

These guidelines pertain to all permitted projects with the City of Hagerstown. Some properties may have characteristics which require more extensive review and additional inspections. These guidelines are for convenience purposes only and may not apply in every case.



**STEP 1:** Apply in person or online to the Planning & Code Administration Department, One E. Franklin St., Ste. 300. Applications can be accepted by onsite drop-box, mail, or fax as well. There is a fee for a permit.

Please provide the following information with your application:

- Completed Building Permit Application
- Scaled plot plan, including the location of all existing structures and easements, roadways, and alleys. The plan must show the location of the proposed work, indicate distances from the work to all property lines, as necessary.
- Written permission from the property owner if the applicant is not the property owner. Affidavit forms are available on the City website or in the Office.
- Three (3) complete sets of building plans. (See example)
- Estimated value of all labor and materials.
- If you are hiring a contractor for your proposed construction, the contractor must be licensed with the City of Hagerstown. Please provide us with the contractor's name, address, phone number, and license number. If you are erecting the project yourself, a license is not required.

### STEP 2: Plan Review & Approval

Your application will be forwarded to all appropriate agencies for review and approval. Please allow approximately two-three weeks for review after a completed application is submitted, processing times may take longer if the application is incomplete or the project is more complex.

Note: Applications for plumbing, mechanical and electrical permits must be received during the review period as necessary. **Applications made for properties within historic districts must also be approved by the Historic District Commission prior to application approval, if any exterior changes are being made.**

Small Residential Projects may qualify for Next Day Building Permits.

### STEP 3: Permit Issuance

The applicant will be contacted by phone when the building permit has been issued and is ready to be picked up. All remaining permit fees are due at this time.

After obtaining your permit, you may begin work. *Please read all information in the permit packet when you receive it, so your inspection process goes as smoothly as possible.*

*All Permit Placards must be posted on the job site prior to construction. All approved construction documents must remain onsite at all times.*

### STEP 4: Inspections & Approvals

Contact the Inspection Request Line to schedule all necessary inspections after each phase of the work has been completed.

**Inspection Request Line: (301) 797-6313**

All inspection requests should be scheduled a minimum of 24 hours in advance. Requests shall only be made by the permit applicants. Each trade must call in their own inspections.

Inspection Request Procedure:

1. Call the Inspection Request Line
2. Follow the Prompts to select type of inspection
3. Provide the following information:
  - Your Name, Work Address, Permit Number
  - Contractor or Property Owner's Name
  - Type of Inspection being requested

If you need to speak with an inspector regarding your scheduled inspection, please call the inspector directly before 9am the day of the inspection.

If you are calling to cancel an inspection or provide information regarding your scheduled inspection after 9am, please call (301) 739-8577 ext.103 for assistance.

### STEP 5: Certificates of Use & Occupancy

A Certificate of Use and/ or Occupancy is issued when all final inspections have been approved and the construction has been approved for use. It is mailed to the owner of the property unless other arrangements have been made.

**The purpose of a permit is to make sure the project meets minimum safety requirements and complies with the Code of the City of Hagerstown.**

### When is a permit is required?

Per Section 105.1 of the Building Code of the City of Hagerstown :

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, or to cause such work to be performed, shall first make application to the Department and obtain the required permit.

**The Planning & Code Administration Department is open Monday through Friday from 8:00am - 4:30pm for any additional questions or concerns.**

**Permit Applications are accepted Monday through Friday from 8:00am - 4:00pm.**

**August 2021**



**CITY OF  
HAGERSTOWN,  
MARYLAND**

Planning and Code Administration Department  
One East Franklin Street, Suite 300  
Hagerstown, Maryland 21740

Phone: 301-739-8577, Ext. 123  
Fax: 301-791-2650  
Email: [codecompliance@hagerstownmd.org](mailto:codecompliance@hagerstownmd.org)



## Permitting & Inspection Guidelines



*Planning and  
Code Administration  
Department*

**301-739-8577, Ext. 123**



## Required Inspections:

### Building:

- Footing forms - shall be conducted after placing reinforcement and prior to placing concrete
- Deck Posts - shall be conducted prior to placing concrete to check for proper depth and min. required concrete bearing.
- Foundation forms - shall be conducted after placing reinforcement and prior to placing concrete
- Damp-proofing/ Drainage - shall be conducted prior to backfill.
- Slab - shall be conducted after placing reinforcement and prior to placing concrete
- Framing - shall be conducted after all roof, wall, ceiling, and floor framing is complete with all appropriate blocking, bracing, and fire-stopping in place, prior to installing insulation, wall coverings or sheathing, Rough-in approvals from all trades are required prior to requesting this inspection.
- Wall Bracing - shall be conducted when all braced wall areas are complete and ready for inspection, prior to covering any area.
- Insulation - shall be conducted after an approved building framing inspection, with all insulation and vapor barriers in place, prior to applying any finishes or wall coverings.
- Fire Rated Separations - shall be conducted prior to installation of additional layers of material or joints and fasteners are taped and finished.
- Ceiling Close - shall be conducted prior to installing removable ceiling tiles, Ceiling Close trade approvals are required prior to requesting this inspection.
- Final - shall be conducted when all landscaping/ drainage is in place and the building or structure is completed, final inspection approvals are required from Health, Fire, Electrical, Plumbing, Mechanical, Engineering, and Planning & Zoning prior to requesting this inspection.

Please note that other inspections may be required as work progresses to determine compliance with City Code and Ordinances.

### Electrical:

- Temporary electrical service - shall be conducted when temporary electrical systems are installed and ready to be energized by the utility company.
- Underground/ trench - shall be conducted when concealed electrical systems are in place, prior to covering, concealing, or backfilling any area.
- Electrical service/ service upgrade - shall be conducted when electrical systems are installed and ready to be energized by the utility company.
- Rough-in - shall be conducted when all wiring, boxes, and panel boards have been installed.
- Ceiling Close - shall be conducted prior to installing ceiling tiles
- Final - shall be conducted when the entire electrical system, including fixtures, is complete and ready for service.

### Plumbing:

- Water service - shall be conducted when systems are in place, prior to covering, concealing or backfilling any area.
- Sewer - shall be conducted when systems are in place, prior to covering, concealing, or backfilling any area.
- Rough-in/ Water System Pressure - shall be conducted when all piping, venting and parts of the system are installed, prior to being covered or concealed
- Gas System - Prior to placing into service all piping shall be pressure tested.
- Ceiling Close - shall be conducted prior to installing ceiling tiles
- Final - shall be conducted when the entire plumbing/ gas system, including fixtures, is complete and ready for service.

### Mechanical:

- Rough-in - shall be conducted when all boots, mechanical ventilation, and concealed ducts have been installed.
- Ceiling Close - shall be conducted prior to installing ceiling tiles
- Kitchen [Commercial] Exhaust Hood System - shall be light or smoke tested prior to covering or concealing.
- Final - shall be conducted when the entire mechanical system is complete and ready for service.

## General Permit Notes:

- ◆ An application for permit for any proposed work shall be deemed abandoned six months after the date of the filing, unless such application has been pursued in good faith. Any permit issued shall become invalid if the authorized work has not commenced within six months after the issuance of the permit, or the authorized work is suspended or abandoned for a period of six months or no inspection request is received by the department for a period of six months.
- ◆ The Code Official is authorized to grant a one-time, six (6) month extension. The fee to extend a permit application or an issued building permit is \$25. Each request to extend a permit shall be made in writing with justification and received in advance of the expiration date.
- ◆ Building permits are non-transferrable and non-assignable.
- ◆ Building Fee Calculations: Fees are based on the estimated cost of the job, including labor. When applicable, other fees may include sewer, water, excise tax, and road improvement fees.
- ◆ Related trade permits: Electrical, plumbing, and mechanical are separate permits with separate fees. Each trade license holder must sign those permits as required.
- ◆ Refunds: Filing fees are non-refundable and non-transferrable. If the permit for proposed work becomes abandoned, the building permit fees will be refunded minus \$70. If any work has commenced, no refund will be granted. Revoked, suspended, expired, or void permits are not eligible for refunds.
- ◆ Revisions: Any deviation from the approved plans must be authorized by the Code Official prior to proceeding with that phase of the job. An additional fee may also be charged based on the extent of the change from the original plans.

## General Inspection Notes:

- ◇ Inspections do not happen automatically, it is the permit applicant's responsibility to ensure that inspections are being requested.
- ◇ The site must be safely accessible for inspection. If not safely accessible, or work is not ready for inspection, the inspection will not be conducted and a re-inspection fee will be charged. The re-inspection fee is \$50.
- ◇ The department has the right to reject any work which has been concealed or completed without first having been inspected and approved by the department in accordance with the requirements of the City of Hagerstown Codes.
- ◇ **No work is to be performed beyond the required inspection until the inspection has been conducted and approval has been received.**
- ◇ If an inspector finds work that does not conform to the approved construction documents or the building code, they will advise the permit applicant or authorized representative present at the time of inspection of any corrections that need to be completed. Please note that another inspection may be required prior to resuming work on the project. If work continues without resolving the issues noted during the inspection, you may be subject to legal action.
- ◇ All persons sub-contracted for mechanical, plumbing, and electrical work are required to be licensed by the State of Maryland and/or the City of Hagerstown. They are required to obtain the necessary permits and inspections for work to be performed as well.
- ◇ The City of Hagerstown Planning and Code Administration Department reserves the right to inspect a project at any time from issuance of permit to issuance of certificate of use and/or occupancy to ensure proper compliance.
- ◇ **Final inspection and Use and Occupancy Approval must be obtained before ANY USE of the structure. It is unlawful for any person (s) to occupy any building or premises without first obtaining a Use and Occupancy Certificate.**