

These guidelines pertain to residential construction only. Some properties may have characteristics which require more extensive review and additional information. These guidelines are for convenience purposes only and may not apply in every case.

STEP 1: Apply in person or online to the Permit Office, One E. Franklin St., Ste. 300. Applications can be accepted by onsite drop-box, mail, online, email, 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 addition. It must also indicate distances from the addition to all property lines.
- Written permission from the property owner if the applicant is not the property owner.
- Three complete sets of building plans
- Estimated value of all labor and materials.
- If you are hiring a contractor for your proposed construction, the contractor must be licensed with the Maryland Home Improvement Commission (MHIC). Please provide us with the contractor's name, address, phone number, and MHIC number. If you are erecting the addition yourself, an MHIC license is not required.

STEP 2: Your application will be forwarded to all appropriate agencies for review and approval. Please allow a minimum of 10 to 14 business days for processing the application.

Note: Applications for trade permits, if required, 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 permit approval.](#)

STEP 3: Once the reviews have been completed and the application is approved, your permit will be issued.

All Permits must be posted on the job site prior to construction.

STEP 4: After obtaining your permit, you may begin work. To schedule all necessary inspections after each phase of the work has been completed please go to: <https://www.hagerstownmd.org/1216/Permit-Inspection-Request>

All Permits must be closed out prior to occupancy or use. Permit applicant is responsible for inspections and approvals, and ensuring a certificate of occupancy or use is received.

ZONING REGULATIONS:

Setbacks noted are for general use, a stricter requirement may exist on a property as part of a deed restriction or easement.

Depending on the zoning district the setbacks are as follows:

- | | |
|-----------------------|-----------|
| A. Side yard setback | 5' - 8' |
| B. Front yard setback | 15' - 25' |
| C. Rear yard setback | 30' - 35' |

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.

In addition, the following restrictions apply:

Any electrical or plumbing work must be performed by a City registered electrician or plumber. Electrical and plumbing permits must be obtained prior to issuance of a building permit.

Any mechanical work must be performed by a State licensed contractor. Mechanical permits must be obtained prior to issuance of a building permit.

Zoning Regulations: Setbacks, easements, and historic district design review requirements may exist on a property, for site specific information please contact the Planning Office at (301) 739-8577 x138.

The Permit Office is open Monday through Friday from 8:00am - 4:00pm for any additional questions or concerns. Appointments are highly recommended.

Permit Applications are accepted Monday through Friday from 8:00am - 3:30pm.

Dec 2025



One East Franklin Street • Hagerstown, MD 21740

301.739.8577 Ext 123 (Permits)

www.hagerstowncode.org



How to Obtain A Building Permit for a Residential Addition



