

CARROLL COUNTY RESOURCE MANAGEMENT DIVISION

ENVIRONMENTAL INSPECTION OFFICE

GRADING PERMIT PROCEDURES

In order to assist the applicant in obtaining a grading permit, the Resource Management Division, Environmental Inspection Office has developed the following procedure:

Graded Areas Between 5,000 – 30,000 Sq. Ft.

- I - Grading Permit Application Processing: Applicant must submit their grading permit to Resource Management Division, Room 209 of the County Office Building, located at 225 North Center Street, Westminster, MD 21157, (410) 386-2210 or via email ccgrading@carrollcountymd.gov. If State and Federal permits are required for the job, they will need to be on file with the Environmental Inspection Office before application is made. A complete submittal is required to process the application and must include the information listed below:
- A. Grading Permit Application
 - B. Owner/Contractor Affidavit
 - C. Standard Erosion and Sediment Control Plan (for disturbed areas between 5,000 and 30,000 sq. ft.)

The owner and contractor must be the same on the application and the affidavit. Approvals are then obtained from applicable agencies and the grading permit is processed.

- II - Grading Permit Issuance Procedure: Having obtained required approvals and paid the permit fee, the applicant will be notified by the Environmental Inspection Office that a pre-construction meeting can be held at the site. It is required that the owner/developer and the grading contractor meet with the inspector at the site prior to construction. After all sediment control structures are installed, stabilized, and inspected by the Environmental Inspection Office, the grading permit will be issued.

Graded Areas in Excess of 30,000 Sq. Ft.

- I - Grading Permit Application Processing: After the Environmental Inspection Office has received an approved soil erosion and sediment control plan and all required State and Federal permits, the applicant may apply for the grading permit. Applicant must submit their grading permit to Resource Management Division, Room 209 of the County Office Building, located at 225 North Center Street, Westminster, MD 21157, (410) 386-2210 or via email ccgrading@carrollcountymd.gov. If State and Federal permits are required for the job, they will need to be on file with the Environmental Inspection Office before application is made. A complete submittal is required to process the application and must include the information listed below:
- A. Grading Permit Application
 - B. Owner/Contractor Affidavit
 - C. Plans/Drawings showing the limits of disturbance
 - D. State and Federal permits, if required

The owner and contractor must be the same on both forms. Approvals are then obtained from applicable agencies and the grading permit is processed.

- II - Grading Permit Issuance Procedure: Having obtained required approvals and paid the permit fee, the applicant will be notified by the Environmental Inspection Office that a pre-construction meeting can be held at the site. It is required that the owner/developer and the grading contractor meet with the inspector at the site prior to construction. After all sediment control structures are installed, stabilized, and inspected by the inspector, the grading permit will be issued.