

**MAKING APPLICATION
FOR
MISCELLANEOUS RENOVATIONS
(Stairs, Ramps, Porches, etc.)**

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
- 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
*or by calling 301-600-3829***

- 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.

ABOUT MISCELLANEOUS STRUCTURES

In general, miscellaneous exterior structures must comply with certain setback requirements as identified in the Land Management Code of the City of Frederick (Contact the Planning Department at 301-600-1499 or see *Land Management Code, Sections 405 and 803*) ***Link to:*** <http://www.cityoffrederick.com/departments/currentPlanning/bboard.htm>

BE PREPARED

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

PLANS/OTHER MATERIALS REQUIRED

- Five (5) copies of a site plan showing where the structure is to be located in relationship to existing property lines with distances marked
- Three (3) copies of construction plans with a list of materials

FEE

- \$.13/s.f. (Minimum \$64)** Checks made payable to “City of Frederick.”

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. Additionally, a Yellow Placard will be included which identifies the Permit Number and location of work to be performed. (*Upon request, you may arrange for pick up of your permit*).
3. **DISPLAY** the Placard in a location visible from the street. The approved set of plans should be located nearby for easy access by the inspector.

INSPECTIONS REQUIRED

1. **Final Inspection:** Call for a final inspection when project is complete. See number below:

<p style="text-align:center"><u>IMPORTANT:</u> <i>Please have your Permit # available when calling to schedule your inspection</i> <u>Call for Inspections</u> <i>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)</i></p> <p style="text-align:center">Building Inspectors' Office 301-600-3818 or 3819</p>
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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 COMPLETION

A "Certificate of Completion" 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 Roof/Trellis: <input type="checkbox"/> Yes <input type="checkbox"/> No Hot Tub: <input type="checkbox"/> Yes <input type="checkbox"/> No Floor Structure of Existing Dwelling: <input type="checkbox"/> Pre-Eng Truss -OR- <input type="checkbox"/> Standard Floor Framing:		Height: _____ Type: _____ # of gates: _____ 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> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Proposed</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	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

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: _____ **APPROVAL DATE:** _____

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

Applicant/Owner Initial: _____ Date: _____