



BUILDING PERMIT APPLICATION REQUIREMENTS FOR NEW CONDOMINIUM/APARTMENT DWELLINGS

- Completed Commercial Application for SHELL + Residential Application for **each** dwelling unit.
- Four (4) sets of construction plans (for building). These construction plans must be signed and sealed by a MD registered Architect or engineer, **unless the plans are for the developer's, builder's or contractor's own construction.** (However, any elements of construction that are beyond the scope of the building code must still be designed, sealed and signed by a MD licensed Engineer).
- Five (5) copies of site plan showing grades, water and sewer connections/cleanout, house setbacks, driveway location, sidewalks (for building).
- Two (2) copies of REScheck.
- New Residential Dwelling Assessment Worksheet.
- One (1) copy of **recorded** plat.
- Residential Water and Sewer Allocation Application (w/copy of approved Exhibit #1 of Water Service Contract if applicable)
- Adequate Public Facilities Ordinance (APFO) Exemption Form **or** Certificates of Approval.
- Print out from the Maryland Department of Assessments and Taxation website www.dat.state.md.us from [Real Property Data Search](#) (if the ownership is different, you will need to provide Proof of Ownership with signature (i.e. recorded deed or HUD1 closing statement).
- Monocacy Sewer County Form – **REQUIRED ONLY IF ON COUNTY SEWER** (see *Note below).

THE CITY OF FREDERICK

(Consult with Permits Coordinator at 301-600-3829 prior to submitting payment and applications)

TYPE OF FEES COLLECTED FOR APTS/CONDOS	SHELL – COMMERCIAL APPLICATION	Dwelling Units
BUILDING APPLICATION FEE - (\$128.00 minimum) (SHELL APPLICATION – Include only common areas + any square footage not reflected in individual units.	\$0.19/sq. ft. for FINISHED space \$0.10/sq. ft. for UNFINISHED space	\$0.19/sf – FINISH \$0.10/sf -UNFINISH
FIRE CODE REVIEW FEE* (\$80.00 minimum) ** If dwelling is arranged as townhouse, then this fee does not apply.	\$0.16/sq. ft. – <u>total</u> square footage**	\$0.16/sq. ft. per total sq. ft.**
MARYLAND HOME BUILDER GUARANTY FUND ***This fee does not apply to Apartment Buildings or Apartment units.	\$50.00 per Shell ***	\$50.00/per unit***
THE ABOVE FEES ARE REQUIRED WITH SUBMITTAL OF APPLICATION (Fees are payable by cash or check only to The City of Frederick)		

YOU WILL RECEIVE A STATEMENT FOR ALL OTHER FEES DUE THAT ARE REQUIRED TO BE PAID PRIOR TO PERMIT ISSUANCE		
WATER IMPACT FEE	\$4,186.00 x number of dwelling units	n/a
SEWER IMPACT FEE (*if on COUNTY sewer system, see note below)	\$3,675.00 x number of dwelling units	n/a
PARK FACILITIES DEVELOPMENT IMPACT FEE \$868.00 OR \$568.00 Multiplied by number of dwelling units. (HOA = Home Owner's Association)	\$868.00 not under HOA or HOA with NO swimming pool OR \$568.00 for HOA WITH swimming pool	n/a
WATER CONNECTION	Refer to Water Connection Fee Schedule	n/a
SEWER CONNECTION	Refer to Sewer Connection Fee Schedule	n/a
WATER METER	Refer to Water Meter Fee Schedule	n/a

***NOTE:** If the property is located in Ballenger Creek, Cannon Bluff, Clover Ridge, Dearbought, Main Farm, North Crossing, Tuscarora Creek, Tuscarora Knolls, Willowbrook, Worman's Mill (**or on Frederick County Sewer System**), this **fee will not** be charged by the City of Frederick. Contact Lauren Englar with the Frederick County Division of Utilities at 301-600-1179. Please complete and submit the **Monocacy Sewer System Form** with your building application packet.

FREDERICK COUNTY FEES ARE PAID DIRECTLY TO FREDERICK COUNTY PRIOR TO PERMIT ISSUANCE

A REQUIRED PAYMENT FORM WILL BE PROVIDED WITH PAYMENT INSTRUCTIONS WHEN REVIEWS ARE APPROVED.

FREDERICK COUNTY SCHOOL IMPACT FEE / per dwelling unit	\$5,595.00
FREDERICK COUNTY LIBRARY IMPACT FEE / per dwelling unit	\$ 366.00
TOTAL IMPACT FEES	\$5,961.00



The City of Frederick, Maryland
Building Department

140 W. Patrick St., Frederick MD 21701 / 301-600-3812 / FAX 301-600-3826
 www.cityoffrederick.com

**BUILDING / ZONING PERMIT APPLICATION
 RESIDENTIAL RENOVATION / ADDITION /
 ACCESSORY**

FOR OFFICE USE ONLY

App. No.: _____

App. Type Code: _____

Tax ID: 02- _____

App. Date: _____

SECTION 1 – Complete in its entirety. Application will NOT be accepted unless all spaces are FULLY completed.

Location of Work	Address:	Lot #
	Subdivision:	Unit #

Applicant	Contact Person:	
	Applicant/Contractor:	MHIC #
	Address:	
	Phone No:	Fax No:
	E-Mail Address:	

IMPROVEMENT COST: \$ _____ (DO NOT include plumbing, electric, land)

Description of Work	RENOVATION / ADDITION		
	Brief Description of Work to be done:		
	Finished Square Footage:	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Full Basement
	Unfinished Square Footage:	<input type="checkbox"/> Slab	<input type="checkbox"/> Open
	Hot Tub: <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Stories:	Height of Addition:
	DECK		FENCE
	Total SF of Deck: _____ Stairs: <input type="checkbox"/> Yes <input type="checkbox"/> No		Height: _____
	Roof/Trellis: <input type="checkbox"/> Yes <input type="checkbox"/> No Hot Tub: <input type="checkbox"/> Yes <input type="checkbox"/> No		Type: _____
Floor Structure of Existing Dwelling:		# of gates: _____	
<input type="checkbox"/> Pre-Eng Truss -OR- <input type="checkbox"/> Standard Floor Framing:		Size of gates: _____	
		SHED	
		Total Square Footage* _____	
		*(FOOTING REQUIRED IF OVER 400 S.F.)	
		Height of Shed: _____	
		Structure: <input type="checkbox"/> Kit <input type="checkbox"/> Pre-Built <input type="checkbox"/> Stick Built	

Proposed Setbacks	Distance from rear property line:	Distance from front property line:
	Distance from right property line: (Looking at property from street)	Distance from left property line: (Looking at property from street)

Other	Is property located in flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No	SEWER: <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Septic
	Is property located in Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No	HPC Case #:
	Board of Zoning Appeals Approval needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	BZA Case #:
	Change in the number of Dwelling Units? <input type="checkbox"/> Yes <input type="checkbox"/> No	How Many Units?

FIRE PROTECTION SUMMARY (For Sprinklered Structures)			
Sprinkler (Requires Separate Permit)	<u>Existing</u>	<u>Proposed</u>	Comments (check responses OR provide information where requested) <input type="checkbox"/> NFPA13 <input type="checkbox"/> NFPA-13D <input type="checkbox"/> NFPA-13R <input type="checkbox"/> Complete <input type="checkbox"/> Partial
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicant/Owner Initial: _____ Date: _____

The City of Frederick, Maryland
BUILDING / ZONING PERMIT APPLICATION
RESIDENTIAL RENOVATIONS / ADDITIONS
(Page Two)

FOR OFFICE USE ONLY

App No.: _____

APPLICANT/OWNER CERTIFICATION: The Applicant/Owner hereby certifies and agrees as follows:

That I am the owner, or authorized by the owner to act in their behalf as the owner's agent to make this Application. That the information given herein is true and correct and that all work being done under this application will comply with all applicable Federal, State and Local regulations. That work will be in accordance with and as indicated on the approved site and building plans, review comments, agreements, specifications, etc. unless otherwise approved by the Division Manager of Permits and Inspections. That the Division Manager of the Building Department can revoke the building permit or stop work being done under the building permit for non-compliance with this agreement in part or in whole Please be advised if the Building Permit is revoked ***all fees are non-refundable and non-transferable***. I further understand and agree that plans will be reviewed, inspections made and occupancy certificates issued, however, I assume ultimate responsibility for compliance of all codes, regulations, etc.

***PROPERTY OWNER SIGNATURE:** _____
**PROVIDE NOTARIZED AFFIDAVIT FROM PROPERTY OWNER if signed by anyone other than property owner*

Property Owner Name: _____ Date: _____

Mailing Address: _____

Phone No.: _____ Fax No.: _____

E-mail Address: _____

105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

SECTION II (For Office Use Only)

Building Permit Fee: \$ _____	Date Paid: _____	Rec'd by: _____
Fire Code Review Fee: \$ _____	Date Paid: _____	Rec'd by: _____
Other _____ \$ _____	Date Paid: _____	Rec'd by: _____
Other _____ \$ _____	Date Paid: _____	Rec'd by: _____

Frederick County Fees:

Excise Tax: \$ _____	Receipt Due	Date Rec'd: _____	Rec'd by: _____
Impact Fee: \$ _____	Receipt Due	Date Rec'd: _____	Rec'd by: _____

SECTION III (For Staff Use Only)

Review Comments: *(please write legibly)* Revised Site Plan Attached Revised Construction Plan Attached
 Fee Calculations attached _____

Reviewed By: _____ **DATE:** _____

Building (Blue) Planning (Green) Engineering (Salmon) Fire Code Review (Yellow) Other _____ Other _____



Residential Water and Sewer Allocation Application

Please provide the following information to request water and sewer allocation for one or more new residential units as provided in the City Code Chapter 25 – Article IX, Water and Sewer Allocation and Impact Fees. Note: This application form is to be used for new Residential projects only.

Information is required for boxes marked with an * below:

Project Information					
*Development or Subdivision Name/Section:					
*Project Address:				* Lot Number:	
*Contact Name:		*Phone:		Email:	
*Unit Type	Single Family:	Townhouse:		Multi-Family/Condo:	
Give a brief description of the proposed project:					
*Does the property have an active water/sewer contract (prior to July 2010) on file?				Yes	No
*If yes, please provide the contract number:					
Property Owner Information					
*Property Owner's Name:					
*Property Owner's Mailing Address:					
*City:		*State:		*Zip Code:	
Phone:		Email:			
As legal owner of the above property, I (we) certify, by signature below that: 1.) the information provided on this form is correct; 2.) I (we) authorize the requested allocation amount as above; and 3.) I am (we are) fully aware of and shall comply with all requirements, including payment of fees, as found in Chapter 25 - Article IX, Water and Sewer Allocation and Impact Fees, of the City Code.					
*Owner's Signature(s): _____				*Date _____	
For Official Use Only					
Building Permit # _____					
Allocation Granted: _____ GPD		Allocation Fee Due: \$ _____			
Water IF Due: \$ _____		Sewer IF Due: \$ _____			
Total Due: \$ _____					
Approval: Utility Eng. Tech: _____				Date: _____	

Standard Residential Allocation Amounts

TYPE OF DEVELOPMENT	Flow Factor	Unit of Meas.	Flow Factor	Calc. Flow, gpd
Single Family (SF)	1	SF Dwelling	X 250	=
Town House (TH)	1	TH Dwelling	X 225	=
Multi Family (MF) Apt./Condo	1	MF Dwelling	X 175	=

WATER / SEWER CONNECTIONS AND WATER METER CHARGES

9-g Updated 6/12/15

**Water Connection Fees (Does not include Meter Fees)			
Connection Size	Connection Size/Type	Connection Fee (TAP ONLY) Contractor Install	Connection Fee (Tap/Labor/Materials) City Install to Prop. Line (Up to 20' run) less vault
3/4"	3/4"	\$400.00	\$9,412.43
1"	1"	\$400.00	\$9,412.43
1-1/2"	1-1/2"	\$400.00	\$9,721.43
2"	2"	\$400.00	\$10,068.30
4"	4" Tap Only	\$1,800.00	
	4" Service Line		\$15,485.80
6"	6" Tap Only	\$2,200.00	
	6" Service Line		\$16,033.60
	6" Hydrant	\$2,200.00	
8"	8" Tap Only	\$2,800.00	
	8" Service Line		\$22,783.20
10"	10" Tap Only	\$3,400.00	
	10" Service Line		\$25,890.70
12"	12" Tap Only	\$3,400.00	
	12" Service Line		\$28,207.30

Water Meter Fees			
Meter Size	Meter Cost	6% Tax	Total Charge
3/4" Meter/Kornerhorn	\$ 288.00	\$ 17.28	\$ 305.28
Anti-Theft/Detector Check	\$ 288.00	\$ 17.28	\$ 305.28
1" Meter/Kornerhorn	\$ 457.00	\$ 27.42	\$ 484.42
1-1/2" Meter/Flange	\$ 462.00	\$ 27.72	\$ 489.72
2" Compound Meter	\$ 1,748.00	\$ 104.88	\$ 1,852.88
3" Compound Meter	\$ 2,048.00	\$ 122.88	\$ 2,170.88
4" Compound Meter	\$ 3,127.00	\$ 187.62	\$ 3,314.62
4" Fire Flow Meter	\$ 5,456.00	\$ 327.36	\$ 5,783.36
6" Compound Meter	\$ 4,332.00	\$ 259.92	\$ 4,591.92
6" Fire Flow Meter	\$ 7,451.00	\$ 447.06	\$ 7,898.06
8" Fire Flow Meter	\$ 9,642.00	\$ 578.52	\$ 10,220.52
10" Fire Flow Meter	\$ 12,758.00	\$ 765.48	\$ 13,523.48
10" x 12" Fire Flow Meter	\$ 13,604.00	\$ 816.24	\$ 14,420.24
12" Fire Flow Meter	*Market Cost	\$.	\$.

*MARKET COST: Contact Purchasing @ 301-600-1907
ABOVE PRICES EFFECTIVE TO 06/12/16
Prices subject to change at anytime

**Sewer Connection Fees	
6"	\$8,231.30
6" or 8" TAP ONLY	\$500.00

**** NOTE:**
If the water & sewer lines have been installed in the right-of-way to the property lines, NO connection fee needs to be collected.

Note: Prices subject to change at anytime.

Water Connection Guidelines

- All connection and water meter/detector check fees are to be paid at time of application.
- The City will make all taps 3/4" through 12". (For over 12", contact your Construction Inspector or Water Superintendent).
- All services 3/4" and larger that do not have a branch line between the property line and building will have a meter and/or detector check installed inside the building, when possible.
- Service can be broken down inside the building for fire and domestic use.
- All installations and materials will meet City of Frederick Standards and Specifications and will require approval of City of Frederick inspectors and water department before water will be turned on.
- Per Frederick City Plumbing Code, all water services (3/4" and larger) need water valve located at the property line.
- WATER LOCATE:** Contact "Miss Utility" at 1-800-257-7777 at least 48 hours prior to date needed.
- DEVELOPER** is responsible for having all pipe and other service-related items installed, tested and backfilled and street, sidewalk, ground repairs made (per City of Frederick Standards and Specifications).
- WATER TAP**
 - Prior to calling for water tap to be made, Developers are to have excavation complete and tapping sleeve and valve installed and tested - **This MUST be witnessed and approved by City Inspector.**
 - Contact assigned Construction Inspector to tap installation. Inspector will notify the Water Department to make the tap which is normally able to be made by the Water Dept within 24 hours of notification.
- METERS and METER Settings** that are to be installed by the Developers are to be picked up at the City of Frederick's Department of Public Works. (NOTE: Receipt for payment of connection and meters is required before meters will be released).



DATE: _____

TO: Lauren Englar / Frederick County Division of Utilities
DUSWMSubmittals@frederickcountymd.gov

FROM: Building Department – Permits Coordinator

SUBJ: Wastewater Allocation Form - CITY ANNEXED PROPERTY

An application has been submitted for a Frederick City building permit that requires the use of the Ballenger McKinney Wastewater Treatment Plant. Please collect the sewer capacity fees and confirm when the fees have been paid.

Building Type: Commercial _____ Single Family _____ Townhouse _____ Condo _____

Property Account ID # 02- _____ City Permit # _____

Subdivision: _____ Lot # _____

Property Street Address: _____

Property Owner's Name: _____

* * * * * OFFICE USE ONLY BELOW * * * * *

DATE APPROVED: _____	BY: _____ Engineering Department
----------------------	--

CAPACITY FEES PAID: _____	_____ Frederick County Division of Utilities
---------------------------	--

The above property has been issued a Certificate of Use and Occupancy.	
DATE: _____	_____ City Building Department