



Department of Development, Review and Permitting Permit Submittal Checklist

The Department of Development, Review and Permitting (DRP) processes building, zoning and demolition permits for work to be done in the unincorporated areas of Worcester County. Enforcement of these codes and regulations are designed to protect your health, safety and welfare as well as that of your fellow citizens. The information contained in this checklist is intended to outline the minimum information required to be included with your permit package to avoid delays in the review of your submittal, and may not be all inclusive. Incomplete applications will not be accepted. To verify whether a permit is required for your scope of work or to schedule a pre-application meeting, please contact the department at (410) 632-1200.

***Please note that a permit is required for all accessory structures including but not limited to: fences, sheds, hot tubs, pools, pole barns, lean-to's, pergolas and gazebos.

For all Permit Applications:

- Completed and signed permit application**
 - Property Address
 - For unimproved properties, verification that the proposed driveway has been staked for address assignment
 - Description of Proposed Improvements (with dimensions)
 - Estimated construction cost
 - Property owner name, address, contact info and signature acknowledging the statements contained on the application
 - Applicant name, address, contact info and signature, if different from the owner and builder.
 - Builder Info, including applicable license number (if TBD, required prior to permit issuance)
- Survey or site plan** – legible, to-scale with dimensions, all existing and proposed improvements located
 - Proposed improvements may be hand-drawn to-scale and dimensioned.*
 - Flood Zone Location including LIMWA with existing and proposed elevations, if applicable.
 - Location of well and septic, if applicable – contact the Department of Environmental Programs for additional information, (410) 632-1220.
 - * **The county reserves the right to require a survey of proposed improvements by a MD licensed surveyor prior to acceptance of the application. Foundation and/ or as-built survey may be required during the inspection process.**
- DRP & Environmental Programs minimum permit submittal fee - \$ 100.00**
 - Cash or check made payable to “Worcester County”; credit cards accepted with payment of a 3% surcharge; this fee is non-refundable.

For Zoning Permit Applications:

- Simplified floor plan, with dimensions and interior improvements for accessory structures less than 500 square feet in gross floor area or agricultural structures of any size.

- Accessory structures 300 square feet in gross floor area and above that are located in the flood zone shall meet all applicable floodplain management regulations (must be elevated above flood elevation), with existing and proposed elevations shown. Final elevation certification is required.
- Accessory structures less than 300 square feet located in a flood zone must be anchored and flood vented. Owner to sign a FEMA Non-Conversion Agreement.

For Building Permit Applications (Residential and Accessory):

- 3 complete sets of Construction Plans** (1/4 scale drawings) with dimensions:
 - Foundation plan, footer depth and width, to include frost depth
 - Floor Plans for every floor and walkup attic
 - Framing/ Cross sections; attachment/uplift detail
 - Front/rear/side elevations (labeled), including building height as one dimension from average grade to highest roof peak
 - Product Specifications for any engineered components (e.g., truss, I-joists and beams)
 - Energy Code – Completed IECC Energy Code worksheet with application. Cross section showing thermal envelope with insulation.
 - Windows/Doors – provide specifications including design pressure ratings and energy code solar heat gain (SHGC) and U-factor from manufacturer.
 - Flood zone determination – additional information may be required
 - If new construction is an addition, include attachment details to existing structure
 - Pole buildings – Buildings with living space, second floors, or large (greater than 24 ft by 30 ft and 10 ft tall, and maximum truss span of 24 ft) require engineering including foundation and connection/bracing details. Conditioned buildings must meet energy code including slab insulation.
 - Fire sprinkler notes (to be coordinated with Fire Marshal) for stick built, modular.
- Manufactured and Modular Homes:**
 - Modular homes must include State approval. Provide construction plans for all site constructed items to include, but not limited to, garage, carport, porch, decks, steps/landings and foundation plans.
 - Manufactured homes require HUD certification numbers to be provided prior to permit issuance. Provide specifications showing pier/foundation locations, size and spacing, location of tie downs, a floor plan and elevations. Provide plans for all site constructed items. Additional design requirements may apply based upon the zoning district in which the unit is to be placed.

NOTE: The permit fee balance due will be based on square footage and fee schedule and be payable at Building Permit issuance, if applicable.