

**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 SHEDS

One story detached accessory structures used as tool and storage sheds, playhouses and similar uses with a floor area no greater than 100 square feet are exempt from permits.

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 shed above grade is helpful. Please note: brochures or photos from manufacturers are not adequate for plan review. 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 including the following items:

If shed is constructed off-site and brought to the property, provide the manufacturer's name and specifications.

- SHEDS UNDER 170 SQ. FT., show anchor type and locations (if shed construction is of adequate weight, anchoring is not required)

- SHEDS OVER 170 SQ. FT.
 - a. Footing detail with depth of footing, diameter and thickness of concrete
Note: frost footings extending no less than 30" below grade are required
 - b. Design and size of foundation walls and any poured concrete or masonry piers
Note: if existing surface is to be used, identify material
 - c. Show method of anchoring

- Framing details for floors, walls, roof, etc. to include:
 - a. Sizes, types, spacing and locations of posts, beams, ledgers, joists and rafters
 - b. Flooring material
 - c. If shed has a porch area, show design and materials proposed for guardrails

- 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

- Exterior finish

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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