee is due when you apply for your permit. (Fee may be paid at issuance for Same Day Permits.)

3.     Inspection Fee

This fee is due when the permit is issued.

Footing - \$33.00	Load Path - \$22.00
Foundation - \$22.00	Energy - \$33.00
Rebar - \$22.00	Framing - \$65.00
Slab - \$27.00	Final - \$65.00

**Contractor License Requirement**

Maryland Home Improvement Commission (MHIC)

**Use and Occupancy Certificate**

Shall be obtained from Codes, Permits, and Inspection Services prior to using or occupying a building or structure. When requesting a Use and Occupancy Certificate, submit the Use and

Occupancy Approval form signed by the building inspector from the inspection agency.

**Codes, Regulations and Standards for Construction in Charles County**

See Attachment 9.

See Attachment 10 for the Standard R5 Conditions for Residential Porches and Sunrooms.

The following is a list of commonly requested telephone numbers for State & County agencies:

Health Department .....	301-609-6900
Web Site .....	<a href="http://www.charlescountyhealth.org">www.charlescountyhealth.org</a>
Inspection Agency .....	301-645-3302
Electrical, Building, Plumbing Inspections .....	301-870-8710
Web Site .....	<a href="http://www.planchekinc.com">www.planchekinc.com</a>
Planning & Growth Management	
Codes, Permits, & Inspection Services .....	301-645-0692 or 301-870-3935
Planning and Zoning .....	301-645-0540 or 301-870-3896
Engineering .....	301-645-0618 or 301-870-3937
Web Site .....	<a href="http://www.charlescounty.org">www.charlescounty.org</a>
Fax .....	301-645-0575
Soil Conservation and Sediment Control .....	301-934-9588, ext. 3 or 301-870-3555
Web Site .....	<a href="http://www.charlesscd.com">www.charlesscd.com</a>
State Highway Administration .....	1-800-876-4742 or 410-333-1350
Web Site .....	<a href="http://www.marylandroads.com">www.marylandroads.com</a>
State Fire Marshal .....	443-550-6820
Web Site .....	<a href="http://www.firemarshal.state.md.us">www.firemarshal.state.md.us</a>

## **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.

## **Vision Statement**

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.



Charles County Government  
 Department of Planning and Growth Management  
 200 Baltimore Street, P.O. Box 2150, La Plata, MD 20646  
 (301) 645-0692 or (301) 870-3935 Fax: (301) 645-0575  
[www.charlescounty.org](http://www.charlescounty.org)  
 Inspections: (301) 870-8710 or (301) 645-3302

<b>FOR OFFICE USE ONLY</b>	
Date Received:	_____
Permit Number:	_____
Revision To:	_____
Plans on File #:	_____
Same Day:	Y or N
Time Received:	_____

**BUILDING AND ZONING PERMIT APPLICATION**

Property Tax Number	OR	Tax Map	Parcel	Grid
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Property Owner(s) Name	Address/E-Mail Address	City, State	Zip	Phone No.
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Applicant(s) Name	Address/E-Mail Address	City, State	Zip	Phone No.
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Contractor's Name	Address/E-Mail Address	City, State	Zip	Phone No.
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MD Homebuilders Registration No.	MD Home Improvement No.	MD State License No.
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Job Address (ADC Map #, House #, Street, City, etc.) \_\_\_\_\_

Subdivision Name	Lot No.	Section	Block	Acreage
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General Description of Work and Intended Use: \_\_\_\_\_

Total Disturbed Area	Flood Plain Elevation	Front Yard Setback	Rear Yard Setback	Right Yard Setback	Left Yard Setback
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State Road: <input type="checkbox"/> Yes <input type="checkbox"/> No	Chesapeake Bay Critical Area: <input type="checkbox"/> Yes <input type="checkbox"/> No	Stormwater Management: <input type="checkbox"/> Provided <input type="checkbox"/> Exempt <input type="checkbox"/> Waived
County Road: <input type="checkbox"/> Yes <input type="checkbox"/> No	Resource Protection Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	
PDRB Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Development District: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Total Floor Area: _____	No. of Full Bathrooms: _____	Public: <input type="checkbox"/> Water <input type="checkbox"/> Sewer	Related Permits Required:
No. of Stories: _____	No. of 1/2 Bathrooms: _____	Private: <input type="checkbox"/> Well <input type="checkbox"/> Septic	Electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Bedrooms: _____	Rough-In Only: _____	Food/Drink: <input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing: <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Estimated Construction Cost (Building Cost Only):</b>  Application Fee: _____ Plan Review Fee: _____ Soil Conservation Fee: _____ Inspections: _____  Total: \$ _____  Name on Check: _____	<b>Commercial Business Trading As:</b>  <p align="center"><b>Treasurer's Validation</b></p>
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**CAUTION:** I/we have carefully examined and read this application and know the same is true and correct. I/we are also aware that whoever is indicated as the OWNER assumes full responsibility for this application and for the construction and will comply with all provisions of the Charles County ordinances and State laws whether herein specified or not. I/we further understand that to start construction before a building permit is issued and to use and occupy the premises before a Use and Occupancy Certificate is obtained is in violation of the law.

Signature of <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized Agent	Printed Name	Date	Permit Specialist Initials
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**CHARLES COUNTY FOREST CONSERVATION ORDINANCE  
DECLARATION OF INTENT  
SINGLE LOT EXEMPTION**

Tax Account Number \_\_\_\_\_ Tax Map \_\_\_\_\_ Parcel Number \_\_\_\_\_  
Lot Number \_\_\_\_\_ Name(s) of Property Owner(s) \_\_\_\_\_

Address and/or location of property \_\_\_\_\_

I (We), \_\_\_\_\_, the Owner(s) of the real property located at \_\_\_\_\_ as described as \_\_\_\_\_ hereby declare my (our) intention to meet the requirements for an exemption under the *Single Lot Exemption* of the Charles County Forest Conservation Ordinance (section 298-4.H of the Charles County Code) for five (5) years.

Under this Declaration of Intent, I (we) propose to disturb \_\_\_\_\_ square feet of forest. I (we) have included a sketch map or site plan showing approximate existing forest cover and the forest area to be cleared.

Is the property for which this Declaration of Intent being filed subject to either (please indicate yes or no):

\_\_\_\_\_ A previously approved Forest Conservation Plan; or  
\_\_\_\_\_ A previous Declaration of Intent

This declaration grants an exemption for (name activity) \_\_\_\_\_ conducted on an existing single lot based on the *Single Lot Exemption* of the Charles County Forest Conservation Program. If the Owner makes application for an activity regulated under the Forest Conservation Program, cumulatively clears more than 40,000 square feet of forest, or violates the requirements of a previous Forest Conservation Plan on all or part of the lot within the five (5) year period, the County Commissioners of Charles County may require the Owner to meet the forest conservation threshold established in the Charles County Forest Conservation Ordinance, and may also assess a noncompliance fee of \$0.30 per square foot for forested areas disturbed in violation of this exemption.

I (We) declare under the penalties of perjury, that I (we) have examined this declaration, including any accompanying forms and statements, and the information contained herein, to the best of my (our) knowledge, information, or belief, is true, correct and complete.

Property Owner(s) Signature(s)	Date
_____	_____
_____	_____
_____	_____

**CHECKLIST FOR GRADING & SEDIMENT CONTROL ON LOTS LESS THAN 2 ACRES  
FOR RESIDENTIAL ADDITIONS**

- 1. Site plan shall be original signed and sealed by a Maryland Registered Professional Engineer or Professional Land Surveyor.
- 2. Vicinity map showing location of site.
- 3. Distance of closest property line.
- 4. Distance of other structures on lot.
- 5. Lot number, lot size, subdivision name.
- 6. Scale of plan shall not be smaller than one (1) inch per 50 foot.
- 7. Location, name, and width of existing road adjoining the subject property.
- 8. Finished grade spot elevations at each corner of proposed additions.
- 9. Finished grade spot elevations at 10' away from each corner corner of proposed additions to ensure grading per CABO (minimum 5% grade with first 10' away from structures).

- 10. Finished floor elevations.
- 11. Lot number, lot size.
- 12. Is property located within the 100 year flood plain?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 13. 100 year flood plain/backwater limits and elevations. Minimum lowest finished floor elevation should be minimum 1 foot above 100 year flood plain/backwater elevations.
- 14. If the construction of the driveway is within the flood plain, the proposed grading should indicate the driveway at a minimum of base flood elevation.
- 15. If the construction of the addition is within the 100 year flood plain, then minimum lowest finished floor elevation should be at least 1' above the 100 year flood plain elevation and F.F. elevation shall be certified by a Professional Engineer or Professional Land Surveyor registered with the with the State of Maryland.

NOTE: Applicant to refer to Health Department Checklist for well and septic.

**EROSION AND SEDIMENT CONTROL**

- 1. If the disturbed area exceeds 5,000 square feet, or if more than 100 cubic yards of earth is moved, provide the erosion and sediment control plan on the site plan. Also, sign and submit five (5) copies of the Standard Erosion and Sediment Control form.
- 2. If the building construction is on a lot within the Chesapeake Bay Critical Area, provide erosion and sediment control plan in the site plan. Also, sign and submit five (5) copies of the Standard Erosion and Sediment Control form.

<p>Checked by _____ Applicant/Agent</p>  <p>_____ County Reviewer</p>
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**CHECKLIST FOR GRADING & SEDIMENT CONTROL ON LOTS OF 2 ACRES OR MORE  
FOR RESIDENTIAL ADDITIONS**

- |  |  |
|--|--|
| <input type="checkbox"/> 1. A hand sketched site plan may be submitted on lots 2 acres or larger and greater than 30 feet distance | <input type="checkbox"/> 8. Existing topography for the area where any grading will be performed.  |
| <input type="checkbox"/> 2. Vicinity map showing location of site.   | <input type="checkbox"/> 9. If construction is within wetland area, refer to WRA and Army Corps of Engineers for their approval. Approval must be received in writing prior to issuance of a building permit.  |
| <input type="checkbox"/> 3. Distance of closest property line.   |  |
| <input type="checkbox"/> 4. Distance of other structures on lot.   |  |
| <input type="checkbox"/> 5. Lot number, lot size, subdivision name.  | <input type="checkbox"/> 10. If the construction of the addition is within the 100 year flood plain, then minimum lowest finished floor elevation should be at least 1' above the 100 year flood plain and F.F. elevation shall be certified by a Professional Engineer or Professional Land Surveyor registered in the State of Maryland. |
| <input type="checkbox"/> 6. Location, type, and dimension of any easement on property.   |  |
| <input type="checkbox"/> 7. Proposed or existing swale should be at least 10' away from structures.                                |  |

**EROSION AND SEDIMENT CONTROL**

- 1. If the disturbed area exceeds .5 acres or more, provide the erosion and sediment control plan on the site plan. Also, sign and submit five (5) copies of the Standard Erosion and Sediment Control Form.
- 2. If the building construction is on a lot within the Chesapeake Bay Critical Area, provide the erosion and sediment control plan on the site plan. Also, sign and submit five (5) copies of the Standard Erosion and Sediment Control Form.

NOTE: Applicant to refer to Health Department Checklist for well and septic.

Checked by _____ Applicant/Agent
_____ County Reviewer

Subdivision/Lot Number \_\_\_\_\_  
Tax Map \_\_\_\_\_  
Parcel \_\_\_\_\_  
Grid \_\_\_\_\_

**EROSION AND SEDIMENT CONTROL FORM**

**OWNER'S/DEVELOPER'S CERTIFICATION FOR SEDIMENT AND EROSION CONTROL**

All sediment control practices will be installed and maintained in accord with the 1994 Maryland Standards and Specifications for Soil Erosion and Sediment Control. Permanent and temporary vegetative stabilization will meet Section G - Vegetative Practices of the 1994 Standards and Specifications for Soil Erosion and Sediment Control.

Following initial soil disturbance or redisturbance, permanent or temporary stabilization shall be completed within seven (7) calendar days as to the surface of all perimeter controls, dikes, swales, ditches, perimeter slopes and all slopes greater than three (3) horizontal to one (1) vertical (3:1) and fourteen (14) days as to all other disturbed or graded areas of the project site. Once vegetation is established, the site shall have 95% groundcover to be considered adequately stabilized.

The permanent driveway or entrance location shall be used as a stabilized construction entrance. Two-inch stone base shall be placed at least 6 inches deep, 30 feet long and 10 feet wide over approved filter cloth. The entrance shall be top dressed with stone as necessary to prevent tracking of sediment onto public streets or rights-of-way.

I/We hereby certify that all clearing, grading, construction and/or development will be done pursuant to this plan (for the permit referenced below) and any noted Charles Soil Conservation District requirements. Any responsible personnel involved in the construction project will have a certificate of attendance at a Maryland Department of the Environment approved training program for the control of sediment and erosion before beginning the project. I hereby authorize the right of entry for periodic on-site evaluation by State of Maryland, Department of the Environment, Compliance Inspectors and representatives of the Charles Soil Conservation District.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Firm: \_\_\_\_\_ Complete Address: \_\_\_\_\_

<p><b>PERMIT NUMBER</b> _____</p> <p><b>CHARLES SOIL CONSERVATION DISTRICT APPROVAL CHARLES SCD SED. CTRL. PLAN NUMBER</b></p> <p>_____</p> <p>Sediment and Erosion Control Plan approved by the Charles Soil Conservation District.</p> <p>_____</p> <p>Signature/Date _____</p> <p>This Approval Expires _____</p> <p>Written Requests for Extension may be submitted to the District. This plan meets the technical requirements of the U.S.D.A. Natural Resources Conservation Service.</p>
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Rev. 01/06

## Checklist for Residential Addition Drawings

(Be sure the following information is included on both sets of permit drawings.)

- A. **DESIGN CRITERIA** - Minimum scale of 1/4" to 1' for all drawings
- B. **LOCATION ON LOT**
- Indicate distances to other structures on the lot within 10'
  - Indicate if located in a flood zone - provide zone classification
  - Indicate if located in an area of geo-technical concern
- C. **FLOOR PLANS**
- Provide floor plan for the entire existing structure to be added on to including the proposed addition floor plan
  - Provide dimensions of all rooms and addition
- D. **FRAMING INFORMATION**
- \* Existing:
    - \* Provide the foundation information for the existing structure at the area of the new addition, include information for existing footing
    - \* Indicate basement, crawl space or slab on grade
    - \* Provide a detail for footing
      - Provide depth
      - Provide width
      - Provide thickness
      - Provide location as it pertains to location of the proposed footing
    - \* Indicate type of foundation wall
      - Masonry
      - Concrete
      - Wood
      - Provide engineer certification for all information that cannot be provided and verified
    - \* Provide floor framing information for existing structure at the area of the new addition
      - Joist size
      - Joist spacing
      - Joist spans
    - \* Indicate the location of any cantilevers that may be attached to
      - Provide length of cantilever
      - Provide joist size
      - Provide joist spacing
      - Provide joist span
    - \* Provide wall construction of existing structure at the area of the addition
      - Indicate the material of the wall framing
      - Provide the stud size
      - Provide the stud height
      - Provide the stud spacing

- Include the header information of any openings that will be used to join the new addition to existing
- \* Provide the roof construction of existing structure at the area of the new addition - Provide roof pitch
- \* Indicate truss roof system or field framed
  - Truss roof system
    - Indicate spacing of pre-fabricated trusses
  - Field framed
    - Rafter size
    - Rafter spacing
    - Rafter spans

\* Proposed:

- \* Provide foundation information for new addition, include detail for proposed footing
- \* Indicate basement, crawl space or slab on grade
- \* If on basement, basement wall type form completed and signed
- \* Provide a detail of footing
  - Provide depth
  - Provide width
  - Provide thickness
  - Include the number of and size of isolated footings for support columns
- \* Indicate the type of foundation wall
  - If on a crawl space, indicate locations and size of foundation vents
  - Masonry
  - Concrete
  - Wood
- \* Provide the floor framing for new addition
  - Steel
  - Wood
  - Slab on grade
  - Indicate thickness and material of base under concrete
  - Indicate thickness of concrete slab
  - Indicate moisture barrier
  - Joist size
  - Joist spacing
  - Joist spans
  - Wood joist grade and species
  - Metal joist identification as required by IRC (R505.2.2)
  - Support beams
    - Indicate size and material of any support beams
    - Indicate solid or built up support columns

- Indicate placement of support columns
- \* Provide the wall construction of the new addition
- \* Indicate the material of the wall framing
  - Steel
  - Wood
  - Stud size
  - Stud spacing
  - Stud height
  - Wood stud grade and species
  - Metal stud identification as required by the IRC(R603.2.2)
  - Provide the size and location of all openings
- \* Provide the roof construction of the new addition - Provide roof pitch
- \* Indicate type of roof system
  - Pre-manufactured truss system
  - Provide truss layout with permit submittal
  - Field framed
    - Indicate wood grade and species
    - Rafter size
    - Rafter spacing
    - Rafter spans
    - Indicate locations of dormers
    - Indicate location of skylights

**E. PROVIDE METHODS OF WEATHERPROOFING**

- \* Indicate method of weatherproofing the foundation walls
- \* Indicate method of weatherproofing the exterior walls
  - Provide type of sheathing
  - Provide type of water resistive barrier
  - Provide type of veneer
- \* Indicate method of weather proofing the roof
  - Provide type of sheathing
  - Provide type of underlayment
  - Provide type of roof covering

**F. PROVIDE INSULATION VALUES - (Values given are minimum's)**

- Charles County is in a climate zone 4
- \* Floors - R-19
  - \* Wood framed walls - R-13
  - \* Mass walls - R-10, R-13
  - \* Attic - R-38
  - \* Slab on grade - R-10, minimum of 2' of perimeter
  - \* Crawl Space - R-10, R-13

**G. PROVIDE INTERIOR COVERINGS**

- \* Provide ceiling coverings
- \* Provide wall coverings
- \* Provide floor covering

- H. **Indicate all new ELECTRICAL improvements or upgrades**
- I. **Indicate all new PLUMBING improvements or upgrades**
- J. **Indicate all new GAS improvements or upgrades**
- K. **Indicate all new MECHANICAL improvements or upgrades**

**RESIDENTIAL BASEMENT WALL TYPE CERTIFICATION**

Building Permit Number \_\_\_\_\_

Subdivision and Lot Number \_\_\_\_\_

Street Number and Name \_\_\_\_\_

Height of Foundation Wall \_\_\_\_\_

Foundation Wall Material:     Concrete                                       Masonry

**COMPLETE THIS TABLE FROM THE CHART BELOW:**

Location of Foundation Wall	Height of Unbalanced Fill*	Wall Type	
		Wall Thickness	Reinforcement Size & Spacing
Front			
Rear			
Right Side			
Left Side			

\*This information shall be obtained from the site plan. The height of unbalanced fill shall be determined by subtracting the grade elevation at the exterior of the foundation from the basement floor elevation.

**Wall Thickness and Reinforcement Requirements\***

Chart is compiled from Tables 404.1.1(5), 404.1.1(2), and 404.1.1(1) of the 2009 International Residential Code.

Foundation Wall Height	Maximum Unbalanced Fill	Concrete Reinforcement Sizing & Spacing (7.5" Wall Thickness)	Masonry Reinforcement Sizing & Spacing (8" Wall Thickness)	Plain Concrete (no re-bar)	Plain Masonry (no re-bar)
8'-0"	up to 4'	not required	#4 bar @ 48" oc	min. 5.5"	min. 8"
8'-0"	up to 5'	not required	#4 bar @ 48" oc	min. 7.5"	min. 12"
8'-0"	up to 6'	#5 bar @ 43" oc	#5 bar @ 48" oc	min. 9.5"	12" solid
8'-0"	up to 7'	#6 bar @ 43" oc	#6 bar @ 40" oc	min. 9.5"	(re-bar is required)
8'-0"	up to 8'	#6 bar @ 32" oc	#6 bar @ 32" oc	min. 11.5"	(re-bar is required)

\*Soils based on SC, MH, ML-CL and inorganic CL.

**OR**

- Foundation wall design prepared by a professional engineer. Provide two sets of the wall design signed and sealed by a Maryland registered professional engineer.
- Wall design submitted at time of permit application, or
- Wall design will be submitted to the building inspector at time of wall reinforcement inspection.

**A separate inspection and additional inspection fee are required for reinforced concrete or masonry walls. Schedule the inspection after the formwork and reinforcement are installed and secured in place.**

I hereby certify that the above information is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Business Name

**Complete Load Path for Residential Home/Addition Per IRC/2009**

**Building Permit #** \_\_\_\_\_

Type (check appropriate box)	Type	1 story	2 story	3 story
Single Family Dwelling				
Basement or crawl (circle one)				
Addition/ Garage / Carport/ Shed				
Deck				

Enter strap # in column on Right (Simpson or equal)	EXAMPLE ONLY (Strap numbers below are examples only.)		Nail size
Foundation anchor	Bolt ½" LBP or equal		
Foundation strap	MASB or equal		
Band board to sill plate	LTP-4 or equal		12- 8D 1 ½" nails
Band board to bottom plate	MTS or equal		8-8D 1 ½" nails
Header strap	CS-20 or equal		18- 10D nails
Bottom & top plate strap to vertical stud	MTS, RSP-4, H2.5A or equal		8-8D 1 ½" nails
Floor to floor anchors	LFTA , LSTA or equal		6-10 D nails top & bot
Truss or rafter strap to top plate	H2.5A or better		10 8D 1 ½" nails
Joist hangers for decks	G185 ZMAX or equal		Double Dipped Galv.

Connectors may be Simpson, USP or equal. The above is only for information purposes.

**COMPLETE LOAD PATH:**

**AN INSPECTION OF THE COMPLETE LOAD PATH MUST BE PERFORMED PRIOR TO THE BUILDING FRAMING INSPECTION. THE COMPLETE LOAD PATH IS A SERIES OF WALL AND ROOF TIES THAT ARE INSTALLED ON A BUILDING THAT IS DESIGNED TO REDUCE UP LIFT DURING HIGH WIND STORMS. THE SILL PLATE, BAND BOARD, TRUSSES AND ALL COMPONENTS OF THE EXTERIOR WALLS ARE TIED TO THE FOUNDATION USING METAL TIES APPROVED FOR THE PURPOSE. THE TIES ARE INSTALLED AT THE SAME INTERVALS AS THE FOUNDATION ANCHORS OR STRAPS. ALL STRAPS ARE REQUIRED TO BE INSTALLED WITH THE APPROPRIATE NAILS OR SCREWS AS STATED BY THE MANUFACTURER OF THE STRAPS. PLEASE PROVIDE THE INSPECTOR WITH STRAP INFORMATION AS NOTED ON THE FORM FOR EACH SEPARATE PROJECT.**

**A CERTIFIED DESIGN OF THE COMPLETE LOAD PATH SIGNED AND SEALED BY A REGISTERED STRUCTURAL ENGINEER OR ARCHITECT MAY BE PRESENTED IN LIEU OF THIS FORM AT THE TIME OF INSPECTION.**

- A COMPLETE LOAD PATH DESIGN PREPARED BY AN ARCHITECT OR STRUCTURAL ENGINEER, SIGNED AND SEALED WILL BE PRESENTED AT TIME OF INSPECTION.**
- I AGREE THAT I AM SOLELY RESPONSIBLE FOR COMPLYING WITH THE 2009 CHARLES COUNTY BUILDING CODE FOR COMPLETE LOAD PATH. THIS FORM WILL BE FILLED OUT AND PRESENTED TO THE INSPECTOR AT TIME OF INSPECTION.**
- STAGGERED STRUCTURAL SHEATHING INSTALLED COVERING THE BAND BOARD AND SILL PLATE AND WITH A MINIMUM OF 18 INCHES ABOVE THE RIM BOARD ON THE SECOND STORY.**

**A SEPARATE INSPECTION AND ADDITIONAL INSPECTION FEES ARE REQUIRED FOR THE COMPLETED LOAD PATH SYSTEM. SCHEDULE THE INSPECTION BEFORE INSTALLING SHEATHING OR INSTALL OVER THE SHEATHING.**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Engineer/Architect \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## Guidelines for Preparing Critical Area Site Plans

All land areas within 1000' of the landward boundary of tidal waters are designated to be in the Chesapeake Bay Critical Area. Site plans for development in these areas should contain the following:

1. **Tax Map, Grid, Parcel, and Lot Number**
2. **Boundary survey plat or detailed drawing of the entire site showing:**
  - existing topography, including any slopes in excess of 15%
  - location of all existing and proposed structures (or improvements)
  - limits of construction disturbance
  - location of the 1000' Critical Area boundary
  - location of 100' Critical Area Buffer (expanded for steep slopes and sensitive soils<sup>1</sup>)
  - location of tidal and non-tidal wetlands on site
  - location of hydric and highly-erodible soils on site
  - location of isolated and/or specimen trees (indicate if remaining or removed)
  - forested areas on site and contiguous adjacent forested areas
  - location of any Habitat Protection Areas<sup>2</sup>
3. **Computations of:**
  - total lot area and acreage inside the Critical Area
  - area of existing and proposed impervious surface by type (building, driveway, deck, etc.)
  - percentage of post-development impervious surface<sup>3</sup>
  - total area of existing forest cover
  - forested area (or vegetative cover) to be cleared
  - amount of replacement planting required for forest clearing (requires planting plan)
  - amount of planting required for offsetting impervious surfaces (requires planting plan)
  - amount of planting required to meet 15% minimum forest cover (requires planting plan)
4. **Planting Plan<sup>4</sup> (if required) showing:**
  - exact location of required plantings
  - plant species and mitigation value (in square feet)
  - 2-year maintenance agreement on all plant materials

*Any questions about the items listed above may be directed to the Charles County Department of Planning and Growth Management, Environmental Section at (301) 645-0540.*

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<sup>1</sup> Article 1X, Section 131 of the Charles County Zoning Ordinance

<sup>2</sup> Chapter 8 of the Charles County Critical Area Program

<sup>3</sup> Article 1X, Section 132 of the Charles County Zoning Ordinance

<sup>4</sup> Article 1X, Section 132 of the Charles County Zoning Ordinance

CHARLES COUNTY GOVERNMENT  
DEPARTMENT OF PLANNING AND GROWTH MANAGEMENT  
P.O. BOX 2150, LA PLATA, MARYLAND 20646

CODES, REGULATIONS AND STANDARDS  
FOR CONSTRUCTION IN CHARLES COUNTY

June 1, 2010

1. International Building Code/2009, International Mechanical Code/2009 and the International Energy Conservation Code/2009 as amended by periodic supplements and Charles County Bill No. 2010-08.
2. International Residential Code/2009 as amended by periodic supplements and Charles County Bill No. 2010-08.
3. National Electrical Code/2008
4. International Existing Building Code/2009 (**existing structures more than one year old**)
5. 2009 International Plumbing Code
6. 2009 International Fuel Gas Code
7. Code of Maryland Regulations 05.02.02 -Maryland Accessibility Code
8. Code of Maryland Regulations 05.02.06.02B - Maryland Safety Glazing Law
9. Code of Maryland Regulation 29.06.01 State Fire Prevention Code Incorporated by reference: NFPA 101 Life Safety Code/2009 and NFPA 1 Fire Code/2009
10. Code of Maryland Regulations 10.15.03 - Food Service Facilities
11. Code of Maryland Regulations 26.04.02 - On-Site Water Supply and Sewage Disposal

Charles County Government

**Standard R5 Conditions for Residential Porches and Sunrooms**

June 4, 2010

The following conditions are not conclusive. For additional requirements, refer to the appropriate section of the adopted building code.

1. Existing foundations, concrete slabs, or decks shall be inspected and approved by the building inspector prior to start of construction. Schedule a preliminary inspection with the inspection agency.
2. The bottom of all footings shall extend at least 24 inches below finished grade. Step footings to contour of finished grade.
3. Concrete in footings shall have an ultimate compressive strength ( $f'c$ ) of at least 2500 psi.
4. Concrete in porch slabs exposed to weather shall have an  $f'c$  of at least 3500 psi. Slabs protected from weather by enclosures shall have an  $f'c$  of at least 2500 psi.
5. Concrete slabs on grade shall have a minimum thickness of 3 ½ ".
6. The following locations shall require the use of an approved species and grade of lumber, pressure treated in accordance with AWPA, or decay-resistant heartwood of redwood, black locust, or cedars:
  - a. Wood joists or bottom of a wood structural floor when closer than 18 inches or wood girders when closer than 12 inches to the exposed ground.
  - b. All wood framing members that rest on concrete or masonry exterior foundation walls and are less than 8 inches from exposed ground.
  - c. Sills and sleepers on a concrete or masonry slab.
  - d. The ends of wood girders entering exterior masonry or concrete walls have clearances of less than 0.5 inch on top, sides, and ends.
  - e. Wood siding, sheathing, and wall framing on the exterior of a building have clearance of less than 6 inches from the ground.
  - f. Wood structural members supporting moisture-permeable floors or roofs that are exposed to the weather.
  - g. Wood furring strips or other wood framing members attached directly to the interior of exterior masonry walls or concrete walls below grade.
7. All wood in contact with the ground and that supports permanent structures intended for human occupancy shall be approved pressure preservative treated wood suitable for ground contact use.
8. Porch floor surfaces located more than 30 inches above grade below shall have guards not less than 36 inches in height. Required guards shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4-inches or more in diameter.
9. Open sides of stairs with a total rise of more than 30" above the floor or grade below shall have guards not less than 34" in height measured vertically from the nosing of the tread.
10. Handrails shall be provided on at least one side of stairways consisting of four or more risers. Handrails shall have a minimum height of 34 inches and a maximum height of 38 inches measured vertically from the nosing of the treads. The grip portion of the handrail shall have a circular cross section of 1.25 inches minimum to 2.625 inches maximum.