

**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

PLAN REVIEW SUBMITTAL REQUIREMENTS CHECKLIST FOR POLE BUILDINGS
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Three 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 pole building 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:

- Footing detail with depth of footing, diameter and thickness of concrete or fill material
- 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 are required.
- Location of doors and windows (must include door and window schedule).
- Design for headers above overhead doors and all other openings.

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

- 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 pole building is attached to an existing building:
 - a. Indicate the type of fire separation
 - b. Method of attachment to existing structure

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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