

# ADDITIONS PERMIT GUIDE



[www.talbotcountymd.gov](http://www.talbotcountymd.gov)

215 Bay Street, Suite 3  
Easton, MD 21061  
410-770-6840

The Department of Permits and  
Inspections  
Talbot County, Maryland

## Building Permit

- A building permit is required prior to construction of any additions in Talbot County. A building permit application may be obtained from the Talbot County Department of Permits and Inspections located at 215 Bay Street, Suite 3 Easton, Maryland. Office hours are between 8:00 a.m. and 4:30 p.m. Monday – Friday. A fee for a building permit is based upon the value of the construction project. Each applicant is required to fill out the **entire** permit application and sign and date the bottom.
- To apply for a building permit, please see the following check list for site plan and construction drawing requirements:

### SITE DRAWINGS

(For Building Permits & Zoning  
Certificates)

Submit **four (4)** Site Plans showing the following: DRAWN TO A STANDARD ENGINEERING SCALE OF 1"=10', 1"=20', 1"=50', ETC. WITH SCALE NOTED ON PLAN.

- The site plan and all existing and proposed structures and improvements including accessory utility equipment (ex: HVAC, generators) shall be drawn to the same scale.
- Location and dimensions of all roads, easements, property lines and natural features.
- Setbacks from property boundary lines, shorelines, streams, and wetlands to the proposed structure(s).
- All structures shall be shown on site plans and be properly labeled in order to be accepted.
- The location of the existing septic system and the Sewage Disposal Area (SDA) if applicable. Include the location of the septic tank(s) and the location of the distribution system (tile fields & distribution box or dry well). ***If the applicant is unclear as to the location of the SDA, the applicant may contact the Office of Environmental Health to review the records. If an approved SDA exists on site, both the SDA and septic system must be shown on the plan.***
- The location of the well, labeled as existing or proposed.
- The location of the driveway, labeled as existing or proposed.

### BUILDING PLANS (for Building Permits only)

**Submit three (3) sets of Building Plans  
showing the following:**

- The three (3) to scale copies of construction drawings should show construction detail, including floor plan showing door & window size, footing/foundation, cross section and elevation details. **Foundation plans** should show: dimensions, size & spacing of piers, vent location, wall thickness, size & depth of footers, framing detail, joist size & spacing and beam spaces, footing, foundation, joist size and beam size. **Cross section plans** should show: construction detail from footer to ridge beam. **Elevations** should show: height, roof pitch, ventilation, roof material, front, back and side elevations. If your construction is determined to be in a flood zone, compliance with the Talbot County Floodplain Management Code is required. **REFER TO THE TALBOT CO. TECHNICAL BULLETIN.**

- For property served by well and septic systems, the County Environmental Health Department will review the project for compliance with appropriate setback requirements.
- To request inspections, please contact the Department of Permits and Inspections at 410-770-6840.
- Construction must begin within nine months and be completed within eighteen months.

**This brochure may not address all situations but is intended to provide general information for the permitting process.**

**Please contact our office for obtaining a permit package of requirements and application forms.**

