

## **REQUIREMENTS FOR A RESIDENTIAL BUILDING PERMIT**

**RESIDENTIAL CONSTRUCTION IN TALBOT COUNTY MUST CONFORM TO THE STANDARDS ADOPTED BY THE COUNTY (SEE TALBOT COUNTY ZONING ORDINANCE AND BUILDING CODE). THE PURPOSE OF THIS BULLETIN IS TO PROVIDE INFORMATION CONCERNING THE REQUIREMENTS THAT YOU MUST MEET TO DOCUMENT YOUR ADHERENCE TO THOSE STANDARDS.**

A building permit/zoning certificate is required for new construction or significant alteration of any residential structure in Talbot County. Commercial structures require **SITE PLAN REVIEW** which is a separate procedural review by the Planning Office 410-770-8030. Site Plan approval must be obtained before applying for a building permit for a commercial structure. Commercial construction requires plans to be prepared by an architect or engineer.

### **STEP ONE:**

Complete the building permit application available in the Permits and Inspections office. To complete this form you will need the following:

1. The name of the owner(s) of the property, their mailing address and telephone number.
2. The name, mailing address and telephone number of the party to whom the approved permit or any necessary correspondence is to be mailed.
3. Contractor/Builder's name, mailing address, telephone number and license number. If constructing a new residence the Maryland Home Builders Registration (MHBR) number is required. All other construction requires the Maryland Home Improvement Contractor Number (MHIC).
4. County tax, map/grid/parcel numbers, subdivision name, section and lot number for the property. This information can be obtained from our office or at Real Property Search [www.sdatcert3.resiusa.org/rp\\_rewrite/](http://www.sdatcert3.resiusa.org/rp_rewrite/). Zoning classification can be obtained from the office of Planning & Zoning at 410-770-8030.
5. Setback requirements correspond to zoning and property size in accordance with the Talbot County Zoning Ordinance. All proposed structures must meet required setbacks measured from property lines to the proposed structure.
6. Description of property in terms of acreage or square footage, depth and width of lot and road frontage.
7. Description of the proposed construction including dimensions of new construction, plan area, total square footage, occupied area and height of structure(s) above grade.
8. Electrical and plumbing contractor's names and/or firms, if known.
9. Value of construction. This figure represents the value of construction of the completed structure(s) excluding well, septic, driveway and landscaping.

### **PLAN SUBMITTAL:**

1. All building permit applications require four (4) to scale plot plans and three (3) to scale complete sets of building plans or blueprints which include a floor plan: showing door and window sizes, foundation plans, cross section details and elevations.
2. Zoning Certificates require (3) to scale plot plans showing the same information as stated for building permit plot plans. Zoning Certificates are for unoccupied accessory structures such as sheds, above ground pools, satellite dishes, fences, etc.

### **CALCULATING DISTURBANCE:**

1. If the property lies within the Chesapeake Bay Critical Area, the applicant will need to complete the critical area portion of the Impervious Area and **Disturbance Calculations Worksheet**. To complete this form, it shall be necessary to know the total area of all impervious surfaces on the property including all structures (footprints), driveways, parking areas, pools etc. For all construction the applicant will need to complete the disturbance column of the aforementioned worksheet. When calculating total disturbance, a twenty (20) foot buffer shall be added to the dimensions of the proposed structure. This computation will be used to determine whether a sediment and erosion control permit or stormwater management plan is required.
2. For properties outside critical area the applicant will need to complete the **Disturbance Calculations Outside Critical Area** sheet using the same formula as stated above.
3. If found at the time of application that your proposed construction requires Stormwater Management (SWM) or Soil Conservation (SCS) approval our office will send you with the required information needed to apply.

### **STEP TWO:**

#### **Complete building permit application:**

When you have all of the information required and you are prepared to apply for the building permit/zoning certificate the Permits and Inspections office will assist you in completing your applications and ask you to sign various documents.

**FEES are due upon application submittal.** Additional fees (other than the permit fee) may be assessed during the building permit process depending on the nature and location of the project.

### **STEP THREE:**

#### **ENVIRONMENTAL HEALTH APPROVAL**

Upon applying for a permit you will be asked to take a copy of the plot plan , building permit and one (1) set of building plans to the Office of Environmental Health located at 28712 Glebe Road, Suite 4, Easton, Maryland for permit submittal. Their phone number is 410-770-6880. **FEES are due upon application submittal**

### **STEP FOUR:**

1. The application is reviewed for compliance with the Talbot County Building Code, International Building Code, International Residential Code and other codes as adopted by Talbot County.
2. The application is reviewed for compliance with the Talbot County Flood Plain Ordinance. If compliance with the Flood Plain Ordinance is required, revised plans may be required to meet the Flood Plain Ordinance criteria. Additional fees may be charged if construction is proposed in a flood hazard area.
3. The application is reviewed for compliance with the Environmental Health regulations.
4. The application is reviewed for conformance with all applicable zoning, stormwater management, fire code, critical area and wetlands regulations and flood plain. Copies of other applicable federal, state and county permits or certificates must be submitted prior to issuance of the building permit.
5. Once the review process and approvals are completed, the Codes Administrator will issue the permit. With an approved building permit/zoning certificate you will receive a copy of the approved building permit/zoning certificate and a construction card, one set of approved plans, a plot plan, a copy of the wetlands disclaimer, impervious coverage worksheet, a copy of any applicable special conditions and a list of required inspections.

### **STEP FIVE:**

Upon receipt of the permit and associated documentation, it is the applicant's responsibility to **properly post** the construction card in an accessible weather-proof jacket and in close proximity to the construction site. The Building Inspector will initial this card after each approved inspection.

The building permit/zoning application is valid for 18 months after issuance. It should be noted that the start of the construction must commence within 9 months or the permit will become null and void.

## **STEP SIX:**

Required inspections. It is the responsibility of the applicant or their appointed agent to call for the required inspections 24 hours in advance of the date of the required inspection. These inspection requests are phoned in to the Talbot County Office of Permits and Inspections between the hours of 8:00 a.m. and 3:30 p.m. each working day at 410-770-6840. Any inspection called in before 3:30 p.m. will be scheduled for the following business day.

Required inspections include:

1. Footing and setbacks
2. Foundation (prior to backfill)
3. Slab ( if applicable)
4. First floor framing, **Beams & Joist** ( prior to installation of deck plywood)  
Design data from the manufacturer must be furnished to the inspector at the framing inspection
5. Plumbing rough-In
6. HVACR rough-in. The dwelling shall be weather tight prior to receiving a HVACR rough-in inspection.
7. Fire Sprinkler rough-in
8. Electrical rough-in (MDIA)
9. Framing (inspection will be done after electrical rough in)
10. Insulation
11. Plumbing final
12. HVACR final
13. Fire Sprinkler final
14. Electrical final (MDIA)
15. Building final

## **STEP SEVEN:**

Occupancy Permits and Completion Certificates will be mailed when all final inspections and approvals have been completed, including the well and septic approval from the Department of Environmental Health.

## **VIOLATIONS:**

Penalties for noncompliance. Failure to obtain a building permit/zoning certificate is considered a violation of the Talbot County Zoning Ordinance and Building Code and is subject to the penalty provisions as set forth in Article XV of the Talbot County Zoning Ordinance.

## **CONTACTS FOR BUILDING PERMIT PROCESS**

Talbot County Permits & Inspections Building Permits, Zoning Certificates, Electrical License and Plumbing License	410-770-6840
Talbot County Health Department Office of Environmental Health Septic and Well Permits	410-770-6880
Talbot County Office of Planning & Zoning Zoning Enforcement, Board of Appeals, Subdivision of Land and Site Plan Review	410-770-8030
Middle Department Inspection Agency (MDIA) Electrical Permits/Inspections	410-822-8300
Talbot County Soil Conservation District Sediment & Erosion Control Plan Evaluation	410-822-1577
Talbot County Public Works Stormwater Management Plan Evaluation	410-770-8170
State Highway Access State Access Evaluation	410-822-3525
Talbot County Roads County Access Evaluation	410-770-8150

For more information, please visit our web site at: [www.talbotcountymd.gov](http://www.talbotcountymd.gov)

**ALL PERMITS MUST BE APPLIED FOR IN PERSON. WE WILL NOT ACCEPT ANY PERMIT APPLICATIONS BY MAIL.**