

**City of Hagerstown  
Code Administration Division**

3<sup>rd</sup> Floor, City Hall  
1 East Franklin Street  
Hagerstown, MD 21740

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

<b>PLAN REVIEW SUBMITTAL REQUIREMENTS CHECKLIST FOR PERGOLAS, TRELIS, ARBORS, GAZEBOS</b>
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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 the structure 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 (if applicable):

- Footing detail with depth and width of footing, diameter and thickness of concrete, and any reinforcement and post replacement (if applicable)
- Design and size of foundation walls and any poured concrete or masonry piers
- If work includes concrete slabs, concrete stairs, or concrete walls, a design which details thickness, reinforcement, depth of fill (if any), and method of support
  
- Framing details to include:
  - a. Sizes, types, spacing and locations of floors, walls, headers, posts, beams, ledgers, joists rafters, ceiling and roof
  - b. Roof slope, any sheathing type and thickness, and roof covering materials
  
- 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
  
- If the structure is attached to an existing building:
  - 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

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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