



Building Permits Other than Residential

Site plan approval is required for all new construction, additions and alterations of these types. In addition to approval of your site plan by the Department of Land Use and Growth Management, several approvals are required prior to issuance of a building permit. To shorten your approval time you may wish to pursue these approvals, as applicable, concurrently with your site plan review:

1. Soil Conservation District
 - a. Standard Plan Approval (for disturbance over 5,000 square feet, but less than 0.50 acre); or
 - b. Engineered Sediment Control Plan (for disturbance of 0.50 acre or greater).
2. Department of Public Works
 - a. Grading Permit (for grading over 1,000 cubic yards).
 - b. Construction Permit (for work proposed within the County right-of-way).
3. Department of Public Works or State Highway Administration
 - a. Entrance permit.
4. Forest Conservation Act Declaration of Intent (or approved Forest Conservation Plan).
5. Payment of building permit fee (\$0.12/square foot of construction).
6. Payment of Economic Impact Fee, for each new residential unit.
7. Two sets of construction drawings signed and sealed by a Maryland Registered Architect or Engineer showing compliance with the St. Mary's County Building Code. Square footage and "footprint" of construction drawings must match approved site plan. Should these not match, a site plan amendment will be required, delaying your permit approval.

For land in the "Critical Area":

Executed Critical Area Planting Agreement and bond

For sites on private well and/or septic:

Health Department

Permission Slip indicating square footage and use of the building

For sites on public water and/or sewer:

Metropolitan Commission

Construction permit (if public water and/or sewer lines are to be constructed); and/or
Connection permit (for sites already on public sewer and/or water).

Other approvals may be required, as determined during the site plan review process. Those items listed above are the standard permitting requirements. See Plans Format on page 2. You are encouraged to anticipate building permitting requirements as you process your site plan for approval. Particular uses must be specified on your site plan because construction requirements vary for different uses.

For more information on these requirements please contact the Permits Coordinator or Code Coordinator at (301) 475-4200, Ext 1500.

SUBMISSION REQUIREMENTS FOR CONSTRUCTION DRAWINGS

For all new construction (except detached homes and duplexes), additions, or alterations: two (2) sets of construction drawings bearing the signature and seal of a Maryland Registered Professional Architect or Engineer shall be submitted for review and approval prior to issuance of a building permit. The drawings shall contain the following minimum information:

- A. A title page with the following items:
 - 1. Code Listing (see below);
 - 2. Life Safety Code Analysis;
 - 3. Use Group Classification;
 - 4. Construction Type Classification;
 - 5. Height and Area information;
 - 6. Occupant Load Calculations;
 - 7. Live and Dead Loads;
 - 8. Total Number of Units (for multi-family dwellings);
 - 9. Automatic Sprinkler system information (see below);
 - 10. Index of pages.

- B. Subsequent pages shall consist of:
 - 1. Floor, Foundation and Roof Plans;
 - 2. Sections through foundation, walls and roof;
 - 3. Details, including fire separation assemblies and penetration systems;
 - 4. Exterior Building Elevations;
 - 5. Schematics for plumbing and electric;
 - 6. Schematics for mechanical work.

Code Listing:

The International Building Code (IBC 2003)

National Electric Code 2008 ANSI/NFPA 70

NFPA 101 Life Safety Code 2009

National Standard Plumbing Code 2003 (illustrated) with 2004 supplements

Maryland Accessibility Code

The Maryland Division of Occupational and Professional Licensing has asked us to insure that all Titleblock Rules are followed on the plans we accept for review.

Part of the rules states:

“C. The name of the entity shall appear in the titleblock, either as a partnership, corporation, limited liability company, or other appropriate entity. In addition, the titleblock shall contain a date, printed name, signature and seal of one of the directors of a corporation, general partners of a partnership or members of a limited liability company, who prepared or approved the documents in accordance with these regulations.

“D. The directors of a corporation, partners of a partnership, or members of a limited liability company through which architecture is practiced, may designate another employee of the entity to sign and seal the documents in accordance with the requirements set forth in these regulations if the designee:

(1) Is licensed in the State to practice architecture; and

(2) Prepared or approved the documents for a particular project in accordance with these regulations.

“E. In addition, the titleblock shall contain the following certification:

Professional Certification

I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, license number _____, expiration date _____.

“Titleblock, certification, seal and signature shall appear in close proximity to each other.”