



Property Owner's Name _____ Permit # _____

Tax Map _____ Grid _____ Parcel _____ Lot _____

Checklist for Inground Swimming Pool Permits

To the Applicant: In order for this application to be accepted and processed, ALL of the following checklist items must be checked and all of the required information must accompany this application and/or be included on the official site plan. Any application submitted without all of the required documentation will not be accepted.

Completing the Building Permit Application

The property owner/contractor/applicant will review the application and supporting documentation for completeness and accuracy and each item below shall be checked as follows:

- Y = Information complete and accurate
- N/A = Information not applicable
- W = Waiver of required information. A separate waiver request shall be submitted with this application in writing to the Building Official.

Step One: Type of Construction/Project Description

- _____ 1. Indicate the type of construction (Residential, Commercial, Agricultural, or Marine Construction).
- _____ 2. Complete the project description. Please be as specific and detailed as possible. Include description of any decking, pool equipment pads and barriers. (See barrier requirements below).

Step Two: Property Owner/Contractor/Applicant Information

- _____ 1. Property owners name, mailing address, telephone number and email address.
- _____ 2. Contractor/builder's name, mailing address, telephone number, email address and license number. It is required that the contractor's information be provided during the permit submittal process. Pool contractors must have a Maryland Home Improvement Commission (MHIC) License.
- _____ 3. If applicant is not the owner or contractor, please provide name, mailing address and e-mail address.

Step Three: Property Information/Setbacks

- _____ 1. County tax map/grid/parcel numbers, subdivision name, section and lot number for the property. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their website at <http://www.sdat.state.md.us>.
- _____ 2. Zoning classification can be obtained from the Department of Planning and Zoning 410-770-8030 or on the Talbot County website at <http://www.talbotcountymd.gov>.
- _____ 3. Setback requirements correspond to zoning and property size in accordance with the Talbot County Zoning Ordinance. All proposed structures must meet required setbacks measured perpendicular from property lines to the closest point of the proposed structure.
- _____ 4. Description of property in terms of acreage or square footage, and depth, width and road frontage of the property.

Step Four: Proposed Structure Dimensions

- _____ 1. Fill in all dimensions and foot print area (square footage) of the proposed structure.

Step Five: Sub-Contractor Information

- _____ 1. Electrical contractor's names and/or firm, if known, and their respective license numbers and related information (if applicable).
- _____ 2. Plumbing contractor's names and/or firm, if known, and their respective license numbers and related information (if applicable).
- _____ 3. Mechanical contractor's names and/or firm, if known, and their respective license numbers and related information (if applicable).
- _____ 4. Fuel gas contractor's names and/or firm, if known, and their respective license numbers and related information (if applicable).

Step Six: Value of Construction

- _____ 1. List the value of construction. This figure represents the value of construction of the completed structure(s) excluding well, septic, driveway and landscaping.

Step Seven: Applicant Signature

- _____ 1. The person who applies for the permit shall sign and date the application.

Site Plan and Building Plan Submittals

All building permit applications require four (4) site plans and three (3) complete sets of building plans or blueprints, which include floor plans of all floors including upper levels, showing door and window sizes, foundation/basement plans, cross section details and elevations. Site plans must be drawn at a standard engineer's scale and construction plans must be drawn at a standard architectural scale.

Site Plans (See attached sample)

Submit four (4) legible to-scale site plans showing the following:

The scale of the site plan must be noted and the site plan must be drawn to a standard engineer's scale, example: 1"=10', 1"=20', 1"=30', 1"=40', 1"=50', etc., scale cannot be greater than 1" = 100'. The site plan:

- _____ 1. Must accurately show the location and dimensions of all existing roads or easements (this may affect setbacks).
- _____ 2. Must show all property lines and their dimensions.
- _____ 3. Must show and clearly label all existing and proposed structures and must be drawn to the same scale as the site plan. (Showing the location without a label shall not be acceptable.)
- _____ 4. Must show location of fence (if applicable).
- _____ 5. Must show location of any structures, sidewalks or driveways to be demolished, and must be clearly labeled as such on the site plan.
- _____ 6. Must show setbacks from proposed structure to property lines on all 4 sides of property (as described above in the application section). **If the proposed structure is within 10' from any building restriction line, the location of the structure must be staked out by a professional land surveyor.**
- _____ 7. Must show building restriction lines and shoreline/wetland buffers (if applicable).
- _____ 8. Must show the location of the existing septic system. This includes the location of the septic tanks and the location of all components of system including the following: tank(s) BAT or septic, pump chamber (if applicable), distribution system (tile fields, distribution box or dry well). Applicants who are unclear of the location of the septic system and its components should review the septic system information on file with Environmental Health.
- _____ 9. If there is an approved sewage disposal area's (SDA) on the property, it must be accurately shown. If the applicant is unclear regarding the presence or location of the SDA they should review the property record on file with the Environmental Health Department.
- _____ 10. Must show location of the existing drinking water supply well(s), geothermal well(s) and any other water supply on the property.
- _____ 11. Must show location of existing and proposed driveways/walkways.
- _____ 12. Must show location(s) and size of all existing and proposed utility equipment such as HVAC units, propane fuel tanks and generators. All of these items must be labeled clearly and drawn to the same scale as the site plan.

Building Plans

Submit two (2) sets of construction plans drawn to standard architectural scale showing the following:

- _____1. Must include a labeled cross section.
- _____2. Must include a “floor plan” showing all dimensions and pool drains.
- _____3. Must include an engineer’s seal.

Pool Barrier Requirements

Inground swimming pools are required to have a barrier to provide protection against potential drowning by restricting access through the use of physical barriers and warning devices, per the **2015 International Swimming Pool and Spa Code, Section 305**.

Setback Requirements

Drinking water supply well to foundation	30 Feet Minimum
SDA (Sewage Disposal Area) to foundation	20 Feet Minimum
Utilities, driveways, structures and/or other improvements shall not be located within the sewage disposal area boundaries.	
Structure to mean high water (MHW) (Shoreline) ↻	100 Feet Minimum
↳ <i>Buffer distance may vary due to parcel location, creation date and/or soil type</i>	
Structure to non tidal wetland	25 Feet Minimum
Structure to tidal wetland	100 Feet Minimum
Structure to perennial stream ↻	100 Feet Minimum
Structure to intermittent stream ↻ in the critical area	100 Feet Minimum
Structure to intermittent stream ↻ in the non-critical area	50 Feet Minimum
↳ <i>Consult the Office of Planning and Zoning to verify stream type</i>	
Structure to Septic Tank/BAT	6 Feet Minimum
Distance between Structures	10 Feet Minimum

Calculating Disturbance

1. For properties within the Chesapeake Bay Critical Area, the applicant shall submit a complete *Critical Area Lot Coverage Computation Worksheet* and a *Critical Area Lot Coverage and Disturbance Calculations Form*. For these forms the property’s square footage, total area of all existing and proposed lot coverage on the property including all structures (footprints), driveways, parking areas, sidewalks, patios, game courts, pools, etc. will be required.
2. The applicant shall provide the data to complete the worksheet’s disturbance column. When calculating total disturbance, a twenty (20) foot buffer shall be included around the pool’s dimensions. Do not include any pool decking in your disturbance calculation. This computation will be used to determine whether a Sediment and Erosion Control plan or a Stormwater Management plan is required. Please refer to the Disturbance Calculation worksheet for additional information regarding these reviews.
3. For properties outside the critical area the applicant shall complete the *Disturbance Calculations Outside Critical Area Form* using the same formula as stated in #1 above.
4. For properties in the Western Rural Conservation (WRC) zoning district, the applicant must complete the *WRC Lot Coverage Computation Worksheet* and a *WRC Lot Coverage and Disturbance Calculations Form* using the same formula as stated in #1 above.

Stormwater Management and Soil Conservation Plan Submittals

If proposed construction requires Stormwater Management (SWM) or Soil Conservation (SCS) approval, the applicant will be required to submit a copy of the building permit application, the disturbance calculations worksheet and a site plan to each office. The fee for their review is due upon submitting the information. Please check with those offices for fee amounts.

Wetlands Disclaimer Form

Wetlands Disclaimer – All applicants must sign this form. This form notifies the applicant that if wetlands are present or being impacted, other permits may be needed and that acquiring the other permits is the responsibility of the homeowner.

Forest Conservation, Critical Area Forest Preservation Plans, and Buffer Management Plans

All projects are required to provide either forest conservation declaration of intent, forest conservation plan, critical area forest preservation plans or buffer management plans unless determined otherwise upon review by Planning and Zoning. There are separate applications and fees for these plans. Depending on the scope of work, a financial surety to guarantee the planting may be required.

Fees

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.

Environmental Health Department Submittal

At time of submittal of an application, the applicant is required to take a copy of the site plan, permit application and one (1) set of building plans to the Environmental Health Department located at 215 Bay Street, Suite 4, Easton, Maryland, for permit review. Their phone number is 410-770-6880. Environmental Health Department permit review fees are due upon application submittal. Please check with their office for fee amounts.

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 in Chapter 58 of the *Talbot County Code*.

Applicant's Certification

By completing and signing this checklist the applicant hereby certifies as follows:

- (1) I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their agent;
- (2) That the information in the application, construction documents, and this checklist provides full disclosure and a complete description of the project; and
- (3) That the information contained in the application, construction documents and this checklist is in compliance with all applicable covenants and or deed restrictions.

If a permit is issued the applicant further certifies as follows;

- (1) That I will comply with all applicable codes of Talbot County and the State of Maryland;
- (2) That I will perform no work on the above property not specifically included in this application and construction documents; and,
- (3) That County Officials shall have authority to enter areas covered by such permit to enforce the codes applicable to such permit.

Please fill out, sign and submit checklist to our office along with your permit application.

NOTE: All permit applications must be submitted in person. Applications received by mail will be returned.

Applicant's Name (print): _____

Applicant's Signature: _____ **Date:** _____

Building Permit Process Contacts

Planning and Zoning Department

Board of Appeals, Subdivisions, Site Plan Review, Use Certificates and Licensing, Implementation of Local Critical Area Legislation, Forest Conservation, Buffer Management Plans

410-770-8030

215 Bay Street, Suite 2,
Easton, MD 21601

Permits and Inspections Office

*Building Permits, Zoning Certificates
Electrical License, Plumbing License, HVAC, Fuel
Gas Regulations, Plumbing, HVAC and Gas permits*

410-770-6840

215 Bay Street, Suite 3,
Easton, MD 21601

Environmental Health Department

Septic and Well Permits

410-770-6880

215 Bay Street, Suite 4,
Easton, MD 21601

Middle Department Inspection Agency (MDIA)

Electrical Inspections

410-822-8300

8673 Commerce Drive, Suite 2,
Easton, MD 21601

Talbot County Soil Conservation District

Sediment and Erosion Control Plan Evaluation

410-822-1577

28577 Mary's Court, Suite 3,
Easton, MD 21601

Public Works Department

*Stormwater Management Plan Evaluation,
Public Works Agreements*

410-770-8170

215 Bay Street, Suite 6,
Easton, MD 21601

State Highway Access

State Highway Access Evaluation

410-778-3061

615 Morgnec Road,
Chestertown, MD 21620

Talbot County Roads Department

County Road Access Evaluation/Permits

410-770-8150

605 Port Street,
Easton, MD 21601

For more information, please visit our website: www.talbotcountymd.gov