

A building permit is required for sheds or storage buildings that are 100 SF in total area or larger.

Residential Shed Plan Handouts are available in the Code Administration Office for use with permit applications.

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 licensed electrician or plumber. Electrical and plumbing 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 Code Administration Office 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 2018



**CITY OF
HAGERSTOWN,
MARYLAND**

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

Phone: 301-739-8577, Ext. 127
Fax: 301-791-2650
Email: codecompliance@hagerstownmd.org



**City of
Hagerstown,
Maryland**

*How to Obtain A
Building Permit
for a
Residential
Shed*



*Planning and
Code Administration
Department*

301-739-8577, Ext. 127

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 to the Planning & Code Administration Department, One E. Franklin St., Ste. 300. Applications by mail, fax or telephone are not accepted at this time. There is a fee for a permit.

Please bring the following information with you:

- 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 shed. It must also indicate distances from the shed to all property lines.
- Written permission from the property owner if the applicant is not the property owner.
- Three (3) 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 shed yourself, an MHIC license is not required.

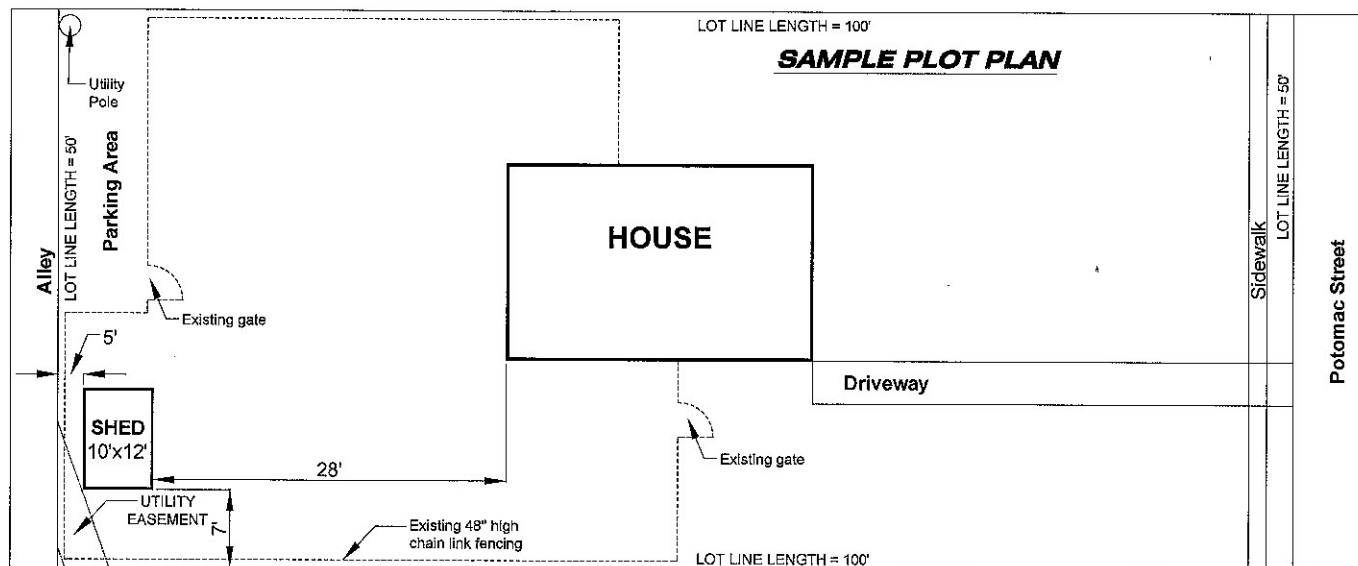
STEP 2: Your application will be forwarded to all appropriate agencies for review and approval. Please allow a minimum of 10 to 14 business days for processing the application.

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.

STEP 4: After obtaining your permit, you may begin work. Contact the Inspection Request Line at (301) 797-6313 to schedule all necessary inspections after each phase of the work has been completed.

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



In addition, the following guidelines apply to shed installations:

1. **Pre-built,** If the shed is constructed off-site and brought to the property, provide the manufacturer's name and specifications.
2. **Constructed On-Site,** Framing details for floors, walls, roof, etc. must be provided and should include:
 - A. Sizes, types, spacing, locations of posts, beams, ledgers, joists and rafters
 - B. Flooring and flooring materials
3. All exterior surfaces must be weather protected.
4. **Sheds under 170 SF,** anchor type and locations of attachment must be provided (if shed construction is of adequate weight, anchoring is not required).
5. **Sheds over 170 SF,** the following must be provided:
 - A. Footing detail with depth of footing, diameter, and thickness of concrete
 - B. Design/ size of foundation wall or piers
 - C. Method of anchoring to foundation
6. Maximum cumulative square footage for all residential outbuildings including sheds is 900SF or less.
7. Zoning Regulations: Setbacks noted are for general use, a stricter requirement may exist on a property as part of a deed restriction or easement.
 - A. Side yard setback 4'
 - B. Rear yard setback 5'
 - C. From any structure 3'