



**AT THE TIME A BUILDING PERMIT IS APPLIED FOR, THE PERMITTEE  
SHALL HAVE THE FOLLOWING INFORMATION:**

1. Property owner's name, address and phone number.
  - a. If property is under contract, one copy of the signed contract of sale.
  - b. If applicable, approval from community association or developer is recommended. (Please note: Queen Anne's County Planning & Zoning does not enforce any covenants or community association rules or regulations. If your association is registered with this office your permit maybe held for 30 days awaiting comments from the association.)
2. Four (4) copies of plot plan, drawing or survey showing:
  - a. Lot dimensions on all sides.
  - b. The distance between the lot lines and the proposed construction.
  - c. Approximate location of existing or proposed well and septic system; Public systems show location of existing or proposed water and sewer service lines.
  - d. All four (4) property corners and location of proposed construction should be visibly marked.
3. Two (2) copies of the building plans showing:
  - a. Footer depth and width, foundation plan, framing/cross section, also front, rear, right and left side elevations. A floor plan of rooms and window sizes or attach window schedule.
4. Three (3) sets of sprinkler plans must be submitted for review and approval by the fire marshal prior to issuance of a permit if applicable.

**THE FOLLOWING APPROVALS ARE REQUIRED PRIOR TO ISSUANCE OF BUILDING PERMITS**

- a. Zoning approval and sediment control from **Department of Planning & Zoning 758-4088**.
- b. County Roads entrance permit from **Department of Public Works 758-0925**. You are responsible for purchasing a culvert and notifying the Roads Department for installation.
- c. Public Water and public wastewater system-Contact **Sanitary District 643-3535**. Valve pit fees \$2,000 except for existing Bay City, Cloverfields and Prospect Bay, water meter fees \$125 **MUST** be paid except for existing Bay City and Cloverfields. A water connection fee \$25 and/or sewer connection fee \$50 are also required. Public Works Agreements and Allocation Charges as required.
- d. Floodplain-properties within the 100-year floodplain **contact the Dept. of Public Works at 758-0920**.
- e. Sanitation Permit from **Environmental Health Department 758-2281**.
- f. Plumbing permit and mechanical permits from **Plumbing Office 758-1271**. **Plumbing office is located in Environmental Health Dept. Office**.
- g. **State Highway Administration** entrance permit, if applicable, **758-0700**. The applicant is responsible for contacting SHA for permit.
- h. Queen Anne's County **Fire Marshal**, if applicable, 410-758-4500 ext 1144

i. Electrical permit is required on all permits that have electrical work. The applicant or the electrician must file permit before building permit will be issued.

j. Single lot Sediment Control Plan is needed for lots less than two (2) acres; contact the **Soil Conservation District office at 758-1671. An engineered sediment control plan is required for construction within 100' buffer.**

**PLEASE NOTE: APPLICANT/OWNER IS RESPONSIBLE FOR OBTAINING PLUMBING, MECHANICAL, AND SANITATION PERMITS AND ISSUANCE FOR SAME FROM THE ENVIRONMENTAL HEALTH DEPARTMENT 758-2281 PRIOR TO ISSUANCE OF BUILDING PERMIT. ALSO ELECTRICAL PERMIT MUST BE ISSUED PRIOR TO ISSUANCE OF THE BUILDING PERMIT.**

**PLEASE ALLOW 10 TO 12 WORKING DAYS FOR THE PERMIT APPLICATION TO BE APPROVED**

## **CERTIFICATE OF OCCUPANCY**

**OCCUPANCY: Please be advised that you as the owner is responsible for seeing that all inspections have been completed. If you have any questions. DO NOT HESITATE TO CALL THE PERMIT OFFICE AT 410-758-4088. The occupancy process is started the day you request your final inspection unless you notify this office earlier.**

1. Final Building – owner/builder should call 410-822-8300 or 1-800-242-6342.
2. Final Electrical – electrician **MUST CALL** 410-822-8300 or 1-800-242-6342.
3. Final Plumbing – plumber **MUST CALL** 410-822-8300 or 1-800-242-6342.
4. Final Gas –gas installer or plumber (if plumber did work) **MUST CALL** 410-822-8300 or 1-800-242-6342.
5. Final Mechanical – HVAC contractor **MUST CALL** 410-822-8300 or 1-800-242-6342.
6. Water test newly installed wells. **YOU MUST REQUEST THE WATER TEST!** Environmental Health Department 410-758-2281. Your well driller must submit the well completion log before the health dept will sign-off on the water test. **A WATER TEST MAY TAKE 30 DAYS FOR APPROVAL.**
7. Final Septic – septic installer/owner call Environmental Health Department 410-758-2281.
8. Sediment Control – properties less than two (2) acres or properties that disturb more than 5,000sq.ft. of area. Must be graded seeded and mulched. Call permit office 410-758-4088.
9. Road Entrance must have culvert checked for damage. Call 410-758-0920 for County Road and 410-810-3272 for state highway.
10. Floodplain – Properties that are within the 100 year floodplain must submit elevation certificate to Public Works 410-758-0920.
11. Sanitary District – Properties with public water and/or public sewer, grading must be completed. Sewer cleanout and meter pits are exposed. Verify water and/or sewer is hooked up. Plumbing fixtures must be in place to ensure no debris enter county water or sewer system. 410-643-3535.
12. Zoning – location of structure is checked to ensure the minimum setbacks are met and 3” numbers are posted on house and/or mailbox.

**ALL OF THE ABOVE INSPECTIONS MUST BE APPROVED TO OBTAIN A FINAL CERTIFICATE OF OCCUPANCY.**

### **TEMPORARY CERTIFICATE OF OCCUPANCY**

The following inspections are needed to obtain a temporary certificate of occupancy. Length of a temporary could be from 14 to 120 days depending on the condition of the temporary occupancy. **PLEASE NOTE: that during April 1 and October 1 (depending on the weather) a temporary certificate of occupancy cannot be granted for grading and seeding).**

1. Final building, electric, plumbing, mechanical and gas approvals.
2. Final septic approval
3. Final zoning including 3” numbers being posted on house or mailbox.
4. Department of Public Works approval (road, sanitary district, floodplain, storm water management)
5. Approved water test (approval for a water test may take up to 30 days)
6. Letter of hardship and \$50 temporary fee.