



St. Mary's County  
Department of Land Use and Growth Management  
**Customer Assistance Guide**

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## **How to Apply for a Residential Building Permit**

There are two ways to have your Building Permit application handled, the “On Demand” process and the “Drop Off” process. Use the lists below to determine which process to use.

### **“DROP OFF” PROCESS**

Use this procedure to obtain a Building Permit on Residential land if the following kind of development is proposed:

- Construction of a single-family dwelling (stick built, modular, mobile home)
- Adding additional living space to a single-family dwelling
- Creating an Accessory Apartment
- Construction of townhouses
- Construction of a pier, bulkhead or revetment
- Clearing your land
- Applying for a perc test
- Any activity if your property is located in the Chesapeake Bay Critical Area (all land within 1,000 ft. of any tidal water or wetland) which involves removal of vegetation, disturbance of land, addition of impervious surface cover, or a new land use.

**If the “Drop Off” process applies to you, pick up Customer Assistance Guide #2.**

### **“ON DEMAND” PROCESS**

Use this procedure to obtain a Building Permit on Residential land if the following kind of development is proposed:

- Addition of a breezeway, attached garage or carport
- Construction or placement of a detached shed, garage or carport
- Addition of an open or screened porch or a deck
- Renovation of an existing structure

Additional requirements of permit review may mean that the “On Demand” procedure might not be available, such as existence of a floodplain or some other environmental feature.

**If the “On Demand” process applies to you, pick up Customer Assistance Guide # 3.**