

**CITY OF HAGERSTOWN**  
**Planning & Code Administration Department**  
**1 East Franklin Street, Hagerstown, MD 21740**  
**(301) 790-4163**

**IMPORTANT REQUIREMENTS**

**TO REQUEST AN INSPECTION CALL: 301-797-6313**

1. Inspection Process - The placard issued at the time your permit is approved must be displayed at all times during construction. It must be visible from the street. A minimum of 24 hours notice must be given to this office prior to each inspection. This department must be notified and inspections made of each phase of construction as follows:
  - Prior to Placing Concrete - forms for footings, piers, slabs, grade beams, and foundations must be approved. When the job involves reinforced concrete work, an inspection must be made after the steel is in place and before concrete is poured.
  - Before backfilling and before proceeding with the superstructure - damp-proofing or water-proofing of foundation walls must be approved. Walls will be parged and tarred and foundation anchors set if applicable.
  - Prior to framing inspection - rough-in inspections for plumbing, mechanical, and electrical shall be approved.
  - Prior to installing insulation, wall sheathing or coverings - framing inspections shall be conducted and approved.
  - Insulation shall be inspected after installation.
  - Before wallboard joints and fasteners are taped and finished - the installation of any fire-rated wall coverings must be approved. Each layer required must have a separate inspection prior to proceeding with next layer.
  - Prior to continuing with the chimney - masonry fireplace and/or smoke shelf inspection (if applicable) must be approved.
  - Prior to closing the ceiling tiles or other finishes - Ceiling Close-in must be approved.
  - Prior to the final building inspection - final inspections by Health, Fire, Engineering, Electrical, Plumbing, Mechanical, and Planning & Zoning Departments must be approved.
  - Final Building inspection will occur when the building or structure (fine grading and seeding) is completed.
2. Reinspections - Site must be safely accessible for inspections. 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, \$50.00.
3. Working without inspections - 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 various codes.
4. Plan changes - Any deviation from the approved plans must be authorized by the Department 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.
5. Expiration of permits - Permits issued may become invalid if the authorized work is not commenced within six (6) months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing work.
6. Use and Occupancy - No Use and Occupancy shall be issued until all inspections have been made. Final inspection and Use and Occupancy approval is required and must be obtained before ANY USE of the structure. It is unlawful for any person or persons to occupy any building or premises without first obtaining a Use and Occupancy Certificate (\$200 municipal infraction citation).

**If you have any questions, please call (301) 739-8577, ext.127**

**I FULLY UNDERSTAND, AS THE PERMIT APPLICANT, I AM RESPONSIBLE FOR ENSURING WORK IS READY FOR INSPECTION AND INSPECTION REQUESTS ARE BEING MADE IN A TIMELY MANNER. IN ADDITION, I UNDERSTAND THAT FAILURE TO COMPLY WITH THE REQUIREMENTS OF CITY CODE FOR OBTAINING THE REQUIRED INSPECTIONS MAY RESULT IN CIVIL FINES.**

A signed copy of these instructions will remain as a part of the permanent records kept in the Building Official's Office.

Applicant

Owner

Date \_\_\_\_\_