



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

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## **“Drop Off” Process to Obtain Building Permit**

These guidelines apply to development activities classified as “Drop Off” in Customer Assistance Guide #1. This bulletin is a general guide for typical projects and may not apply to projects which are subject to unusual conditions.

### **Step 1: Application St. Mary's County Department of Land Use and Growth Management**

The following information is necessary in order to apply for a building permit:

1. Completed and signed Permit Application. Be complete. Missing information may delay your application.
2. Name, address and phone for person to be contacted regarding septic system requirements.
3. Copy of recorded deed, if current owner is not listed in tax rolls, or copy of recorded deed(s) to establish a “parcel of record” as of March 15, 1978 if the property was not created by an approved and recorded subdivision plat. Lots or parcels created by deed, but without a proper subdivision plat, after March 15, 1978 will have to be recorded via a subdivision plat before a building permit can be issued.
4. If the applicant is not the owner of the property, written and notarized permission from property owner, or a valid contract of sale, is required in order for the applicant to sign the application.
5. Scaled plot plan prepared by a registered surveyor, if applicable, which must include:
  - a. Boundary of property
  - b. All existing and proposed structures
  - c. Driveway location
  - d. All recorded easements (i.e. slope, forest retention, drainage, access, sewage disposal)
  - e. Limits of land disturbance in square feet or tenths of acres
  - f. Woods line
  - g. Health Department requirements (see step 3)
  - h. Properties in the Chesapeake Bay Critical Area have additional requirements. See Customer Assistance Guide #10, “Building Permit Requirements in Sensitive Environmental Areas.”
6. For mobile homes, HUD Certification Number from nameplate of unit
7. For modular homes, model name, model number, manufacturer's name and state of origin
8. Floorplan drawing of each floor of the house, with rooms labeled by use. This does not have to be drawn by a professional and need not be to scale.
9. Maryland Builder's Registration Number or Home Improvement License Number.
10. Zoning application fee of \$15

### **Step 2: Processing**

The Permits staff will review and process your application, which will be routed to applicable agencies for review and approval. If you supply a scaled plot plan at this time it will also be routed.

However, new dwellings on septic systems require specifications for drainfields, based on square footage of living space and number of bedrooms, prior to preparation of the plot plan. After the Health Department (Environmental Health division) receives the zoning permit application, they will contact the person specified in Step 1 above with drainfield specifications so the plot plan can be prepared. Once completed, the plot plan must be delivered to Land Use and Growth Management for routing to appropriate agencies. This allows adequate time for zoning review and assures all agencies are reviewing the same plan.

### **Step 3: Other Review Agencies**

*Health Department (Environmental Health)* - If your property is served by a private well and/or septic system, even if no plumbing is involved in the construction, the Health Department will need to review the proposal.

*Metropolitan Commission (MetComm)* - If you are building a new structure which will be served by public water and/or sewer, or are making improvements which may increase water or sewage usage, MetComm will review your proposal. Your application will be sent to MetComm. Upon approval, MetComm may issue a connection permit or other document.

*Soil Conservation District* – If the proposal involves disturbance or clearing of more than 5,000 sq. ft. of land, the Soil Conservation District must approve your project and the plan to insure soil is not washed off the site. If the disturbance is between 5,000 sq. ft. and ½ acre a Standard Plan approval will be issued. Your builder will have to follow standard practices for preventing soil runoff. If the disturbed area exceeds ½ acre, a Sediment Control Plan prepared by a registered Surveyor or Engineer will be required.

### **Step 4: Agency Action**

The approving agencies will forward their approvals to Land Use and Growth Management. The Building Permit will be prepared and the applicant will be called. All agency fees must be paid to Land Use and Growth Management when the Building Permit is issued. These may include fees to the Metropolitan Commission, Health Department, Soil Conservation District, entrance road bonds and building permit fees. In addition, for most new houses an Economic Impact Fee of \$4,500 is required.

**Certificate of Use and Occupancy (upon completion) – See Customer Assistance Guide #20.**

**Building Code Inspections - See Customer Assistance Guide #22.**

Phone 301 475-4200, Ext. 1500