

DEPARTMENT OF PLANNING AND ZONING
Division of Inspections & Permits
CUSTOMER ASSISTANCE GUIDE

Visit us on the web at: www.co.cal.md.us

ACCESSORY STRUCTURES & ADDITIONS

Procedures for Obtaining a Building Permit (Including Water/Sewer & Zoning Approval)
REVISED MAY 2006

This Guide applies to:

- (1) additions to structures
- (2) decks
- (3) residential accessory uses (i.e., stationary or portable sheds, detached garages, swimming pools, accessory apartments, etc.)
- (4) remodeling projects involving new bathrooms, bedrooms, and/or kitchens

Note for properties located within the Critical Area: A Critical Area form must also be completed and submitted if the property is located within the Critical Area.

STEP 1: Water/Sewer Approval

- If the project involves a private well and/or septic system (even if no plumbing is involved in the construction), the Health Department will need to review the development proposal. Applications must be made to:

Calvert County Health Department, Environmental Health Division
Calvert County Services Plaza, Suite 100
150 Main Street, Prince Frederick, MD 20678. Phone: 410-535-3922

Health Department staff will collect a \$20.00 review fee and review the application for compliance with their regulations.

- If the property is served by County water and/or sewer and you are making improvements that increase water & sewerage usage, the Water and Sewerage Division will need to review the proposed construction. Applications must be made to:

Water and Sewerage Division
Calvert County Services Plaza, Suite 205
150 Main Street, Prince Frederick, MD 20678. Phone: 410-535-1600 ext. 2329

STEP 2: Building Permit Application & Supporting Documents

The following information must be submitted:

1. A completed Application for Health Department/Zoning Approval and/or Building Permit.

Note: No building, grading, electrical or plumbing permits shall be approved if a zoning violation is pending on the property. See Section 1-7.01.G of the Zoning Ordinance.

2. A grading permit application or grading exemption application. Note: For in-ground swimming pools greater than 21,000 gallons, a grading permit is required or a grading exemption with a cross-section drawing submitted with the application. For in-ground swimming pools less than 21,000 gallons, a grading exemption may be permitted in lieu of a grading permit if the project does not exceed the criterion.
3. A plat or sketch of the property, drawn to scale, showing the distances from property lines and the dimensions of all proposed structures. The following guidelines apply to setbacks for accessory structures and additions:
 - Most required setbacks for principal structures are shown on subdivision plats. Additions to principal structures must meet these setbacks. If no setbacks are shown on the plat, see Section 5-1.07 (Table 5-2) and Section 5-1.09 (Table 5-4) of the Zoning Ordinance.
 - Detached accessory structures must meet the same front setbacks required for principal structures. See Section 5-1.10 (Table 5-5) for setback requirements for all accessory uses.
 - If an accessory structure contains less than 500 square feet or less, the side and rear setbacks are 5' each.
 - If an accessory structure contains 500 square feet or more, the setbacks required for the principal structure must be met.
 - Structures for the keeping of animals (dog houses, pens, etc.) must meet the same front setback as the principal dwelling and must be 25' from the side and rear property lines.
 - Accessory apartments must meet the same setbacks as the principal dwelling.
4. For accessory apartments, a floor plan must be submitted and other conditions apply. See the Customer Assistance Guide for Accessory Apartments.
5. If the property is in the Chesapeake Ranch Estates, White Sands, Drum Point, or the town limits of Chesapeake Beach or North Beach, written community approval is required to be submitted with the application.

Chesapeake Ranch Estate Property Owners Assoc. 395 Clubhouse Drive, Lusby, MD 20657 410-326-3182	White Sands Civic Association PO Box 57, Lusby, MD 20657 410-586-8201
Drum Point Property Owners Association 401 Lake Drive, Lusby, MD 20657 410-326-6148	Chesapeake Beach Town Hall 8200 Bayside Road Chesapeake Beach, MD 20732 410-257-2230
North Beach Town Hall P.O. Box 99, 8916 Chesapeake Avenue North Beach, MD 20714 (301) 855-6681	

6. If the proposed construction is located within a Town Center, review the appropriate Town Center Ordinance to see if architectural review is required. If required, applicant must complete and submit an architectural review application and obtain architectural approval from the Town Center Architectural Committee and from the Planning Commission before a building permit package can be reviewed by the Department of Planning and Zoning.

Department of Planning and Zoning, Calvert County Services Plaza, Suite 304,
150 Main Street, Prince Frederick, MD 20678. Phone: 410-535-2348
7. If Board of Appeals approval is required or has been received, a copy of the approved decision and plat/drawing must be submitted.

8. If the property is located within the Chesapeake Bay Critical Area, refer to the Critical Area Form for additional required information and procedures.
9. If the property is in the Flood Hazard Area, see Customer Assistance Guide – Permit Requirements for Construction in the Floodplain.
10. If a lot is less than one-half acre and is located in a small-lot community without an approved stormwater management plan, then impervious surface regulations apply. See Section 5-1.09.F.4 of the Zoning Ordinance for detailed requirements.

NOTE: The Department of Planning and Zoning requires information in items 3 through 10. If not submitted with the application, applications will be held by Planning & Zoning until provided.

See the Calvert Soil Conservation Service Office for the Calvert County Sediment and Erosion Control Guidelines.

<u>Mailing Address:</u> Calvert Soil Conservation Service P.O. Box 657 Prince Frederick, MD 20678	<u>Location:</u> Calvert Soil Conservation Service Kaine Building, Duke Street Prince Frederick, MD 20678
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STEP 3: Processing of the Building Permit


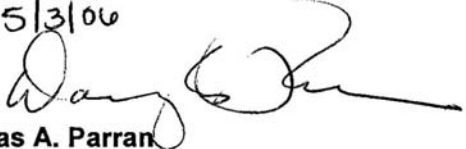
1. Once the water/sewer application is approved by Environmental Health and/or the Division of Water and Sewerage, applications will be forwarded to the Division of Inspections and Permits.
2. The Division of Inspections and Permits will send the application to all applicable County agencies, including the Department of Planning & Zoning, for review and approval.
3. Upon receiving all necessary approvals, the Division of Inspections and Permits will accept payment for and issue the building permit.

Division of Inspections and Permits
 Calvert County Services Plaza, Suite 201, 150 Main Street
 Prince Frederick, MD 20678. Phone: 410-535-2155

Application numbers (AP#) are assigned by the Division of Inspections & Permits when the application is accepted. The status of the application can then be checked on-line at:

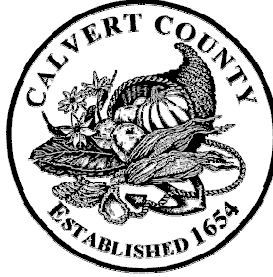
www.co.cal.md.us/permlkups/default.aspx

4. Inspections are required. See the Customer Assistance Guide for inspections procedures.

<p>This publication has been approved by:</p>  <p>Gregory A. Bowen, Director Planning and Zoning</p>	<p>Date: 5/3/06</p>  <p>Douglas A. Parran County Administrator</p>
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**APPLICATION FOR
HEALTH DEPARTMENT/
ZONING APPROVAL
AND/OR
BUILDING PERMIT**

Calvert County Inspections and Permits Division
150 Main Street, Suite 201, Prince Frederick, MD 20678
(410) 535-2155 or (410) 535-2156



Office Use Only

Building A/P # _____
Grading A/P # _____
Received by: _____ Date: _____

To be Completed by Applicant:

Tax ID # _____
Tax Map _____ Grid _____ Parcel _____
Blk _____ Lot _____ Sect _____

Also To be Completed by Applicant:

Property Owner Information	Name:	Phone:
	Mailing Address:	
	City, State & Zip:	E-mail:
Job Location Information	Town or Subdivision:	Deed Reference:
	Premise Address:	Lot Size or Acreage:
	City, State & Zip	
	Directions to site from Courthouse:	
Contractor Information	Company Name:	Phone:
	Mailing Address:	City, State & Zip
	Contractor's Name:	E-mail:
	Calvert County License #:	State License #:

SPECIAL INSTRUCTIONS:

- A. An approved sewerage and water certificate must be obtained prior to issuance of a building permit.
- B. Inspectors shall be notified, 24 hours prior to an inspection, by calling the Inspections & Permits Division at (410) 535-2155
 - 1. Before footings or slabs are poured;
 - 2. Before foundation walls are backfilled;
(Foundation Location Surveys must be submitted and approved for new dwellings prior to calling for a Framing Inspection)
 - 3. Before framed walls are insulated;
(Note: Certifications required for engineered floor and roof systems.)
 - 4. Before interior walls are covered; and
 - 5. Upon completion of building
- C. Permit is good for only 6 months unless under continuous construction.
- D. See information sheets which pertain to your project for other special instructions.
- E. Return this completed application and other required information to the Inspections & Permits Division.

PROPOSED CONSTRUCTION INFORMATION

FLOODPLAIN

Description of Work: _____

Total Square Footage of Proposed Finished Floor Area: _____ Total Square Footage of Proposed Porches, Garages, Decks, Sheds, etc.: _____

Type of Work: New Addition Existing (remodel, repair) Replacement Demolition Fire Restoration

Type of Structure:

Single Family Detached Home	Accessory Apartment	Modular Home	Dbl. Wide Mobile Home
Single Wide Mobile Home	Single Family Attached Home	Apartment/Condo	Construction Trailer
Res. Accessory Structure	Res. Water Dependent	Comm. Water Dependent	Comm. Accessory Structure
Single Wide Mobile Home replaced w/DBL Wide, Modular, Stick Built		Commercial Building	

# Bldgs:	# Units:	Footing	Concrete	Pile	Caisson	Estimated Construction Cost: \$
# Kitchens:	# Stories:		Other			
# Full Baths:	Bldg. Height:	Exterior	Wood	Metal	Brick	Heat Oil Gas Electric
# Half Baths:	# Fireplaces:	Walls	Vinyl	Other		Other
# Rooms: (exclude kitchen & baths)		Interior	Plaster	Panel	Drywall	Equipment Air Cond. Boiler Furnace
		Walls	Other			Heat Pump Other
Basement Slab Crawl		Roof	Flat	Pitch	Shed	Is the property in the Critical Area? _____ Board of Appeals Case # _____ Is the Property in a Town Center? _____
		Structure	Other			
Sewerage: Public Septic Tank		Roof	Built-up	Roll	Shingles	
Water: Public Individual Well		Cover	Other			

Use & Occupancy Permit Requested:

Use & Occupancy Permit with structural modification Use & Occupancy Permit with no structural modification
Complete: Existing Use _____ Proposed Use: _____

I hereby certify that I have the authority to make this application, that the information given is correct, and that use and construction shall conform to the County Health Regulations, the Building Code and Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property.

SIGNATURE OF OWNER OR AUTHORIZED AGENT:	DATE:
PLEASE PRINT NAME:	PHONE:

Check the status of your permit online at: www.co.cal.md.us/permlkups/default.aspx

# Bldgs:	# Units:	Footing	Concrete	Pile	Caisson	Estimated Construction Cost: \$
# Kitchens:	# Stories:		Other			
# Full Baths:	Bldg. Height:	Exterior	Wood	Metal	Brick	Heat Oil Gas Electric
# Half Baths:	# Fireplaces:	Walls	Vinyl	Other		Other
# Rooms: (exclude kitchen & baths)		Interior	Plaster	Panel	Drywall	Equipment Air Cond. Boiler Furnace Heat Pump Other
Basement Slab Crawl		Roof	Flat	Pitch	Shed	Is the property in the Critical Area? _____ Board of Appeals Case # _____ Is the Property in a Town Center? _____
Sewerage: Public Septic Tank Water: Public Individual Well		Structure	Other			
Use & Occupancy Permit Requested:						
Use & Occupancy Permit with structural modification			Use & Occupancy Permit with no structural modification			
Complete: Existing Use _____			Proposed Use: _____			
I hereby certify that I have the authority to make this application, that the information given is correct, and that use and construction shall conform to the County Health Regulations, the Building Code and Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property.						
SIGNATURE OF OWNER OR AUTHORIZED AGENT:					DATE:	
PLEASE PRINT NAME:					PHONE:	

Updated May 2006