



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

3

“On Demand” Process to Obtain Building Permit

These guidelines apply to development activities classified as “On Demand” in Customer Assistance Guide #1. These guidelines apply to typical projects and may not apply to projects which are subject to unusual conditions. “On Demand” projects can generally be processed while you wait, though you may be required to take your application to applicable agencies and return it to the Permits counter. These projects can be processed via “Drop Off” procedures if you prefer.

Step 1: Application to the 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 thorough. Missing information may delay your application.
2. If the applicant is not the owner of the property, written and notarized permission from the property owner, or a valid contract of sale, is required in order for the applicant to sign the application.
3. Plot plan, drawn to a scale, which must include:
 - a. Boundary of property
 - b. All existing and proposed structures
 - c. Driveway location
 - d. Location of your well and/or septic system
 - e. All recorded easements (i.e. slope, forest retention, drainage, access, sewage disposal)
 - f. Limits of land disturbance in square feet
 - g. Woods line
6. Permit application fee of \$20

Step 2: 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 your proposal.

If your project involves construction of a new septic system, or modification to an existing system, the “On Demand” process will probably become a “Drop Off” process due to the time it takes for Health Department review.

Metropolitan Commission (MetComm) – Generally, permits classified as “On Demand” which are served by public water and/or sewer, do not need approval from the Metropolitan Commission. If you are making improvements which will increase water or sewer use, or which impact an existing utility easement (where lines are buried), MetComm will need to review the application.

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 ensure the soil disturbance is properly managed. If disturbed area exceeds 5,000 sq. ft. a Sediment & Erosion Control Plan prepared by a licensed Surveyor or Engineer will be required, and these plans will require a longer review time.

Step 3: Approval of Building Permit Application

After the required approvals have been submitted to the Department of Land Use and Growth Management, the Building Permit will be packaged up including a Building Permit Placard for posting on the property during construction. All agency fees must be paid to the Department of Land Use and Growth Management when the Permit is issued. Fees may include those from the Health Department, Soil Conservation District or Metropolitan Commission, depending on the type of project, in addition to the Building Permit fees.

Certificate of Occupancy – refer to Customer Assistance Guide #20.

Building Code Inspections – refer to Customer Assistance Guide #22.

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