

City of Hagerstown Code Administration Division

3rd Floor, City Hall
1 East Franklin Street
Hagerstown, MD 21740

Telephone (301) 790-4163
Facsimile (301) 791-2650

BUILDING PERMIT REQUIREMENTS FOR ADDITIONS, ALTERATIONS, FINISH BASEMENT OR ENCLOSED PORCH

Please complete all Applicable Fields Below

Estimated Cost of Construction: _____ <i>includes electrical, plumbing, HVACR, labor & materials</i>	Any Electrical Work Involved? Yes <input type="checkbox"/> No <input type="checkbox"/> Any Plumbing Work Involved? Yes <input type="checkbox"/> No <input type="checkbox"/> Any HVAC Work Involved? Yes <input type="checkbox"/> No <input type="checkbox"/>																																				
Type of Building <input type="checkbox"/> Single-family dwelling (attached) <input type="checkbox"/> Single-family dwelling (detached) <input type="checkbox"/> Duplex <input type="checkbox"/> Apartment Building <input type="checkbox"/> Residential/Commercial Building Does the building have automatic sprinkler protection? Yes <input type="checkbox"/> No <input type="checkbox"/> Does the proposed work involve fire-rated construction? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what type _____ Construction Details Are any structural changes proposed? Yes <input type="checkbox"/> No <input type="checkbox"/> If an addition fill out the following: # of New Floors: _____ include (basement) # of Bedrooms: _____ New _____ Existing # of any New Dwelling Units this creates : _____ Basement Egress Type If Applicable _____ Heating Fuel: _____ Heating System: _____ Central Air: Yes <input type="checkbox"/> No <input type="checkbox"/> Chimney: Yes <input type="checkbox"/> No <input type="checkbox"/> Fireplace: Yes <input type="checkbox"/> No <input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Proposed Work</th> <th style="text-align: left;">Size</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> addition & # stories</td> <td></td> </tr> <tr> <td><input type="checkbox"/> alteration</td> <td></td> </tr> <tr> <td><input type="checkbox"/> basement finish</td> <td></td> </tr> <tr> <td><input type="checkbox"/> porch replacement & # stories</td> <td></td> </tr> <tr> <td><input type="checkbox"/> enclosed porch & # stories</td> <td></td> </tr> <tr> <td><input type="checkbox"/> porch & # stories</td> <td></td> </tr> <tr> <td><input type="checkbox"/> screened porch & # stories</td> <td></td> </tr> <tr> <td><input type="checkbox"/> covered porch & # stories</td> <td></td> </tr> <tr> <td><input type="checkbox"/> sunroom & # stories</td> <td></td> </tr> <tr> <td><input type="checkbox"/> morning room & # stories</td> <td></td> </tr> <tr> <td><input type="checkbox"/> slab only</td> <td></td> </tr> <tr> <td><input type="checkbox"/> carport</td> <td></td> </tr> <tr> <td><input type="checkbox"/> garage & # stories</td> <td></td> </tr> <tr> <td><input type="checkbox"/> finished area sf</td> <td></td> </tr> <tr> <td><input type="checkbox"/> unfinished area sf</td> <td></td> </tr> <tr> <td><input type="checkbox"/> proposed use</td> <td></td> </tr> <tr> <td>Total Square Footage</td> <td></td> </tr> </tbody> </table>	Proposed Work	Size	<input type="checkbox"/> addition & # stories		<input type="checkbox"/> alteration		<input type="checkbox"/> basement finish		<input type="checkbox"/> porch replacement & # stories		<input type="checkbox"/> enclosed porch & # stories		<input type="checkbox"/> porch & # stories		<input type="checkbox"/> screened porch & # stories		<input type="checkbox"/> covered porch & # stories		<input type="checkbox"/> sunroom & # stories		<input type="checkbox"/> morning room & # stories		<input type="checkbox"/> slab only		<input type="checkbox"/> carport		<input type="checkbox"/> garage & # stories		<input type="checkbox"/> finished area sf		<input type="checkbox"/> unfinished area sf		<input type="checkbox"/> proposed use		Total Square Footage	
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General Notes:

- All living space must have a ceiling height of 7' minimum.
- All bedrooms and finished basements require acceptable egress.
- All stairs – minimum tread depth of 9", maximum riser height 8 ¼".
- All existing fire separation assemblies must be maintained.
- An engineer's design and certification is required for the use of any engineered trusses.
- If any work listed above involves electric or plumbing work, those trade permits must be applied for prior to the issuance of the building permit.

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PLAN REVIEW SUBMITTAL REQUIREMENTS CHECKLIST FOR ADDITIONS ALTERATIONS, FINISH BASEMENTS, ENCLOSED PORCHES

Two (2) sets of plans are required, one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. An elevation plan showing height of addition or porch above grade is helpful. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please call 301-790-4163.

Plans need to include the following items:

- Existing and new floor plans to include:
 - a. Existing walls to be removed, existing walls to remain, and proposed walls – must include legend
 - b. Label use of rooms and all other spaces
 - c. Finished ceiling height
 - d. Location and sizes of doors and windows (must include door & window schedule)
 - e. Location of any existing smoke detectors and the proposed location of any new smoke detectors
 - f. Design of any fire rated construction

- Locations of any systems to be removed or modified:
 - a. Electrical wiring and fixtures
 - b. Plumbing piping and fixtures
 - c. Heating and air conditioning equipment or duct

- Framing details to include:
 - a. Sizes, types, spacing and locations of posts, beams, ledgers, joists, rafters, and wall framing materials
 - b. Corner bracing/Wall sheathing
 - c. Roof slope, sheathing type and thickness, and roof covering materials
 - d. Method of protecting wood exposed to the weather (preservative treated, paint, wrap, stain)

- Wall, floor, and ceiling coverings

If an addition to the existing building, please provide the following:

- Footing detail with depth of footing, diameter and thickness of concrete
- Design and size of foundation walls and any poured concrete or masonry piers
- Depth of crawl space (if applicable)
- If work includes concrete slabs, concrete stairs, or concrete walls:
 - a. Thickness
 - b. Reinforcement
 - c. Depth of fill below slab
 - d. Foundation material

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- Also include method of attachment to include:
 - a. Size of ledger board and method of attachment (bolt size, type and spacing)
 - b. Structural component to which the ledger is attached
 - c. Method of flashing and type of material to be used

- If structure is to have stairs:
 - a. Stair width, tread size, and height of riser (if known)
 - b. Location of stringers
 - c. Handrail or guardrail height, location, and design

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BUILDING PERMIT INFORMATION FOR RESIDENTIAL MISCELLANEOUS TO INCLUDE ADDITIONS, ALTERATIONS, BASEMENT FINISH, DECKS, SHEDS, PORCHES, GAZEBOS, SWIMMING POOLS, HOT TUBS, SPAS, CARPORTS, SUNROOMS, MORNING ROOMS, ARBORS, PERGOLAS, GARAGES, POLE BUILDINGS, AND OTHERS

Submittal Requirements

- If applicant is not the owner of the property, then an Affidavit from the owner authorizing applicant to make application for permit is required.

- Two (2) copies of a plot plan are required. The City encourages the use of a legal survey. If a survey is not being used, the plot plan can be drawn by hand. The plot plan must be on letter or legal size paper, and must include the following:
 - All property lines and property line dimensions.
 - If known - Building Restriction Lines (BRL) and any utility easements
 - Scale of drawing
 - Property Owner name(s)
 - Street Address of Property
 - Existing dwelling and any other existing structures
 - Existing driveway
 - Detailed dimensions of the proposed new construction
 - Proposed new construction location with setbacks from the proposed new construction to property lines and to the nearest structure in EACH DIRECTION

- Two (2) sets of construction drawings – see attachment as to what must be included

- Fees are due at the time of application