



Property Owner's Name _____ Permit No.: _____

Tax Map No. _____ Parcel No. _____ Lot No. _____

Checklist for Building Permit/Zoning Certificate Submittal

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/Zoning Certificate 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 complete and specific. If a change of use of a structure is proposed, please indicate the proposed use. Specify if new construction, addition to existing or renovation. Include fuel gas tank installation if part of permit request.

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. If constructing a new residence provide the Maryland Home Builders Registration (MHBR) number or Maryland Home Improvement Contractor number (MHIC) for other construction.
- _____ 3. If applicant is not owner or general 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 web site 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 <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's Construction Type and Dimensions

- _____ 1. Indicate proposed structure's construction type. (Site built, pre-engineered, Manufactured, modular,)
- _____ 2. Fill in all dimensions, the foot print area, the heated area, the non- heated area and the height from finished grade to highest roof peak of the proposed structure(s)

Step Five: Sub-Contractor Information

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

Subcontractors' names and license information must be submitted before a building permit can be issued.

Step Six: Sanitary Facilities

- _____ 1. Indicate the type of water and septic facilities that exist or are to be installed.

Step Seven: 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. Note that the value will be compared to the International Code Councils minimum construction cost for our region. Adjustments to the value may be necessary.

Step Eight: Applicant signature

- _____ 1. The person who applies for the building permit or zoning certificate 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) 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.). 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. (Showing the location without a label shall not be acceptable.)
- _____ 4. Shall identify the location of all structures and they must be drawn to the same scale as the site plan.
- _____ 5. Shall show that there is a minimum 10 feet clearance from the proposed structure to other structures.
- _____ 6. Must show building restriction lines and shoreline/wetland buffers (when applicable).

- _____ 7. 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 the Office of Environmental Health.
- _____ 8. 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 Office of Environmental Health.
- _____ 9. Must show the location of the existing drinking water supply well(s), geothermal well(s) and any other water supply on the property.
- _____ 10. The location and width of the existing or proposed driveway, clearly labeled as proposed or existing.
- _____ 11. The location of underground power lines (For new homes only).
- _____ 12. The location(s) and sizes of all existing and proposed utility equipment, to include HVAC units, propane fuel tanks, and generators.

Building Plans

Residential Requirements

Submit three (3) sets of construction plans drawn showing the following:

Foundation plan: (See attached example)

- _____ 1. Outside foundation dimensions.
- _____ 2. Pier size and spacing.
- _____ 3. Foundation vent locations.
- _____ 4. Foundation wall thickness.
- _____ 5. Footing dimensions including depth.
- _____ 6. Framing details, joist size and on-center spacing and beam sizes and beam spacing.
- _____ 7. If using an existing foundation or existing structural supports, show as much information as possible. At the minimum show the following:
 - a. Footing
 - b. Foundation
 - c. Joist size
 - d. Beam size

First Floor Plan: (See attached sample)

- _____ 1. New construction floor plans shall show, identify, and provide dimension of all constructed interior and exterior rooms and spaces; their size, use and dimensions; as well as outdoor spaces such as stoops, porches, decks, patios, terraces, etc., with the appropriate labels identifying their uses.
- _____ 2. Floor plans for interior renovations and building additions must show the dimension of existing rooms and proposed rooms labeled and their use identified.
- _____ 3. When connecting an addition to an existing structure, show connecting details (as built construction).
- _____ 4. Attic access (if structure is one story)
- _____ 5. All kitchen and bathroom details (major appliances and plumbing fixtures).
- _____ 6. Doors (showing door swing) and window sizes.
- _____ 7. Beams, headers and girders if any.
- _____ 8. Stairs, stairwells and handrails. Also indicate the width of the stair, direction of ascent/descent, number and depth of treads, and riser height.

Upper Floor Plan(s): (See attached sample)

- _____ 1. New construction floor plans shall show, identify, and provide dimension of all constructed interior and exterior rooms and spaces; their size, use and dimensions; as well as outdoor spaces such as porches, decks, etc., with the appropriate labels identifying their uses.

- _____ 2. Floor plans for interior renovations and building additions must show existing rooms and proposed rooms with appropriate labels identifying their uses.
- _____ 3. When connecting an addition to the existing structure, show connecting details (as built construction).
- _____ 4. Attic access and ceiling break lines (when applicable) must be dotted in, and the height of the ceiling at the break line must be given
- _____ 5. All kitchens and bathroom details (location of major appliances and plumbing fixtures).
- _____ 6. Doors (showing door swing) and window sizes.
- _____ 7. Beams, headers and girders if any.
- _____ 8. Stairs, stairwells and handrails.
- _____ 9. Clearly label any spaces that are open to below.

Building Sections: (See attached sample)

- _____ 1. Footer to ridge board cross section (showing construction detail) label all
- _____ 2. For additions show cross section of existing conditions and structural attachment method(s) to the new construction.
- _____ 3. Gypsum board, insulation, wall sheathing, roof sheathing and siding must also be shown with thickness and type and R-rating of insulation labeled.

Elevations: (See attached sample)

- _____ 1. Height of structure at highest roof peak from lowest existing finished grade.
See Article V, Section 190-113 Table V-1 of the Talbot County Code for maximum allowable height pertaining to structure type.
- _____ 2. Chimney or ornamental roof design feature height
- _____ 3. Roof pitch.
- _____ 4. Roof and crawl space ventilation if applicable.
- _____ 5. Roof material.
- _____ 6. Front, rear and side elevations with dimensions.
- _____ 7. Siding material.
- _____ 8. Doors and windows with accompanying schedule showing sizes and location, and R, U and Solar heat transfer coefficients (SHTC)-ratings

Commercial Requirements

- _____ 1. Indicate the type of construction, new (shell only or fit out), alterations, (includes tenant fit out new or change)
- _____ 2. Complete the project description (Please be complete and specific. If a change of use of a structure is proposed, please indicate the proposed use.)
- _____ 3. Construction Documents must be prepared by a registered Maryland Architect, with all originals signed and sealed. The Building Official may wave this requirement if special conditions exist.
- _____ 4. The documents must be submitted with sufficient clarity and detail to show the nature of the work to be performed.
- _____ 5. A code analysis completed by a Registered Maryland Architect including, classification (use group), construction type, and occupant loads must be completed and included with the application materials.
- _____ 6. Below is a list of required documents;
 - Foundation plan
 - Floor plans all levels
 - Elevations
 - Cross sections and construction details
 - Any additional special plans needed, such as, Structural, Ceiling, Finish, Roof and Sprinkler plans

Building Plan and Site Plan Submittals for Zoning Certificates Only

All zoning certificates require three (3) scaled site and building plans showing the same information as stated above for a building permit. Zoning certificates are only for unoccupied accessory structures such as sheds -300 SF and under, agricultural buildings, above ground pools, satellite dishes, fences, marine work, etc.

1. Floor plans are required for sheds and agricultural buildings, and they shall identify room use, size, and dimensions, as well as outdoor spaces such as stoops, porches, decks, patios, terraces, etc.
2. Pictures are required for sheds (300 SF and under) and for demolition permits showing the structure to be demolished.
3. Three (3) scaled site plans showing the same information that is required for a building permit site plan. (See Site Plan and Building Plan submittals) pg. 2.

Energy Code Compliance items

The following information is listed on the Talbot County Web page as well as State of Maryland.

Residential Requirements

In accordance with the Talbot County Building Code, all Residential Construction must comply with the 2012 IECC. The following information must be included on the plans.

1. Compliance Approach (check path chosen):
 - The Prescriptive Path with the Prescriptive R-Values;
 - Prescriptive UA Alternative. Passing RESCHECK required
 - Performance Option Requirements (compliance documentation must be submitted)
2. A list of all the Mandatory Requirements of the IECC.
3. Air Barrier and insulation Table

Commercial Requirements

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.

In accordance with the Talbot County Building Code, all commercial construction must comply with the 2012 IECC. All projects must comply with one of the three following compliance path options. A Design Professional must list required method on plans when submitted.

1. ANSI/ASHRAE/IESNA 90.1-2010
2. Prescriptive method
3. Performance method

Information required on Commercial construction documents:

Details shall include, but are not limited to, as applicable, insulation materials, and their R-values; fenestration U-factors and Solar Heat Coefficients (SHGC); area-weighted U-factor and SHGC calculations; mechanical system design criteria; mechanical and service water heating system and equipment types, sizes and efficiencies; economizer description; equipment and systems controls; fan motor horsepower (hp) and controls; duct sealing, duct and pipe insulation and location; lighting fixture schedule with wattage and control narrative; and air sealing details.

Required Setbacks

- 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
- +*Buffer distance may vary due to parcel location, creation date and/or soil type*

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| 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 |
| * Consult the Office of Planning and Permits to verify stream type | |
| 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.

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 structure’s dimensions. For additions, the 20 foot buffer shall be added to all sides of the proposed addition except where it is joined to the existing structure. For proposed driveways, sidewalks, concrete pads, game courts and other similar items, a 10 foot buffer shall be applied to all sides except where it touches a structure, or falls within the disturbance buffer of another proposed structure. This computation will be used to determine whether a sediment and erosion control permit or storm water management plan is required. Such plans are required if the disturbance exceeds 5,000 square feet.

2. 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.
3. 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 storm water 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. A rooftop plan showing proposed downspout locations is required by the Department of Public Works during stormwater management review. The fee for their review is due upon submitting the information. Please check with those offices for the required fee.

Wetland Disclaimer Form

Wetlands Disclaimer – All applicants must sign this form except for Marine Construction. This form notifies the applicant that if wetlands are present or being impacted that 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 the Department of Planning and Permits. There are separate applications and fees for the 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 Submittal

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

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*.

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

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.

Applicants name (print) _____

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

Building Permit Process Contacts

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| Talbot County Planning and Permits <i>Planning Section:</i> Board of Appeals, Subdivisions, Site Plan Review, Use Certificates and Licensing, Implementation of Local Critical Area Legislation, Forest Conservation. | 410-770-8030 |
| <i>Permits Section :</i> Building Permits, Zoning Certificates Electrical License, Plumbing License, HVAC, Gas Regulations, Plumbing, HVAC and Gas permits | 410-770-6840 |
| Talbot County Health Department Office of Environmental Health Septic and Well Permits | 410-770-6880 |
| Middle Department Inspection Agency (MDIA) Electrical Permits/Inspections | 410-822-8300 |
| Talbot County Soil Conservation District Sediment and Erosion Control Plan Evaluation | 410-822-1577 |
| Talbot County Public Works Storm water 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

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