

PERMIT GUIDE MODULAR HOMES



www.talbotcountymd.gov

215 Bay Street, Suite 3
Easton, MD 21601
410-770-6840



The Office of Permits and Inspections
Talbot County, Maryland

Building Permit

- A building permit is required prior to construction of a Modular Home 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. Each applicant is required to fill out the **entire** permit application and sign and date the bottom.

SITE DRAWINGS

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.

Construction Drawings

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

- Three (3) sets of plans acquired from the Modular Home dealer with the required 3rd party seal and certifying that the unit is in compliance with the Maryland Department of Housing & Community Development. *The plans must include the following;* foundation plans showing dimensions, size and depth of footers, size of foundation walls and size and spacing of piers and vent location; floor plans; cross section plan showing construction detail from footer to ridge beam; elevations showing height, roof

pitch, ventilation; and roof and siding material.

- In addition to the building permit, electrical, fuel gas, hvac, and plumbing permits will be required for any electrical, fuel gas, hvac, or plumbing work associated with the Modular Home Unit construction. These permits are not applied for until the building permit is issued.

1. A setback and footer inspection is required after the excavation of the trench and prior to the pouring of concrete.

2. A foundation inspection is required after the foundation has been completed and prior to backfilling, (if required).

3. Final plumbing, fuel gas, hvac, electrical, and building inspections will be performed following completion of the Modular Home Unit and any other related construction associated with the project. To request inspections, please contact the Department of Permits and Inspections at 410-770-6840 prior to 3:30 p.m. Monday – Friday.

- To request inspections, please contact the Office of Permits and Inspections at 410-770-6840.
- Construction must begin within 9 months and be completed within 18 months of permit issuance.
- A Certificate of Occupancy or Certificate of Completion will be issued only after the project has passed all required inspections.

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

*Modular Home Permit Guide
n:\permits & inspections\brochures\modular homes permit
guide 2 revised 2015.doc*