

DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
WORCESTER COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MD 21863
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HOW TO COMPLETE THE APPLICATION FOR PERMIT REVISION OR RENEWAL

The Department has developed an application form that is specifically for revisions to existing open permits or for renewals of permits that have expired. The application is available online at: <http://www.co.worcester.md.us/drp/permits/Permit-Renewal.pdf>. Select Development Review & Permitting under County Departments. It is available in PDF format on the home page. Do not hesitate to contact the Department at (410) 632-1200/**Option 5 for Zoning Division** or **Option 2 for Customer Service Division** for assistance in completing the application. Please fill out as much information as possible in the text boxes prior to printing for signatures and submission.

The purpose of this document is to identify the necessary information required on the application as well as submittal requirements. **Please keep in mind that this information is generic in nature and additional approvals, information, forms or fees other than stated below may be necessary in order to process your application.**

Section One: Renewal or Revision

Check appropriate box of the application type you are seeking: Revision of an existing permit or renewal of an expired permit. Please fill in the original permit number in the text box provided.

Section Two: Complete Property Information and Proposed Improvements

The Address of the Property, Tax ID Number, Tax Map, Parcel, Section, Block, Lot, Unit, as applicable, should be the same as provided on the original permit being revised or renewed. *(This information can also be found on owner's tax bill or assessment record—staff can assist if necessary.)*

USE OR STRUCTURE:

For **revisions**, briefly describe the newly proposed construction activity or how previously approved improvements are being modified. *(ie. Rear open deck added or proposed Screen Porch converted to Dining Room)*

For **renewals**, if the requested use or structure is the same as previously approved under the original permit, insert "No change in original application – renewal only."

Section Three: Architect/Engineer Information and Costs

When required, all architect or engineer sealed construction drawings should include the preparer's name and license number. If not previously provided on the original permit, insert this information, if required.

Provide the estimated construction cost associated with the proposed revision. *(This information is used for tracking purposes only and does not affect the total cost of the permit)*

Section Four: Approval Signatures Box -- Staff will complete and explain upon submittal.

Section Five: Also Required Box -- Staff will complete and explain upon submittal.

Section Six: Owner/Authorized Agent Affidavit -- Please read and understand all statements.

Insert property owner's name on the line provided in No. 1.

The Application for Permit Revision or Renewal can be signed by the property owner or their authorized agent. The authorized agent for the owner can be the applicant of record on the original permit or the designated builder. Staff will request to view an acceptable form of ID (i.e. driver's license) if owner or previous applicant signs the Application.

If the builder signs the Application, he will be identified by his valid license. For residential addition or renovations, a valid Home Improvement Contractor License Number is required. For new residential home construction, a valid Home Builder Registration Number is required. Commercial contractors are required to provide their Worcester County General Contractor License Number as issued by the Clerk of Court.

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SUBMITTAL REQUIREMENTS: Along with the completed Application, you will need to submit to this department for review and processing:

Site plan(*): **IF** there is a change in the original site plan, please provide three (3) copies of a revised site plan. Please see the attached Drafting Standards for requirements.

(*): However, if the construction or limits of disturbance associated with the revision will require additional Stormwater Management or Sediment Erosion Control approvals, please contact the Department of Environmental Programs at (410) 632-1220 for further requirements.

Construction Drawings:

For Residential - provide three (3) sets.

For Commercial- provide four (4) sets of architect sealed drawings.

The drawings should include at a minimum:

- footing depth and width to include frost depth,
- foundation plan,
- framing/cross sections,
- front, rear, and side elevations, and

- floor plan of rooms.

For specific requirements or questions, please contact the Building Division at (410) 632-1200, Option 4.

Fees: \$50.00 submittal fee.

For **revisions**, the Department will determine if there is a balance due based on the square footage and classification of any newly proposed improvements.

For **renewals**, the previously paid balance for the original permit can be applied to the current application. Any balance due for the renewal will also be calculated based on the square footage and classification of any newly proposed improvements, or based on any changes to the Department's fee schedule since the issuance of the original permit.

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Prior to formal submittal, the Department of Development, Review and Permitting will review the changes for compliance with the zoning and building code regulations. You will then be directed to the Department of Environmental Programs to determine whether the information is sufficient with respect to their regulations in order to submit the permit revision or renewal for formal review. You will be contacted if additional information, forms, etc. are needed in order to complete the review. After all applicable approval signatures have been obtained you will be informed that the Revision or Renewal is ready for issuance. The completed permit revision or renewal packet will include an updated Inspection Request Information Sheet which will designate what inspections are required throughout the course of construction. This process should also be explained by staff when the permit is picked up.

If you have any questions relative to this information, please do not hesitate to contact us.