



BUILDING PERMIT APPLICATION REQUIREMENTS FOR NEW SINGLE FAMILY DWELLINGS

- Completed Residential Application.
- Three (3) 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](http://www.dat.state.md.us) (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 System County Form – **REQUIRED ONLY IF ON COUNTY SEWER** (see *Note below).

NOTE: FEES ARE PAYABLE BY CASH OR CHECK ONLY TO THE CITY OF FREDERICK

THE CITY OF FREDERICK FEES (per dwelling unit)

BUILDING APPLICATION FEE – Minimum Fee \$128.00	\$0.20/sq. ft. for FINISHED space \$0.10/sq. ft. for UNFINISHED space
MARYLAND HOME BUILDER GUARANTY FUND	\$50.00
ABOVE FEES ARE REQUIRED WITH SUBMITTAL OF APPLICATION THE	

YOU WILL RECEIVE A STATEMENT FOR ALL OTHER FEES DUE THAT ARE REQUIRED TO BE PAID PRIOR TO PERMIT ISSUANCE	
WATER IMPACT FEE	\$5,981.00
SEWER IMPACT FEE (*if on COUNTY sewer system, see note below)	\$5,250.00
PARK FACILITIES DEVELOPMENT IMPACT FEE (HOA = Home Owner's Association)	\$868.00 not under HOA or HOA with NO swimming pool OR \$568.00 for HOA WITH swimming pool
WATER CONNECTION	Refer to Water Connection Fee schedule
SEWER CONNECTION	Refer to Sewer Connection Fee schedule
WATER METER / 1" Standard w/Sprinkler Requirement	Refer to Water Meter Fee Schedule

***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	\$13,478.00
FREDERICK COUNTY LIBRARY IMPACT FEE / per dwelling unit	\$ 730.00
TOTAL IMPACT FEES	\$14,208.00



The City of Frederick, Maryland
Building Department

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

BUILDING / ZONING PERMIT APPLICATION

**NEW DWELLING UNIT(s) – Single Family,
 Townhouse, Two Family, Duplex**

FOR OFFICE USE ONLY

App. No.: _____

App. Type Code: _____

Tax ID: 02 - _____

App. Date: _____

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

Location of Work	Address: _____	Zoning: _____
	Subdivision: _____	Lot No.: _____ Sq. Ft. Of Lot: _____

Applicant	Contact Person: _____		
	Contractor: _____		MHBR # _____
	Address: _____		
	Phone: _____	Fax: _____	E-Mail: _____

Description of Work	Production Number: _____	# of Proposed Dwelling Units: _____	Is building sprinklered? _____
	Finished Sq Ft: _____	Unfinished Sq Ft: _____	Model Type: _____

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

Water	Connections are: <input type="checkbox"/> Existing <input type="checkbox"/> Proposed <i>IF PROPOSED</i> , what size line? _____ Tap Only? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Water Meter Required? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>IF YES</i> , what size and type Domestic _____
Sewer	Sewer Served by: <input type="checkbox"/> Frederick City <input type="checkbox"/> Frederick County <input type="checkbox"/> Septic
	If City, connections are: <input type="checkbox"/> Existing <input type="checkbox"/> *Proposed <i>IF PROPOSED</i> , what size: <input type="checkbox"/> 6" or <input type="checkbox"/> 8"

*NOTE: Fees will be charged unless connection has been previously paid for by Owner/Developer. (Attach copy of receipt with this application)

Other	*Final Site Plan Case #: _____ Date of Approval: _____
	*Final Subdivision Case # _____ Date of Approval: _____ Book/Page No: _____
	Improvement Plan Case # _____ Date of Approval: _____
	*(NOTE: Unconditionally approved, final site plan and recorded plat must be provided along with the permit application. Application will be denied if approvals have not been received prior to submission.)
	<input type="checkbox"/> Yes <input type="checkbox"/> No Public Right-of-Way Will any work associated with this permit be performed within the City's Right-of-Way?
	Is Public Works Agreement & Surety in Place? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide Grading/Public Improvement Permit # _____
Is Property located in the Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide Historic Preservation Case # _____	
Is Property located in the Flood Plain? <input type="checkbox"/> Yes <input type="checkbox"/> No Water Service Contract #: _____	
Is Property owned by Frederick County? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Fire Protection Summary	Existing		Proposed		Comments (Circle responses OR provide information where requested)
	Yes	No	Yes	No	
Sprinkler*					NFPA 13, NFPA 13D, NFPA 13R, Complete, Partial
*Requires Separate Permit					

Applicant/Owner Initial: _____ Date: _____

The City of Frederick, Maryland
BUILDING / ZONING PERMIT APPLICATION
NEW DWELLING UNIT(s) – Single Family, Townhouse, Two Family, Duplex
(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 Permits and Inspections 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: _____
 (If signed by anyone other than property owner - provide notarized affidavit.)

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: _____
MD Guaranty Fund \$ _____	Date Paid: _____	Rec'd by: _____
Park Facilities Dev Impact Fee: \$ _____	Date Paid: _____	Rec'd by: _____
Water Impact Fee: \$ _____	Date Paid: _____	Rec'd by: _____
Sewer Impact Fee: \$ _____	Date Paid: _____	Rec'd by: _____
I & I Study Fee: \$ _____	Date Paid: _____	Rec'd by: _____
Water Connection Fee: \$ _____ Size: _____	Date Paid: _____	Rec'd by: _____
Meter, Kornerhorne & Console: \$ _____ Size: _____	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 Const'n Plan Attached Fee Calculations attached _____

Reviewed By: _____ APPROVAL DATE: _____

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

Applicant/Owner Initial: _____ Date: _____



Building Department

140 West Patrick Street, Frederick, MD 21701
301-600-3812 / Fax 301-600-3826 www.cityoffrederick.com

NEW RESIDENTIAL DWELLING ASSESSMENT WORKSHEET
(Form must be typed and completed in its entirety)

Company Name: _____

Applicant's Name: _____ Phone No: _____

Email: _____

Model Name / Designation: _____

Street Address of Project: _____

Subdivision: _____

Lot No: _____ Square Footage of Lot: _____

Type of House: Detached Single Family ___ Townhouse ___ Duplex
___ Condo Unit ___ Other _____

Number of Stories Above Grade: ___ 1 ___ 1.5 ___ 2 ___ 2.5 ___ 3

Square Footage of Finished Space: _____sf

Square Footage of Unfinished Space : _____sf

Total Square Footage of Structure: _____sf

Number of Bedrooms: _____

Number of Bathrooms: _____

Exterior Wall Covering: ___ Siding ___ Brick ___ Stone ___ Other _____

Foundation: ___ Full Basement ___ Full Crawl
___ Partial Basement/Crawl ___ Slab on Grade

Square Footage of Covered Porch/Stoop (with roof): _____sf

Square Footage of Open Porch/Stoop (no roof): _____sf

Square Footage of Sun Deck: _____sf

Garage: ___ Integral ___ Attached ___ Detached ___ N/A

Square Footage of Garage: _____sf Number of Cars: _____



Residential Water and Sewer Allocation Application

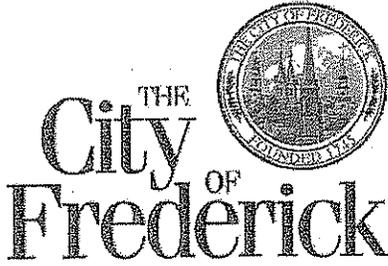
Please provide the following information to request water and sewer allocation for one or more new residential units as provided in the City Code Chapter 25 – Article IX, Water and Sewer Allocation and Impact Fees. Note: This application form is to be used for new Residential projects only.

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	=	



For Official Use Only	
PC Case Number:	
Hearing Date:	
DRC Date:	
Amount Paid:	\$
Date Paid:	

Planning Department * 140 W. Patrick Street * Frederick, Maryland 21701 * 301.600.1499

ADEQUATE PUBLIC FACILITIES ORDINANCE EXEMPTION APPLICATION

Two (2) copies of the application and supporting documentation, if applicable, must be submitted with all Final Site Plan, Final Subdivision Plat, Preliminary Subdivision, and Master Plan applications. One (1) copy must be provided with Building Permit applications. If the proposed development project does not qualify for an exemption under Chapter 4 of the City Code, the *Adequate Public Facilities Ordinance*, an **Application for APFO Testing** must be completed. Please legibly print or type the following application in its entirety.

APPLICANT INFORMATION	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
OWNER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:
DEVELOPER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:

All correspondence will be sent to the Applicant. If the owner also wishes to receive a copy, please check box:

PROJECT INFORMATION	
Project Name:	Tax ID:
Project Location/Address:	
Site Size (acres):	Project Size (acres or sq. ft.):
Existing # of Lots:	Proposed Number of Lots:

SEC. 4-5 GENERAL EXEMPTIONS

- Any project to be undertaken by the City
- Any residential project that does not create any additional dwelling units
- Any residential project that creates five (5) or fewer dwelling units
- Any nonresidential project for which a final site plan has been unconditionally approved (UA) and which has received an allocation through a water contract before April 15, 2007

Project #	Project Name	Approval Date	Water Allocation Contract #

- Any residential project that has received an allocation for all its units through one or more water contracts executed before April 15, 2007. If through a water contract executed before April 15, 2007, an allocation has been assigned to specific lots within a residential subdivision, or to a certain number of units within a multi-family structure, then that portion of the residential project that has received the allocation is exempt.

Project #	Project Name	Approval Date	Water Allocation Contract #

Internal Use Only:
 Approved by: _____ Date: _____

SEC. 4-9 CERTIFICATE FOR WATER LINE CAPACITY (CAPF-WL)

- Preliminary Plat, Final Subdivision Plat, Final Site Plan, or Master Plan unconditionally approved prior to April 15, 2007

Project #	Project Name	Approval Date

- Construction on a lot of record that does not result in more than 20% increase in water line capacity over the existing development and consists of one of the following:
 - Change of use of a structure existing as of April 15, 2007
 - Renovation of a structure existing as of April 15, 2007
 - Construction of an addition 5,000 square feet or less to a structure existing as of April 15, 2007
 - Demolition of an existing structure as of April 15, 2007 and replacement with a structure no more than 5,000 square feet larger than the one demolished

Existing Structure Square Footage	Proposed Square Footage	Estimated Increase in Capacity*

List supporting documentation included:

Internal Use Only:
 Approved by: _____ Date: _____

SEC. 4-10 CERTIFICATE FOR SEWER LINE CAPACITY (CAPF-SL)		
<input type="checkbox"/> Preliminary Plat, Final Subdivision Plat, Final Site Plan, or Master Plan unconditionally approved prior to April 15, 2007.		
Project #	Project Name	Approval Date
<input type="checkbox"/> Construction on a lot of record that does not result in more than 20% increase in sewer line capacity over the existing development and consists of one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Change of use of a structure existing as of April 15, 2007 <input type="checkbox"/> Renovation of a structure existing as of April 15, 2007 <input type="checkbox"/> Construction of an addition 5,000 square feet or less to a structure existing as of April 15, 2007 <input type="checkbox"/> Demolition of an existing structure as of April 15, 2007 and replacement with a structure no more than 5,000 square feet larger than the one demolished. 		
Existing Structure Square Footage	Proposed Square Footage	Estimated Increase in Capacity*
List supporting documentation included:		
<i>Internal Use Only:</i> Approved by: _____ Date: _____		

SEC. 4-11 CERTIFICATE FOR ROADS (CAPF-R)		
<input type="checkbox"/> Preliminary Plat, Final Subdivision Plat, Final Site Plan, or Master Plan unconditionally approved prior to April 15, 2007 (UA)		
Project #	Project Name	Approval Date
<input type="checkbox"/> Project generates no more than 15 peak hour trips		
<input type="checkbox"/> Construction on a lot of record that does not result in more than 20% increase in road capacity over the existing development and consists of one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Change of use of a structure existing as of April 15, 2007 <input type="checkbox"/> Renovation of a structure existing as of April 15, 2007 <input type="checkbox"/> Construction of an addition 5,000 square feet or less to a structure existing as of April 15, 2007 <input type="checkbox"/> Demolition of an existing structure as of April 15, 2007 and replacement with a structure no more than 5,000 square feet larger than the one demolished. 		
Existing Structure Square Footage	Proposed Square Footage	Estimated Increase in Capacity*
List supporting documentation included:		
<i>Internal Use Only:</i> Approved by: _____ Date: _____		

SEC. 4-12 CERTIFICATE FOR SCHOOLS (CAPF-SCH)

*For residential or mixed use projects only.

Preliminary Subdivision Plat, Final Site Plan, or Final Plat approved with unconditional approval

Project #	Project Name	Approval Date

Master Plan approved with conditions

Project #	Project Name	Approval Date

Projects which qualify as "Housing for Older Persons" per Section 4-12(F)

Internal Use Only:

Approved by: _____ Date: _____

"I hereby attest that the information provided on and attached to this application is complete and correct."

Signature of Applicant/Agent

Date

Signature of Property Owner

Date

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

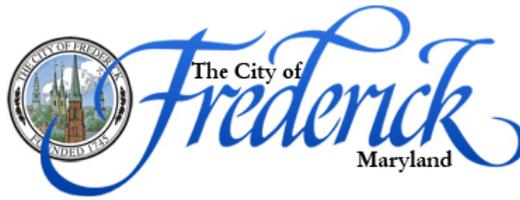
**Sewer Connection Fees	
6"	\$8,231.30
6" or 8" TAP ONLY	\$500.00

**** 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
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CAPACITY FEES PAID: _____	_____ Frederick County Division of Utilities
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The above property has been issued a Certificate of Use and Occupancy.	
DATE: _____	_____ City Building Department