

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 APPLICATION FOR NEW RESIDENTIAL

Please complete all Applicable Fields Below

<p>Estimated Cost of Construction \$ _____ <i>includes electrical, plumbing, HVACR, labor & materials</i></p>	Construction Details
Type	Basement Type Egress Type
Single-Family Dwelling – detached <input type="checkbox"/> Single-Family Dwelling – attached <input type="checkbox"/> Townhome <input type="checkbox"/> Condo Units <input type="checkbox"/> Duplex <input type="checkbox"/> Apartments <input type="checkbox"/> Modular Home <input type="checkbox"/> Mobile Home <input type="checkbox"/>	<input type="checkbox"/> Unfinished Area sf <input type="checkbox"/> Areaway <input type="checkbox"/> Finished Area sf <input type="checkbox"/> Bilco Door <input type="checkbox"/> Partial Basement <input type="checkbox"/> Walk Out <input type="checkbox"/> No Basement <input type="checkbox"/> Window
Gross Area of Structure	Foundation Size: _____ No. Bedrooms: _____ Front Porch Size: _____ No. Full Baths: _____ Rear Porch Size: _____ No. Half Baths: _____ Side Porch Size: _____ Carport Size: _____ Front Stoop Size: _____ Garage Size: _____ Deck Size: _____
Indicate total gross area which includes all finished and unfinished space and is measured by the exterior dimensions. It excludes attics, stoops, and crawl spaces. _____ square feet	Sunroom Size: _____ No. of Stories: _____ Morning Room Size: _____ No. of Stories: _____ Other: _____ No. of Stories: _____
Fire Rated Construction – does the work involve any fire rated construction: <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what type _____	
Work Type	Foundation Walls Exterior Walls
New Dwelling <input type="checkbox"/> Replacement Dwelling <input type="checkbox"/> If replacement, what was the original habitable square footage: _____	<input type="checkbox"/> Block <input type="checkbox"/> Masonry <input type="checkbox"/> Concrete <input type="checkbox"/> Wood Frame <input type="checkbox"/> Manufactured Panels <input type="checkbox"/> Steel <input type="checkbox"/> Other <input type="checkbox"/> Other
Building Height, Elevation, and Stories	Exterior Wall Covering
Building Height _____ Number of Levels Including Basement: _____ Name of House Type _____ Elevation Type _____	<input type="checkbox"/> Brick Veneer <input type="checkbox"/> Vinyl Siding <input type="checkbox"/> Masonry <input type="checkbox"/> Stone Veneer <input type="checkbox"/> Aluminum Siding <input type="checkbox"/> Stucco/EFIS <input type="checkbox"/> Steel Siding <input type="checkbox"/> Other <input type="checkbox"/> Wood Siding
Mechanical & Sprinkler Systems	Roof Type Roof Covering
Residential Sprinkler System <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Gas Heat <input type="checkbox"/> Electric Heat <input type="checkbox"/> Heat Pump <input type="checkbox"/> Central Air	<input type="checkbox"/> Truss <input type="checkbox"/> Fiberglass Shingles <input type="checkbox"/> Rafter <input type="checkbox"/> Membrane <input type="checkbox"/> Other <input type="checkbox"/> Steel <input type="checkbox"/> Other
Setbacks: Front: _____ Rear: _____ Left Side: _____ Right Side: _____ Setbacks are measured to the shortest point	Interior Walls & Ceilings
	<input type="checkbox"/> Drywall <input type="checkbox"/> Other List: _____ Floor Covering: <input type="checkbox"/> Hardwood <input type="checkbox"/> Carpet <input type="checkbox"/> Vinyl <input type="checkbox"/> Tile <input type="checkbox"/> All
Driveway Entrance Information	Chimney Fireplace
Is there an existing driveway entrance, and will it be used <input type="checkbox"/> yes <input type="checkbox"/> no Will a new driveway entrance be constructed <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please show proposed entrance on your plot plan.	<input type="checkbox"/> Brick How Many? <input type="checkbox"/> <input type="checkbox"/> Block <input type="checkbox"/> Propane Gas <input type="checkbox"/> Steel Duct <input type="checkbox"/> Natural Gas <input type="checkbox"/> Other <input type="checkbox"/> Wood <input type="checkbox"/> Other

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<h2>Plan Submittal Requirements for New Residential</h2>

Minimum Specifications Required for Plan Submittal

- 1) Plans must be to scale - minimum 3/16" to a foot, 1/4" to a foot is preferred. Plans must be complete, including electrical, plumbing, and mechanical drawings.
- 2) Specifications and literature relevant to the method of construction, i.e., design loads, insulation values, sizes, types and species of framing lumber, and foundation system.
- 3) Indicate all engineered beams, joists, trusses, and rafters. For engineered joists, note manufacturer, sizes, series, and spacing. Floor truss framing and roof framing layouts are recommended. Any truss designs must be signed and sealed by the Design Professional.
- 4.) Overall square footage and dimensions of dwelling must be indicated. Indicate finished and unfinished square footage. Unfinished areas include, but are not limited to: garages, carports, covered/screened porches, decks, and unfinished interior areas.

Required Minimum Information for Each Set of Construction Plans

- 1) **Floor plans** for each level, including foundation (i.e., crawl space/basement), first floor, second floor, loft/attic. The floor plans must include the following:
 - a. All dimensions
 - b. All rooms labeled
 - c. Windows and doors with location and dimensions of each
 - d. Location and sizes of beams and support columns
 - e. Stairs
 - f. Fireplaces/woodstoves
 - g. Duct/plumbing chases/shafts
 - h. Location of bathroom fixtures
 - i. Location of kitchen and laundry appliances
- 2) **Elevation plans** must include the following:
 - a. Roof pitches
 - b. Doors and windows
 - c. Estimated finish grade lines
 - d. Exterior finished materials
 - e. Height of building
- 3) **Wall Section (minimum of one)** must include the following major building components, labeled and sized including but not limited to:
 - a. Footing, foundation wall type and thickness, foundation drainage materials, damp proofing/waterproofing methods, sill plates and anchoring
 - b. Floor framing and wall framing including exterior and interior sheathing and finishes
 - c. Roof framing, including interior and exterior finishes, roof ventilation, roof drainage, and building envelope insulation values
 - d. Insulation types and sizes

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Requirements for New Residential

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4) **Framing Plans** must include:

- a. Locations and sizes of beams (engineered lumber, steel, or sawn lumber)
- b. Locations and dimensions of footings
- c. Floor joists (series, size, spacing and direction)
- d. Roof rafters (size, spacing and direction)
- e. Engineered trusses – provide truss framing diagram. Truss specifications are generally required to be submitted and approved prior to framing inspection. These plans must be signed and sealed by the Design Professional.

5) **Fire Separation** if applicable:

- a. Type (floor/ceiling, wall, chase, etc.)
- b. UL® Design numbers for each
- c. Location

6) **Deck Plans** (if applicable) must include:

- a. Dimensions of new structure clearly indicated
- b. Footing detail with depth of footing, diameter, and thickness of concrete
- c. Size and location of posts showing the span between posts
- d. Size and location of beams
- e. Joist size, spacing, and direction
- f. Indicate type of decking material being used
- g. Size and direction of decking material
- h. If there is to be a cantilever, indicate the distance from end of deck to the beam and/or the distance from post to beam
- i. Materials and design of guardrail if any
- j. If deck is to have stairs:
 - stair width, tread size, and height of riser (if known)
 - location of stringers
 - handrail or guardrail height, location, and design
- k. If attaching to house, show method of attachment to include:
 - size of ledger board and method of attachment (bolt size, type and spacing)
 - structural component to which the ledger is attached
 - method of flashing and type of material to be used

Note: Deck may NOT be attached to masonry veneer

General Miscellaneous Information:

Please submit any literature or information for any material or system you are proposing to use that is not considered standard construction, i.e.; foundation assemblies, gutter alternatives, etc. Submitting plans in accordance with the requirements listed will prevent delays in the review process.

If you have any questions regarding these Plan Submittal Requirements, please contact the Plans Reviewer at 301-790-4163.

If the units you are proposing to build contain a sprinkler system, all appropriate documentation for said system must be sent directly to the Fire Marshal for review and approval. To contact, call 301-739-8577, ext. 104.

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Plan Review Checklist for <u>Single-Family Dwellings</u> Detached, Attached and Duplexes

Two (2) complete sets of scaled plans minimum 3/16" to one foot, 1/4" scale is preferred (Note: one set will be returned to you with the approved permit.)

- Overall square footage and dimensions of dwelling
- Floor plans must be submitted, including foundation/crawl space/basement, first floor, second floor, attics/lofts. All rooms including unfinished areas must be labeled.
- Framing Details and Building Cross Sections
- Fire Separation Details
- Elevation Plans
- Deck Plans if applicable
- Modular Dwellings – Pre-Manufactured homes need to be approved by the Maryland Department of Housing and Community Development, and must bear the appropriate label. Additional plans for any other structures i.e.; porches, decks, carports or garages are required.
- Mobile Homes – replacement only – manufactured dwellings are pre-approved by HUD and approval plate must be posted within the dwelling. Provide specifications showing pier locations, size and spacing, location of tie-downs and location and design of any exterior landing or stairs.

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Plan Review Checklist for *Town homes, Apartment Buildings and Condominiums*

Three (3) complete sets of scaled plans minimum 3/16" to one foot, 1/4" scale is preferred (Note: one set will be returned to you with the approved permit.)

- Overall square footage and dimensions of dwelling
- Floor plans must be submitted, including foundation/crawl space/basement, first floor, second floor, attics/lofts. All rooms including unfinished areas must be labeled.
- Framing Details and Building Cross Sections
- Fire Separation Details
- Elevation Plans
- Deck Plans if applicable
- Modular Dwellings – Pre-Manufactured homes need to be approved by the Maryland Department of Housing and Community Development, and must bear the appropriate label. Additional plans for any other structures i.e.; porches, decks, carports or garages are required.

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BUILDING PERMIT INFORMATION FOR NEW RESIDENTIAL, SINGLE-FAMILY DETACHED, SINGLE-FAMILY ATTACHED, AND DUPLEXES
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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

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BUILDING PERMIT INFORMATION FOR NEW RESIDENTIAL TOWNHOMES, APARTMENT BUILDINGS, AND CONDOMINIUMS

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.

- Three (3) copies of plot plan. 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.
 - Square footage or acreage of the property
 - Building Restriction Lines (BRL) and any utility easements (if known)
 - Scale of drawing
 - Property Owner name(s)
 - Street Address of Property
 - Show any existing dwellings and any other existing structures
 - Show existing or new 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.

- Four sets of construction drawings – see attachment as to what must be included.

- Fees are due at the time of application.