



MAKING APPLICATION FOR A RESIDENTIAL ADDITION

PRELIMINARY QUESTIONS BEFORE APPLYING

- **Is your property in the City Limits?**
 - a. **If yes**, continue to next question
 - b. **If no**, you need to Contact Frederick County Permits @ 301-600-2313 – prompt 4
- **Is your property in the Historic District?**
 - a. **If yes**, you will need to obtain HDC approval before applying for the permit (Contact Planning/Zoning at 301-600-1499).
 - b. **If no**, go to “MAKING APPLICATION”

MAKING APPLICATION

Building Permit Application and all applicable forms may be obtained at the City’s
Building Department
140 W. Patrick Street, Frederick, MD 21701
or by calling 301-600-3808

- Make sure you complete all information requested on the Permit Application Form
- Application Fees ***must*** be paid before the application can be processed.
- ***IMPORTANT NOTE:*** All permit fees are non-refundable and non-transferable.

BE PREPARED

It is important to be prepared when making application for your permit. Here is a checklist to use before submitting your application:

ABOUT ADDITIONS

- Additions must conform to all Zoning Setback requirements (distances from home and property lines). Since these setbacks differ in various areas of the City, it is important that you contact the Planning/Zoning Department at 301-600-1499 prior to application so as not to hold up the permit process once you apply.
- Additions must comply with Building Codes. Following are design criteria used per the City of Frederick Building Code:
 - Frost depth/footing – 30 inches
 - Ground snow load – 30 PSF
 - Wind speed – 90 mph, 3-second gust
 - Sleeping area live load – 40 PSF
 - Footings are required under all exterior walls
 - Fire protection-rated structure is required where walls or eaves are located less than three feet from a property line.
- If a 2nd kitchen is to be added, you will need to meet building code requirements and zoning ordinance requirements for creating a dwelling unit. Please contact the Building Plans Reviewer at 301-600-3816 and the Planning department at 301-600-1499
- An Electrical Permit must be obtained before any electrical work is started.
- If any plumbing work is being performed, a City-registered plumber **must** obtain a Plumbing Permit before any plumbing work is started.

PLANS REQUIRED

- Your drawings are NOT required to be prepared by an architect or engineer IF they follow the structural requirements of the City of Frederick Building Code. For complex structural conditions, when story heights are taller than 10 feet, where windows or other openings are placed close to corners of the house, or where designs incorporate steel beams or engineered lumber, you will need to submit drawings which have been signed and sealed by an architect or engineer.
- Plans required include
 - Dimensioned floor plans showing uses of all new and altered rooms;
 - Locations and sizes of doors and windows
 - Floor and roof framing plans
 - Elevations of all sides of the addition with sizes and locations of braced wall panels, windows and doors shown
 - One or more wall sections with all materials, ceiling heights, structural connectors and attic height, access and ventilation shown
 - Details to show how the addition will be attached to the existing house
 - Where applicable, also include details of new stairs, plans for modifications proposed to the existing house, and calculations used to size lintels and beams.
- If the addition will be heated or cooled, submit an insulation schedule and window schedule to show how the addition will comply with the Maryland Energy Code. One way to show compliance is to submit a ResCheck compliance certificate which is available from the U.S. Department of Energy at <http://www.energycodes.gov/>
- Four (4) copies of a site plan showing location of the addition and the distances marked on plan from all the existing property lines
- Three (3) sets of construction plans with the List of Materials
- Three (3) copies of the Historic District (HPC) Approval letter with attachments, if applicable.

WATER & SEWER ALLOCATION APPLICATION FORM

- This form must be completed and submitted with the permit application regardless as to whether or not water will be an issue.

FEES*:

- \$0.20 per SF of finished space (in the addition) and
- \$0.10 per SF of unfinished space (in the addition) and
- \$0.13 per SF of floor area altered in the existing house
- \$200.00 MINIMUM CHARGE**
- Cash or Checks only** payable to “City of Frederick.”

Note: Credit Cards can only be accepted if we are able to process your application while you are in our office. No on-line payments.

*Note: Permit fees are due for the addition as well as for spaces which are being altered inside of the existing house. Fees are based on the gross floor area of addition and the gross floor area of altered spaces:

APPLICATION PROCESSING

After your permit application and fees are received, the following will happen:

1. Your Permit Application will be logged into the computer and assigned an "Application #" which will be printed on your receipt.
***NOTE:** Should you ever need to call about your application, it is important that you have this number readily available for more efficient response and tracking purposes.*
2. The Permits Coordinator will distribute the application w/plans to each appropriate department, as follows:
 - **Building:** The Building Plans Reviewer checks your building plans for compliance with all applicable building codes.
 - **Planning/Zoning:** The P/Z Administrator will review your submitted site plan to make sure that all applicable setback requirements are met. Additionally, should your project location be within the Historic District, they will confirm that the HDC has given their approval for construction of your project.
 - **Engineering:** The Engineering Department will review your site plan for easements and/or rights-of-way that may be affected with construction of your project.

PERMIT ISSUANCE

1. Once approval from each of the above departments has been received, our Permits Coordinator will perform final processing and ISSUE THE PERMIT.
2. Your permit will be mailed to you along with a set of any approved plans submitted with the application unless other arrangements have been made for pickup. Additionally, a Yellow Placard will be included which identifies the Permit Number and location of work to be performed.
3. **DISPLAY** the Placard in a location visible from the street. The approved set of plans should be placed in a location that provides easy access by the inspector.

INSPECTIONS REQUIRED (in order of occurrence)

1. **Footing Inspection:** A footing inspection is required prior to concrete being poured.
2. **Electrical Grounding Inspection:** This may be required prior to concrete being placed in the footing (contact the Electrical Inspector at 301-600-3822 for additional information).
3. **Backfill or Slab Inspection:** This inspection may be required (Contact the Building Inspector at 301-600-3819 for additional information).
4. **Electrical and Plumbing Close-In Inspections:** Electrical and Plumbing Close-in inspections are required after the work has been roughed-in and before insulation and drywall are installed.
5. **Building Close-In Inspection:** A Building close-in inspection is required after the Plumbing and Electrical Close-in inspections have passed AND BEFORE insulation and drywall are installed.
6. **Electrical and Plumbing Final Inspections:** Electrical and Plumbing Final inspections are required once the project is complete and prior to occupying the space.
7. **Building Final Inspection:** A Final Building inspection is required after both Electrical and Plumbing finals have passed and prior to occupancy of the space.

IMPORTANT:

Please have your Permit # available when calling to schedule your inspection.

Call for Inspections

Inspections will be made the same day that you call.

*To schedule, **please call between the hours of 7:00 – 9:00 a.m. (Monday thru Friday)***

**Building Inspectors' Office
301-600-3819 or 3801**

**Electrical Inspectors' Office
301-600-3822 or 3823**

**Plumbing Inspectors' Office
301-600-3820 or 3821**

PERMIT SHALL EXPIRE IF: *The work described on the permit has not been substantially begun within six (6) months of the date of issuance or the work has been abandoned for a period exceeding six (6) months from the date of the last, approved, building inspection.*

CERTIFICATE OF OCCUPANCY

A "Certificate of Occupancy" will be mailed to you once the final inspection has been approved.



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 _____

Applicant/Owner Initial: _____ Date: _____