

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

July 1, 2009

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.

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.
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) 609-6751.
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. Complete and submit two (2) copies of the Complete Load Path Form (Attachment 2) at the time of permit application if applicable.

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 Permit Administration. 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 Permit Administration. The electrical permit application shall be signed by a Master Electrician licensed by the Board of Electrical Examiners and Supervisors of Charles County.

**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 Permit Administration at (301) 645-0692. Any person wishing to take the exam shall have his application on file with Permit Administration within a reasonable

time prior to the date of the scheduled exam.

**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 - \$34.00	Load Path - \$23.00
Foundation - \$23.00	Energy - \$34.00
Rebar - \$13.00	Framing - \$66.00
Slab - \$28.00	Final - \$66.00

**Contractor License Requirement**

Maryland Home Improvement Commission (MHIC)

**Use and Occupancy Certificate**

Shall be obtained from Permit Administration 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) 609-6751
Inspection Agency .....	(301) 645-3302
Electrical, Building, Plumbing Inspections .....	(301) 870-8710





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**

<b>Property Tax Number</b>	<b>OR</b>	<b>Tax Map</b>	<b>Parcel</b>	<b>Grid</b>	
<hr/>					
<b>Property Owner(s) Name</b>	<b>Address/E-Mail Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Phone No.</b>	
<hr/>					
<b>Applicant(s) Name</b>	<b>Address/E-Mail Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Phone No.</b>	
<hr/>					
<b>Contractor's Name</b>	<b>Address/E-Mail Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Phone No.</b>	
<hr/>					
<b>MD Homebuilders Registration No.</b>	<b>MD Home Improvement No.</b>	<b>MD State License No.</b>			
<hr/>					
<b>Job Address (ADC Map #, House #, Street, City, etc.)</b>					
<hr/>					
<b>Subdivision Name</b>	<b>Lot No.</b>	<b>Section</b>	<b>Block</b>	<b>Acreage</b>	
<hr/>					
<b>General Description of Work and Intended Use:</b>					
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<b>Total Disturbed Area</b>	<b>Flood Plain Elevation</b>	<b>Front Yard Setback</b>	<b>Rear Yard Setback</b>	<b>Right Yard Setback</b>	<b>Left Yard Setback</b>
<hr/>					
State Road	' Yes ' No	Chesapeake Bay Critical Area:	' Yes ' No	Stormwater Management	
County Road	' Yes ' No	Resource Protection Zone:	' Yes ' No	' Provided ' Exempt ' Waived	
PDRB Approval	' Yes ' No	Development District	' Yes ' No		
<hr/>					
Total Floor Area: _____	No. of Full Bathrooms _____	Public: _____	Water _____	Sewer _____	Related Permits Required:
No. of Stories: _____	No. of 1/2 Bathrooms _____	Private: _____	Well _____	Septic _____	Electrical ' Yes ' No
No. of Bedrooms _____	Rough-In Only _____	Food/Drink: ' Yes ' No			Plumbing ' Yes ' No
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<b>Estimated Construction Cost (Building Cost Only):</b>			<b>Commercial Business Trading As:</b>		
<hr/>			<hr/>		
Application Fee: _____	<b>Treasurer's Validation</b>				
Plan Review Fee: _____					
Soil Conservation Fee: _____					
Inspections: _____					
_____					
_____					
Total \$ _____					
Name on Check: _____					

**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 ' Owner or ' Authorized Agent \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_ Permit Specialist Initials \_\_\_\_\_

WHITE - File      YELLOW- Customer      PINK - Treasurer      Rev. 07/03

**Complete Load Path for Residential Home/Addition Per IRC/ 2006**

**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 2006 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

March 9, 2009

1. International Building Code/2006, International Mechanical Code/2006 and the International Energy Conservation Code/2006 as amended by periodic supplements and Charles County Bill No. 2007-08.
2. International Residential Code/2006 as amended by periodic supplements and Charles County Bill No. 2007-08.
3. National Electrical Code/2005.
4. International Existing Building Code/2006 (**existing structures more than one year old**).
5. 2003 National Standard Plumbing Code Illustrated (National Association of Plumbing- Heating-Cooling Contractors).  
2004 Supplement to the 2003 National Standard Plumbing Code (National Association of Plumbing-Heating-Cooling Contractors).  
2002 Edition, National Fuel Gas Code, ANSI, Z223.1, NFPA 54.  
Board Modifications to the Code.
6. Code of Maryland Regulations 05.02.02 -Maryland Accessibility Code.
7. Code of Maryland Regulations 05.02.06.02B - Maryland Safety Glazing Law.
8. 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.
9. Code of Maryland Regulations 10.15.03 - Food Service Facilities.
10. Code of Maryland Regulations 26.04.02 - On-Site Water Supply and Sewage Disposal.