

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

July 1, 2010

WHEN IS A BUILDING PERMIT REQUIRED FOR A RESIDENTIAL ALTERATION OR REPAIR?

A permit is required for all interior or exterior structural alterations or repairs to single family dwellings. A permit is required for all interior or exterior structural alterations or repairs to residential detached accessory buildings, such as garages, with an aggregate area of more than 200 s.f.

WHEN IS A BUILDING PERMIT NOT REQUIRED FOR A RESIDENTIAL REPAIR?

A permit is not required for ordinary repairs to structures. Ordinary repairs are non-structural repairs. Such repairs shall **NOT** include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support.

NOTE: Examples of the types of alterations that do not require a permit are: shingles, siding, carpet/tile, gutter, or drywall replacement. A window or door may be replaced without a permit, provided that existing opening sizes are not affected.

PROCEDURE TO OBTAIN A BUILDING PERMIT FOR A RESIDENTIAL ALTERATION OR REPAIR:

1. Application: Complete the attached building permit application (Attachment 1).
2. Construction Drawings: Two (2) complete sets shall include fully dimensioned floor plans. Provide plans as necessary to describe scope of work. 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 2).
3. Site Plan: If the footprint of the structure will not change, a site plan is not required. If the footprint will change, refer to the Residential Addition Customer Assistance Guide for instructions.
4. Environmental Health Department Approval: If the property is served by well and/or on-site sewage disposal system, approval from the Environmental Health Department is required. Same Day Permits require pre-approval. Submit a detailed scope of work , including the number of existing and proposed bedrooms, and a \$65.00 review fee to the Health Department. For more information, contact the Health Department at 301-609-6900.

5. 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 shall be provided with the issued building permit and a completed copy shall be provided to the building inspector at the corresponding inspection (See Attachment 3).

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

Zoning

1. If your property is located within the neighborhoods of the Smallwood Village PUD - Huntington (including Sentry Woods), Bannister, Sheffield, and Wakefield - you may need to 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

2. If your property is located within the neighborhoods of the Westlake PUD, Hampshire, Lancaster, Dorchester, and any future neighborhoods - you may need to 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

3. 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

4. If your property is located in Swan Point, you must submit the Architectural Review Committee (ARC) approval letter and two copies of 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. 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.
2. 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.

3. Mechanical Permits: **Prior** to commencement of 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 and electrical work must complete an application and pass an examination. 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 then approve or disapprove the homeowner's application. Once the application has been approved or disapproved by the Board, the homeowner will be notified and 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 \$32.00 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 alteration. The minimum plan review fee is \$39.00. 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
Foundation - \$22.00
Rebar - \$11.00
Slab - \$27.00

Load Path - \$22.00
Energy - \$33.00
Framing - \$65.00
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 3.

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

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

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
 Inspections: (301) 870-8710 or (301) 645-3302

FOR OFFICE USE ONLY
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: _____
County Road: <input type="checkbox"/> Yes <input type="checkbox"/> No	Resource Protection Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Provided <input type="checkbox"/> Exempt <input type="checkbox"/> Waived
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

Estimated Construction Cost (Building Cost Only):	Commercial Business Trading As:
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Application Fee:	_____
Plan Review Fee:	_____
Soil Conservation Fee:	_____
Inspections:	_____

Total:	\$ _____
Name on Check:	_____

Treasurer's Validation

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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Checklist for Residential Alteration 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. FLOOR PLANS

- Entire floor plan of existing dwelling
- Indicate all areas of demolition work to be done
- Indicate all areas of replacement work to be done
- Provide dimensions for all rooms
- Provide proposed uses for all areas

C. FRAMING INFORMATION

* Existing:

- * Framing information of existing dwelling
- * Floor Framing - if affected
 - Size of joist
 - Span of joists
 - Spacing of joist
- * Wall Framing - if affected
 - Size of studs
 - Height of studs
 - Spacing of studs
- * Roof Framing - if affected
 - If Pre-manufactured truss system
 - Spacing of trusses
 - Span of trusses
 - If field framed
 - Size of rafters
 - Span of rafters
 - Spacing of rafters
 - Size of collar ties
 - Location of collar ties on rafters
 - Spacing of collar ties
 - Size and material of ridge beam

* Proposed:

- * Framing information of interior alterations - Indicate grade and species of lumber to be used
- * Floor Framing - if affected
 - Size of joists
 - Span of joists
 - Spacing of joists
- * Wall Framing - if affected
 - Size of studs
 - Height of studs
 - Spacing of studs
- * Roof Framing - if affected
 - Pre-manufactured truss system

- Provide truss system layout with permit drawings
- Field Framed
 - Size of rafters
 - Span of rafters
 - Spacing of rafters
 - Size of collar ties
 - Location of collar ties
 - Spacing of collar ties
 - Size and material of ridge beam
 - Size and material of supports for ridge beam
- D. INSULATION - if affected - (Values given are minimum's)**
 - * Provide proposed 'R' - values
 - Floors - R-19
 - Wood framed walls - R-13
 - Attic - R-38
 - Slab on grade - R-10, minimum of 2' of perimeter
 - Crawl Space - R-10, R-13
 - Basement - R-10, R-13
- E. INTERIOR FINISHES - as affected**
 - * Provide proposed coverings
 - Floors
 - Walls
 - Ceiling
- F. Indicate all ELECTRICAL improvements and upgrades**
- G. Indicate all PLUMBING improvement and upgrades**
- H. Indicate all GAS improvements and upgrades**
- I. Indicate all new MECHANICAL improvements or upgrades**

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 _____

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