

**DEPARTMENT OF PLANNING AND ZONING**  
**Division of Inspections & Permits**  
**CUSTOMER ASSISTANCE GUIDE**  
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**THE BUILDING PERMIT PROCESS FOR  
SINGLE-FAMILY DWELLINGS**

REVISED MAY 2006

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These guidelines apply to:

- (1) Single-family detached dwellings
- (2) Group home for up to 16 residents
- (3) Single-family attached dwellings of two units (Duplex)
- (4) Single-family attached dwellings: Triplex and Fourplex in the Rural Community District only. Maryland law requires *the seal of an architect on construction drawings* for three or more attached residential units.

These guidelines **DO NOT APPLY TO**: additions to structures, decks, residential accessory uses (i.e., sheds, swimming pools, accessory apartments, etc.), and remodeling projects. For these uses, see the Customer Assistance Guides entitled, "ACCESSORY STRUCTURES & ADDITIONS" and "ACCESSORY APARTMENTS".

**Contractor's Licensing Requirements**

New Residential Construction

The builder must have a Calvert County Residential Contractor's License and Permit Bond in the amount of \$1,000. Property owners may construct their own dwelling on their own property without a license (with proper permits).

As of January 1, 2001, the builder must also be licensed and registered as a Home Builder in the State of Maryland. A license number will be required before any permit application will be accepted. To inquire about this, please contact the Office of the Attorney General, Consumer Protection Division, 200 St. Paul Place, 16<sup>th</sup> Floor, Baltimore, MD 21202, Phone 410-576-6573, Toll Free 877-259-4525, Fax 410-576-6573.

Home Improvement Work

Builders must have a Maryland State Home Improvement License. Property owners may complete home improvements on their own property (with proper permits) without obtaining a License.

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.

## STEP 1 - APPROVAL OF WATER AND SEWER/SEPTIC SYSTEMS

**Private Well and/or Septic:** If the project involves a private well and/or septic system, the Health Department will need to review the development proposal. Applications must be made to:

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

Health Department staff will review the application for compliance with their regulations. Health Department "perc" test approval (actual permit, not receipt) and/or one survey plat stamped by the Health Department will be required prior to proceeding to Step 2.

**County water and/or sewer:** If building a new structure which will be served by County water and/or sewer or making improvements which will increase water and 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

The water and sewer connection fees are to be paid prior to issuance of the permit. The Health Department must also sign the application approved by the Water and Sewerage Division prior to proceeding to Step 2.

**Private water system:** If the property is in the Chesapeake Ranch Estates or Chesapeake Beach town limits, community approval of connection to the water system is required. If this information is not provided, the Division of Inspections and Permits will not process applications until received. See contact information below. Health Department approval of the septic system is also required prior to proceeding to Step 2 (see above).

Chesapeake Ranch Estates Property Owners Assoc.  
395 Clubhouse Drive  
Lusby, MD 20657  
410-326-3182

Chesapeake Beach Town Hall  
8200 Bayside Road  
Chesapeake Beach, MD 20732  
410-257-2230

## STEP 2 - INFORMATION REQUIRED FOR A BUILDING PERMIT

1. A completed Application for Health Department/Zoning Approval and/or Building Permit.
2. A grading permit application.
3. Approval of Water and Sewer/Septic Systems as completed in Step 1.
4. A fully engineered plot plan (6 copies).

5. One copy of the subdivision record plat creating the lot. If the property is not in a subdivision, a copy of the current deed and any supporting deeds demonstrating that the property was legally created. This information may not be required for subdivisions recorded prior to 1967 and not subsequently modified.
6. A road access permit is required for all entrances onto any public road. Occupancy Permit will be withheld until the driveway entrance is complete, inspected, and approved.
  - a. For County roads, a Calvert County Road Access Permit application, available from the Division of Inspections and Permits, must be submitted.
  - b. For State roads, contact the State Highway Administration Access Control Division:  
  
 Joe Katzenburger, State Highway Administration Highway Access Permit Division,  
 P.O. Box 717, 707 North Calvert Street, Baltimore, MD 21203  
 Phone: (800) 876-4742
7. Construction Drawings:

One (1) complete set for residential showing overall dimensions, size, and location of doors and windows, outside elevations, wall section view (from footing to roof structure), floor plans and foundation and framing plans. Plans shall be drawn to a minimum scale of 1/4 inch = 1 foot.

### Permit Package Checklist

<b><u>Information Required</u></b>		<b><u># of Copies</u></b>
<input type="checkbox"/>	Building Permit Application	1
<input type="checkbox"/>	Grading Permit Application	1
<input type="checkbox"/>	Road Access Permit Application	1
<input type="checkbox"/>	Health Department Approval	1
<input type="checkbox"/>	Private (Community) Water System Approval (if applicable)	1
<input type="checkbox"/>	Plot Plan Drawing	6
<input type="checkbox"/>	Record Plat (Note: if the lot is recorded on a plat larger than 8 1/2" x 14", a photocopy of the lot and all notes and conditions will be accepted.)	1
<input type="checkbox"/>	If no record plat exists, the current deed & any supporting deeds demonstrating that the property was legally created.	1
<input type="checkbox"/>	Soil Conservation Service notes and certification	2
<input type="checkbox"/>	Enlargement of Site (1" = 50' scale for plans submitted at 1" = 100' or smaller)	1
<input type="checkbox"/>	Sight Distance Certification	1
<input type="checkbox"/>	Stormwater Management Waiver or Variance (if required)	2
<input type="checkbox"/>	Forest Conservation Worksheet (if clearing more than 40,000 square feet)	1
<input type="checkbox"/>	Construction Drawings (minimum scale: 1/4" = 1')	1

### Other Considerations/Information That May Be Required

1. If the property is in the Chesapeake Ranch Estates, White Sands, Drum Point, or within the Chesapeake Beach or North Beach town limits, written community approval is required on the plat prior to submittal to the Division of Inspections and Permits. See the contact information below.

Chesapeake Ranch Estates 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	

2. 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 submit an Architectural Review Application and obtain architectural approval from the Town Center Architectural Review Committee and Planning Commission before a building permit package can be reviewed by the Department of Planning & Zoning.

Contact: Department of Planning and Zoning, Calvert County Services Plaza,  
Suite 304, 150 Main Street, Prince Frederick, MD 20678  
Phone: 410-535-1600, ext. 2356

3. If Board of Appeals approval is required or has been received, a copy of the approved decision and plat/drawing must be submitted.
4. If the property is located within the Chesapeake Bay Critical Area, refer to the Critical Area Form for additional required information and procedures. Submittal of the Critical Area Form may not be required for construction of new single-family dwellings if all pertinent information (such as impervious surface calculations, disturbance of steep slopes, etc.), is included on the plat or with the permit package.
5. If the property is in the Flood Hazard Area, see Customer Assistance Guide entitled, "Permit Requirements for Construction in the Floodplain".
6. Forest Conservation Requirements: See Customer Assistance Guide entitled, "The Forest Conservation Act" for further details, as well as Section 8-3 of the Calvert County Zoning Ordinance.
7. See the Calvert Soil Conservation Service Office for the Calvert County Sediment and Erosion Control Guidelines.

Mailing Address: P.O. Box 657, Prince Frederick, MD

Phone: (410) 535-1521, ext. 3

Location: Kaine Building, Suite 106, 65 Duke Street, Prince Frederick, MD

8. See the Engineering Bureau for roadway construction requirements, stormwater management, and Public Works Agreements

Address: Department of Public Works, Engineering Bureau, County Services Plaza, Suite 202, 150 Main Street, Prince Frederick, MD 20678.  
Phone: (410) 535-1600, ext. 2220

### STEP 3 - PROCESSING OF THE BUILDING PERMIT APPLICATION

The permit package must be submitted to the Division of Inspections and Permits. The permit package will then be routed to the Department of Planning & Zoning<sup>1</sup>, House Numbers, Engineering Bureau, and Soil Conservation Service and then returned to the Divisions of Inspections and Permits.

The Division of Inspections and Permits does not contact the applicant or the builder when the permit is approved. ***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](http://www.co.cal.md.us/permlkups/default.aspx)

If the permit does not comply with regulations and is not eligible for approval, the appropriate agency will contact the applicant. After corrections have been made, the applicant must submit the corrected application package to the appropriate agency to continue on in the review process as described above.

After the permit has received all necessary approvals, the applicant can pay all necessary fees and bonds for the permit in the Division of Inspections and Permits office. Some occasions may require the submittal of more than one check. Please contact the Division of Inspections and Permits for this information. **THE ACTUAL PERMIT CANNOT BE PAID FOR AND PICKED UP ON THE SAME DAY.** After the payment has been processed, the permit can be picked up or mailed to the applicant within 2 business days.

Contact: Division of Inspections and Permits, Calvert County Services Plaza, Suite 201, 150 Main Street, Prince Frederick, MD 20678. Phone: 410-535-1600, ext. 2515 or 2552.

### STEP 4 - INSPECTIONS

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

<b><i>This publication has been approved by:</i></b>	<b><i>Date:</i></b>
<b>Gregory A. Bowen, Director Planning and Zoning</b>	<b>Douglas A. Parran County Administrator</b>

<sup>1</sup> Permits for properties within the Chesapeake Beach town limits are reviewed by town personnel.

## Calvert County Critical Area Form

If your property is located within the Critical area (land within 1,000 feet of the mean high water line of the Chesapeake Bay, Patuxent River, or their tributaries, or the landward boundary of tidal wetlands or heads of tide), please complete the following information. Supplying this information is required and will greatly expedite the processing time of your permit.

**Date:** \_\_\_\_\_ **Tax ID #:** \_\_\_\_\_

Tax Map #	Parcel #	Block #	Lot #	Section

<b>Project Name/Location:</b>
<b>Address:</b>

**Applicant's Information:**

<b>Last Name:</b>	<b>First Name:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Address:</b>	

**Agent's Information:**

<b>Last Name:</b>	<b>First Name:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Address:</b>	

**Application Type (check all that apply):**

Building Permit	<input type="checkbox"/>	Grading Exemption	<input type="checkbox"/>	Variance	<input type="checkbox"/>
Buffer Cutting Permit	<input type="checkbox"/>	Grading Permit	<input type="checkbox"/>	Other	<input type="checkbox"/>
Buffer Management Plan	<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	Specify:	
Clearing Outside of Buffer	<input type="checkbox"/>	Subdivision	<input type="checkbox"/>		

**Describe Proposed Project:**

**Site Information (Check box if applicable)**

Intrafamily Transfer Lot (Minor Subdivisions Only)	<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Residential - new build	<input type="checkbox"/>
Lot Created Prior to 12-13-88	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Residential – Addition, Accessory Structure, etc	<input type="checkbox"/>
Growth Allocation	<input type="checkbox"/>	Institutional	<input type="checkbox"/>	Shore Erosion Control	<input type="checkbox"/>
Buffer Exemption Area	<input type="checkbox"/>	Mixed Use	<input type="checkbox"/>	Water-Dependant Facility	<input type="checkbox"/>
Variance Required	<input type="checkbox"/>	Recreational	<input type="checkbox"/>	Other	<input type="checkbox"/>

Critical Area Zoning District:	Acres	or Square Feet
Critical Area Overlay: - IDA		
- LDA		
- RCA		
Total Area:		

Forest and Lot Coverage:	In Buffer (sq ft)	Outside Buffer (sq ft)
Existing Forest/Woodland/Trees		
Created Forest/Woodland/Trees		
Removed Forest/Woodland/Trees		
Total Forest/Woodland/Trees to Remain		
Total Forest/Woodland/Trees to be Planted		
Existing Lot Coverage		
New Lot Coverage		
Removed Lot Coverage		
Total Lot Coverage		

Trees and/or shrubs must cover or be established to cover 15% of the lot or parcel area. Lot coverage limits are as given in Section 8-1.04.G.1.f of the Zoning Ordinance including Table 8-1.01 repeated below. Lot coverage is any man-made surface except decks with spaced boards.

Lot/Parcel Size (in square feet)	Lot Coverage Limit
0 – 8,000	25% of parcel plus 500 square feet*
8,001 – 21,780	31.25% of parcel*
21,781 – 36,300	5,445 square feet*
Greater than or equal to 36,301	15% of parcel

\*(i) the property owner shall perform mitigation as per Section 8-1.04.G.3 for the square feet of lot coverage added above 15 percent of the parcel or shall use Best Management Practices approved by the Department of Public Works to offset potential adverse water quality impacts from the lot coverage surfaces, or

\*(ii) if paragraph (i) is not feasible, the property owner may pay a fee-in-lieu of performing the on-site mitigation equal to \$0.80 multiplied by the area in square feet of the new lot coverage that exceeds 15 percent of the parcel. All fees-in-lieu collected under this Section will be placed in the Critical Area fees-in-lieu fund to support projects that improve water quality.

If the property has an IDA designation, then Section 8-1.03 of the Zoning Ordinance needs to be addressed. The 10% reduction in pollution requirements must be met.

Attach a plat showing structures, water dependent facilities (piers, revetments, etc.), lot coverage, waterways, streams, wetlands, forest protection areas and areas to be planted. In general, clearing or cutting of existing vegetation (not lawns) requires mitigation.

Variations are required for any proposed activity that would not be allowed by the Zoning Ordinance such as building non-water-dependent structures in the 100 ft or extended Critical Area Buffer, Building on slope > 15%, or exceeding the clearing or lot coverage limits.

Addition information required for water dependent structures is given below.

The scaled drawings/plats submitted with the building permit application must include the following:

- A. Existing and proposed water dependent facilities,
- B. Lateral lines and adjacent property shorelines (must stay 25ft from each lateral line) and
- C. Harbor line if applicable (See Harbor Line Map in Office of Planning and Zoning).

Proposed activities below mean high water, in tidal or nontidal wetlands, or within 25' of a wetland require review and approval from Maryland Department of the Environment, the Army Corp of Engineers and Calvert County. A copy of all federal and state permits or letters of exemption must accompany permit applications to the County. For all proposed water dependent structures, a building permit is required. If the activity requires ground disturbance in the 100 ft. buffer, a grading permit is required.

I hereby certify that I have the authority to make this application and the information given is correct.

<b>Date:</b>	<b>Signature</b> (property owner or authorized agent):
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See the Calvert County Zoning Ordinance (Article 8-1) for additional information and requirements.

Total Lot Size = 29,900 s.f.

This lot is 45% wooded

No trees to be removed for proposed addition.

Proposed area of disturbance = 300 s.f.

No slopes greater than 15% to be disturbed.

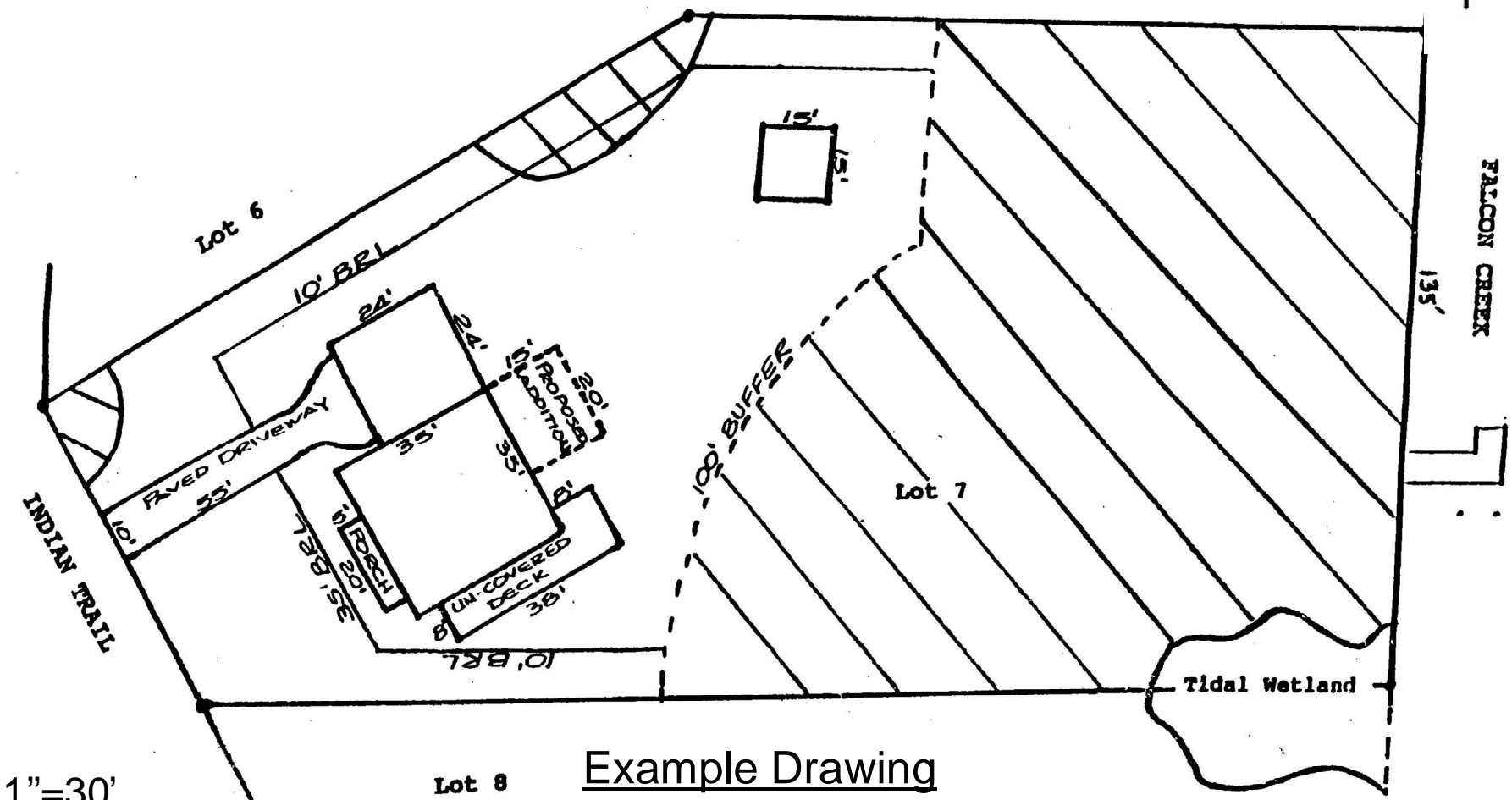
Lot Coverage Area: (allowed = 15% = 4,485 s.f.)

Existing:

House =	1,225 s.f.
Garage =	574 s.f.
Porch =	100 s.f.
Driveway =	610 s.f.
Shed =	225 s.f.
Deck =	336 s.f.
TOTAL =	3,070 s.f.

Proposed:

Addition = 300 s.f.  
 Lot coverage area for  
 entire lot = 3,370 s.f. or  
 11.3 %



1"=30'

Lot 8

Example Drawing