

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

July 1, 2009

**WHEN IS A BUILDING PERMIT REQUIRED FOR THE CONSTRUCTION OF A  
DETACHED ACCESSORY BUILDING?**

A permit is required for all residential detached accessory buildings, garages, sheds or mini-barns greater than 200 square feet.

**PROCEDURE TO OBTAIN A BUILDING PERMIT FOR A RESIDENTIAL DETACHED  
ACCESSORY BUILDING, GARAGE, SHED OR MINI BARN:**

1. This type of structure qualifies as a "Same Day" permit on Thursday except for properties located in the Chesapeake Bay Critical Area. Applications are accepted Monday through Friday, however, they will not be processed until Thursday. Applications received after 2:30 p.m. on Thursday will be reviewed on the following Thursday.
2. Application: Complete the attached building permit application (Attachment 1).
3. 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.

4. Construction Drawings: Two (2) complete sets shall include a detailed foundation plan, fully dimensioned floor plans, roof and floor framing plans, cross section, wall detail, and elevations of all four sides. 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.

5. **Site Plan:** Four (4) copies of the site plan showing lot lines, existing and proposed structures, setback dimensions from the proposed structure to lot lines, existing and proposed tree lines and well and/or septic location.

**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. **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 3) at the time of permit application.

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 (1,000 feet from mean high water) may require additional information. Contact the Planning Department at 301-870-3896 for specific submittal requirements and delineation of the CBCA and RPZ. See Attachment 4.
2. **Well/Septic:** 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. Submit a site plan and a \$65.00 review fee to the Health Department. Review time 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" permit. Structures shall not be installed over an existing well and/or septic field. Applications may be obtained from Permit Administration or the Health Department. For more information, contact the Health Department at 301-609-6751.
3. **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 48 inch footing is required unless a Geotechnical Report prepared by a Professional Engineer licensed in the State of Maryland is provided. For more information, contact Permit Administration at 301-645-0692.

## **Zoning**

1. Specify the intended use of your structure on the permit application. All proposed structures must be located behind the front building restriction line, at least six (6) feet from the side or rear property lines and at least six (6) feet from any other buildings on the same lot.
2. In the residential zones, accessory buildings larger than 1,000 square feet shall not exceed 50 percent of the gross square footage of the principal use or structure. For additional information on the requirements for accessory uses and/or structures, contact the Planning Department at 301-645-0540.
3. If your property is located within the neighborhoods of Smallwood Village PUD - Huntington (including Sentry Woods), Bannister, Sheffield and Wakefield, you must obtain the Planning Design Review Board's (PDRB) approval from the Smallwood Village PDRB. You may contact them at:

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

4. If your property is located within the neighborhoods of the Westlake PUD - Hampshire, Lancaster and Dorchester 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

5. 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

6. If your property is located in Swan Point, you must submit the Architectural Review Committee approval letter and two 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

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

Please make checks payable to Charles County Commissioners.

**Garage Fees:**

Application Fee: A \$18.00 non-refundable application fee is due when your permit is issued.

Plan Review Fee: \$.016 per square feet of the gross area of the garage at each story. The minimum plan review fee is \$35.00. This non-refundable fee is due when the permit is issued.

Inspection Fee:

Footing	\$34.00	Load Path	\$23.00
Foundation	\$24.00	Framing	\$45.00
Rebar	\$26.00	Final	\$66.00
Slab	\$29.00		

**Shed and Mini-barn Fees**

Sheds 200 square feet or less do not require a building permit.

Application Fee: A \$18.00 non-refundable application fee is due when your permit is issued.

Plan Review Fee: The minimum plan review fee is \$35.00. This non-refundable fee is due when the permit is issued.

Inspection Fee:

Footing	\$28.00	Slab	\$28.00
Foundation	\$23.00	Load Path	\$23.00
Rebar	\$17.00	Framing/Final	\$55.00

**Other Permits**

Plumbing Permits: **Prior** to commencement of any plumbing and/or gas work, a plumbing permit shall be obtained from Permit Administration. The plumbing permit shall be signed by a Maryland Registered Master Plumber.

Electrical Permit: **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 or electrical work must complete an application and pass an examination. Exams are administered at the Charles County Government Building. Provide 24 hours 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.

**Contractor License Requirement**

Maryland Home Improvement Commission (MHIC)

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

See Attachment 5.

See Attachment 6 for the Standard R4 Conditions for Residential Garages and Accessory Buildings.

**Use and Occupancy Certificate**

This 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.

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

- Health Department ..... 301-609-6751
- Inspection Agency ..... 301-645-3302
  - Electrical, Building, Plumbing Inspections ..... 301-870-8710
- Planning & Growth Management
  - Permit Administration ..... 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 ..... [www.charlescounty.org](http://www.charlescounty.org)
  - Fax ..... 301-645-0575

Soil Conservation and Sediment Control ..... 301-934-9588, ext. 3  
or 301-870-3555

State Highway Administration ..... 1-800-876-4742  
or 410-333-1350

State Fire Marshal .....(443) 550-6820

**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.



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>
<b>Property Owner(s) Name</b>	<b>Address/E-Mail Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Phone No.</b>
<b>Applicant(s) Name</b>	<b>Address/E-Mail Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Phone No.</b>
<b>Contractor's Name</b>	<b>Address/E-Mail Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Phone No.</b>
<b>MD Homebuilders Registration No.</b>	<b>MD Home Improvement No.</b>	<b>MD State License No.</b>		

**Job Address (ADC Map #, House #, Street, City, etc.)**

<b>Subdivision Name</b>	<b>Lot No.</b>	<b>Section</b>	<b>Block</b>	<b>Acreage</b>
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**General Description of Work and Intended Use:**

<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>
State Road: ' Yes ' No	Chesapeake Bay Critical Area: ' Yes ' No	Stormwater Management: ' Provided ' Exempt ' Waived			
County Road: ' Yes ' No	Resource Protection Zone: ' Yes ' No	PDRB Approval: ' Yes ' No			
Development District: ' Yes ' No					

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

**Estimated Construction Cost (Building Cost Only):**

Application Fee: \_\_\_\_\_

Plan Review Fee: \_\_\_\_\_

Soil Conservation Fee: \_\_\_\_\_

Inspections: \_\_\_\_\_

\_\_\_\_\_

Total: \$ \_\_\_\_\_

Name on Check: \_\_\_\_\_

**Commercial Business Trading As:**

**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.

**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
_____	_____
_____	_____
_____	_____

**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 \_\_\_\_\_

## **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 IX, Section 131 of the Charles County Zoning Ordinance

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

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

<sup>4</sup> Article IX, 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

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.

Charles County Government

**Standard R4 Conditions for Residential Garages and Accessory Buildings**

November 5, 2007

The following conditions are not conclusive. For additional requirements, refer to the appropriate section of the adopted 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 and shed slabs shall have a minimum specified compressive strength (f'c) of at least 2500 psi.
4. Concrete in garage slabs shall have a minimum specified compressive strength (f'c) of 3500 psi. Garage and carport slabs shall be sloped to facilitate the movement of liquids toward the mail vehicle doorway.
5. Slabs on grade shall have a minimum thickness of 3 1/2 inches. Slabs in attached garages shall be placed over a vapor retarder and a 4 inch base course consisting of clean graded sand, gravel, or crushed stone passing a 2 inch sieve.
6. The garage shall be separated from the residence and its attic area by not less than 1/2 inch (12.7 mm) gypsum board applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than 5/8 inch Type X gypsum board or equivalent. Openings between from a garage directly into a room used for sleeping purposes shall not be permitted. Openings between the garage and residence shall be equipped with solid wood doors not less than 1 3/8 inch (35 mm) in thickness, solid, or honeycomb core steel doors not less than 1 3/8 inches (35mm) thick, or 20-minute fire-rated doors.
7. Plastic foam sheathing shall not be left exposed to the interior of a garage or shed.
8. Rafter or truss ties shall be provided at each end of rafter or truss to plate connection. The resulting uplift forces from the rafter or truss ties shall be transmitted to the foundation.
9. Roof trusses shall be certified by a Maryland Registered Engineer. Submit certification to the building inspector.
10. Complete Load Path – A system of wood structural panels, metal connectors, tie rods, or engineered design that provides a continuous connection of all exterior framing components from the roof of the building to the foundation capable of resisting wind uplift forces generated by the design wind speed as adjusted for the exposure category must be provided.
11. Narrow wall bracing shall comply with 2006 IRC Section 602.10.
12. All plumbing, gas, and electrical work shall be installed by a State licensed Master Plumber and County licensed Master Electrician, respectively. Separate permit are required for plumbing, gas, and electrical work. A homeowner's license is available for plumbing and electrical work upon satisfactory completion of examination(s). Contact Permit Administration at (301) 645-0692 for further information.
13. Telephone poles are not acceptable for pole buildings.