



# Caroline County Department of Planning & Codes Building Permit Application Checklist

revised 11.1.2016

Health & Public Services Bldg.  
403 South 7th Street, Suite 210, Denton, MD 21629  
Phone: 410-479-8100  
Fax: 410-479-4187

OFFICE USE ONLY	
MAP	_____
BLOCK	_____
PARCEL	_____
LOT	_____

**Business Hours: Monday through Friday from 7:30 a.m. to 4:30 p.m.**

**PERMITS ARE NOT ACCEPTED FOR PROCESSING AFTER 4:00 P.M.**

## THE FOLLOWING ITEMS ARE REQUIRED TO MAKE APPLICATION

- 1 Env. Health Dept. Approval for Water/Sewer Verif. or Sanitary Construction Permit
- 2 Soil Conservation District Approval for Erosion and Sediment Control Standard Plan
- 3 State Highway Administration or Dept. of Public Works for Entrance Approval
- 4 Property Owner's Name and Mailing Address
- 5 Builder/Contractor's Name and MHIC or MHBR License #  
Electrician and Plumber's Name and Caroline County License #
- 6 Exact Size of Structure, Number of Bedrooms/Baths, Type of Heating System
- 7 Estimated Value of Construction
- 8 Site Plan/Building Location Plan DRAWN TO SCALE (*see attached requirements*)
- 9 Forest Conservation Single Lot Declaration of Intent or Certificate of Exemption
- 10 **Two (2) Complete Sets of Building Plans, DRAWN TO SCALE, showing conformance to applicable local and state building codes, to include the following (*see attached codes*):**  
*\* plans for buildings which are intended for public use must be signed, sealed and dated by a Maryland licensed architect*
  - A) FOOTER/FOUNDATION PLAN
  - B) FLOOR PLAN(S) for each floor
  - C) CROSS SECTION & FRAMING DETAILS
  - D) ELEVATION VIEWS
  - E) BEAM/GIRDER SIZES
  - F) WINDOW SCHEDULE/SIZES (*including U-factor & SHGC for all fenestration*)
  - G) RES CHECK & MANUAL J (*to verify IECC code compliance for new homes*)
- 11 **All FEES are due upon application as follows, if applicable:**
  - A) Building Permit Fee (*see attached fee schedule*)
  - B) Inspection/Plan Review Fee (*see attached fee schedule*)
  - C) MD Home Builder Guaranty Fund Fee - **\$50.00** (*new dwellings only*)
  - D) Stormwater Management Standard Plan - **\$ 50.00** (*see attached information*)

**You must be prepared to pay your fees at the time of application. We cannot accept your application or plans unless these fees are paid. WE ACCEPT CASH, CHECK AND CREDIT CARDS. Credit card payments will include an additional \$2.95 convenience fee)**

**THESE ARE THE GENERAL REQUIREMENTS THAT SHOULD PROVIDE THE MINIMUM INFORMATION REQUIRED HOWEVER, ADDITIONAL INFORMATION OR DETAILS MIGHT BE REQUIRED TO CLARIFY THE SCOPE OF WORK.**