

RESIDENTIAL PERMIT APPLICATION CHECKLIST

*Building permits are required for construction, alteration, repair, addition and removal of structures, including sheds and decks.
Permit applications are made at:*

*Permits and Inspection Department
225 North Center Street, Room 118
Westminster, MD 21157*

Hours of operation are Monday through Friday, 8:00 am to 4:30 pm.

To expedite the permit review process, please verify the following items are submitted at the time of filing for a building permit. The permit application and review process may be delayed if any items are omitted.

Requirements for all permit applications:

- Maryland Home Builder Registration License to create new living units (not required if owner occupied and owner is acting as contractor)
- Maryland Home Improvement License for home improvements (not required if owner resides at and is acting as contractor)
- Owner/Contractor - Authorization/Affidavit

Single & Two-Family Dwelling and/or Addition:

- Three (3) plot plans of the entire parcel – drawn to scale – to include:
 - Location of the proposed structure
 - Measurements from the proposed structure to each property line
 - Location of any existing structures
 - Location of existing/proposed driveway(s)
 - Location of existing/proposed well and/or septic area with measurements to proposed structure
 - Limits of disturbance
 - Road name

- Two (2) complete sets of detailed construction plans – drawn to ¼ inch scale – to include:
 - Footing, foundation and framing plan to include all structural details
 - Floor plan for each level with all rooms labeled with the proposed use and structural details
 - Cross section (1/4 scale)
 - Wall section (1/2 scale)
 - Include wall bracing compliance and details
 - Elevation (front, rear and sides)
 - Square footage totals (finished and unfinished area(s))
 - Manufacturer installation instructions (for manufactured mobile home only)
 - Seal indicating plans are state approved (modular dwelling only)
 - Residential Energy Compliance Form must be submitted with permit application.
 - Indicate if existing home is sprinklered (addition permits)
 - Additions, without renovations to the existing structure which are intended to include a majority of elements of a dwelling unit (i.e., bedrooms, bathrooms, kitchens, laundry rooms, HVAC configuration, water/sewer configuration, and separation of areas) or exceeds 50% of the structure's total square footage, shall require a sprinkler system to be installed

- Homeowner's Affirmation (must own property, be general contractor and will reside in dwelling)
- Home Builder's License Number (for construction/placement of new dwelling by a licensed contractor)

___ Townhouse drawings shall be designed by a Maryland registered architect sealed and signed.

Detached Garage/Pole Building/Shed:

- ___ Three (3) plot plans of the entire parcel – drawn to scale – to include:
 - ___ Location of the proposed structure
 - ___ Measurements from the proposed structure to each property line
 - ___ Location of any existing structures
 - ___ Location of existing/proposed driveway(s)
 - ___ Location of existing/proposed well and/or septic area (measurements needed to proposed structure)
 - ___ Limits of disturbance
 - ___ Road name

- ___ Two (2) complete sets of detailed construction plans – drawn to ¼ inch scale – to include:
 - ___ Footing, foundation and framing plan to include all structural details
 - ___ Floor plans for each level with all rooms labeled with the proposed use
 - ___ Cross section (1/4 scale)
 - ___ Include wall bracing compliance and details
 - ___ Elevations (at least two)
 - ___ Square footage total

Deck:

- ___ Three (3) plot plans of the entire parcel – drawn to scale – to include:
 - ___ Location of the proposed structure
 - ___ Measurements from the proposed structure to each property line
 - ___ Location of existing/proposed well and/or septic area (provide measurements to proposed deck)
 - ___ Limits of disturbance
 - ___ Road name

- ___ Two (2) complete sets of detailed construction plans – drawn to ¼ inch scale – to include:
 - ___ Footing detail indicating size and depth
 - ___ Elevation (not required if height above finish grade is provided)
 - ___ Beam size and support posts sizes and locations
 - ___ Floor joist size and spacing
 - ___ Ledger board connection details
 - ___ Decking materials indicated
 - ___ Detail of stair construction and location
 - ___ Detail of railing system, including materials
 - ___ Square footage total

Finished Basement/Interior Renovations:

- ___ Two (2) complete sets of detailed construction plans – drawn to ¼ inch scale– to include:
 - ___ Floor plan with all rooms labeled with the proposed use
 - ___ Square footage totals (finished and unfinished area(s))
 - ___ Window and door sizes indicated
 - ___ Means of egress location
 - ___ Finished ceiling height indicated
 - ___ Type of wall framing and spacing (2x4 or metal)
 - ___ Exterior wall insulations
 - ___ Smoke detectors (in each bedroom and in immediate vicinity of bedrooms)

- ___ Indicate if existing home is sprinklered
- ___ Interior Renovations exceeding 50% of the total sq.ft. may require a sprinkler system

Swimming Pool – Above or In-Ground:

- ___ Three (3) plot plans of the entire parcel – drawn to scale – to include:
 - ___ Location of the proposed structure
 - ___ Measurements from the proposed structure to each property line
 - ___ Location of existing/proposed well and/or septic area (provide measurements to proposed pool)
 - ___ Dimensions/diameter of pool
 - ___ Deck (if provided as part of the above ground pool – manufacturer’s details)
 - ___ Deck (if framed separately, see deck requirements above)
 - ___ Limits of disturbance
 - ___ Road name

Retaining Walls:

- ___ Three (3) plot plans of the entire parcel – drawn to scale – to include:
 - ___ Location of the proposed structure
 - ___ Measurements from the proposed structure to each property line
 - ___ Location of existing/proposed well and/or septic area (provide measurements to proposed wall)
 - ___ Limits of disturbance

- ___ Two (2) complete sets of detailed construction plans – drawn to scale – to include:
 - ___ Engineered plans/specs (can be supplied from the block manufacturer or third-party engineer)

*Additional information may be required for other reviewing agencies, such as:

- Zoning Administration – 410-386-2980
- Office of Public Safety – 410-386-2298
- Environmental Services – Grading – 410-386-2210
- Carroll County Health Department – 410-876-1884
- Office of the State Fire Marshall – 410-871-3050
- County Roads – 410-386-6717
- City/Town – Please contact the city/town office in which you reside