

# Application for Residential Building Permit

BUILDING/GRADING AP # \_\_\_\_\_

Calvert County, Maryland  
 Inspection & Permits Division  
 205 Main Street, 1<sup>st</sup> Floor  
 Prince Frederick, MD 20678

Received By IP: \_\_\_\_\_ Date \_\_\_\_\_

<b>PROJECT ADDRESS</b>		<b>IS THIS PERMIT TO REMEDY A CODE ENFORCEMENT CASE?</b>		
Street #	Street Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Case #
City		<b>IS THIS A NON-PROFIT ORGANIZATION?</b>		
State	Zip	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Directions to Site (from 150 Main Street)		<b>DOES THIS PROJECT INCLUDE ANY EXTERIOR WORK?</b>		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>SPECIAL EXCEPTION</b>				
<b>APPLICANT</b>		<input type="checkbox"/> Fire Restoration	<input type="checkbox"/> Natural Disaster	<input type="checkbox"/> Bona Fide Elderly
<input type="checkbox"/> Architect	<input type="checkbox"/> Contractor	<input type="checkbox"/> Engineer	<input type="checkbox"/> Owner	<b>IF EXCISE FEES ARE DUE HOW WILL YOU PAY?</b>
<input type="checkbox"/> Permit Service		<input type="checkbox"/> NONE	<input type="checkbox"/> 1/3 <sup>rd</sup>	<input type="checkbox"/> Pay in Full
I have an Online Portal account in Encompass	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>IS THIS HOME-OWNER OF THE PROPERTY ACTING AS CONTRACTOR?</b>	
Name	<input type="checkbox"/> Yes <input type="checkbox"/> No - Please complete Contractor information below			
Mailing Address	Contractor Name			
City:	Calvert County Home Builders Reg #:			
State:	Zip:	MHIC License #:		
Email:	Marine License #:			
Phone:				

Project Name (Subdivision, Lot #, etc.): \_\_\_\_\_

Description of Work: \_\_\_\_\_

<b>PROJECT INFORMATION</b>		<b>GRADING DETAILS</b>		
<input type="checkbox"/> New Construction	<input type="checkbox"/> Renovation/Repair	<input type="checkbox"/> Demolition	<b>Grading Work</b>	
Estimated Construction Cost \$		<input type="checkbox"/> Bulkhead	<input type="checkbox"/> Grading	
<b>CHECK ALL THAT APPLY</b>		<input type="checkbox"/> NONE	<input type="checkbox"/> Pier	
<input type="checkbox"/> Accessory Apartment	<input type="checkbox"/> Single Family Dwelling (SFD-D)	<input type="checkbox"/> Pool – Abv Ground	<input type="checkbox"/> Pool - In-Ground	
<input type="checkbox"/> Low Rise / Condo (SFD-A)	<input type="checkbox"/> Manufactured Home (SFD-D)	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Single Family Dwelling	
<input type="checkbox"/> Modular (SFD-D)	<input type="checkbox"/> Finish Basement	Lot Size		
<input type="checkbox"/> Garage - Detached	<input type="checkbox"/> Garage - Attached	Earth Disturbance (Square Feet)	Acres	SqFt
<input type="checkbox"/> Pool – Above-Ground	<input type="checkbox"/> Pool – In-Ground	Pool Volume (Gallons)		
<input type="checkbox"/> Deck	Height	<input type="checkbox"/> Fence	Height	Cut + Fill Amount (Cubic Yards)
<input type="checkbox"/> Solar Panels - Ground Mount	<input type="checkbox"/> Solar Panels - Roof Mount	# Trees Removed		
<input type="checkbox"/> Retaining Wall	Height	<input type="checkbox"/> Shed	# Stumps Removed	<input type="checkbox"/> Grind <input type="checkbox"/> Remove <input type="checkbox"/> Clear Cut
<input type="checkbox"/> Pole Barn	<input type="checkbox"/> Addition	Water Dependent	<input type="checkbox"/> Barge	<input type="checkbox"/> Land
<input type="checkbox"/> Porch	<input type="checkbox"/> Sunroom			
<input type="checkbox"/> Water Dependent	<input type="checkbox"/> Other			
<b>Finished Sq Ft</b>	<b>Unfinished Sq Ft</b>			

I hereby certify that I have read and understand the requirements listed on page 2 of this permit application form; I have the authority to make this application, the information given is correct, and the use and construction shall conform to the County Health Regulations, the Building Code, Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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## Residential Building Application Requirements

- This permit application and all required information will be submitted to the Inspections & Permits Division for review by all applicable County and State agencies; incomplete packages will result in processing delays
- Separate permits and inspections will be required for projects that include plumbing and electrical work.
- The permit and approved plan must be posted conspicuously at the front of the lot.
- Permits expire 2 years after issuance unless the project is under continuous construction.

## Residential Building Inspection Requirements

- After issuance of a building permit, inspections shall be requested by calling the Inspections & Permits Division at least 24 hours in advance via the online permit portal or contacting Inspections & Permits at 410-535-2155.
- Inspections must be requested by 3:00 pm. in order to be scheduled for the following day. While every effort is made to perform inspections on the day they are scheduled extenuating circumstances may result in a delay.
- Required inspections shall include, but are not limited to: (1) before footings or slabs are poured (2) before foundation walls are backfilled (Foundation Location Surveys must be submitted and approved prior to calling for a framing inspection) (3) before framed walls are insulated (Certifications are required for engineered floor and roof system (4) before interior and exterior walls are covered, and (5) upon completion of construction. Depending on construction methods and sequence, additional inspections may be required. Contact the Inspections & Permits Office if you have questions about the need for a specific inspection.
- Separate permits and inspections will be required for projects that include plumbing and electrical work.
- Section 109.3 of the International Building Code states that: It shall be the duty of the permit holder or their agent to notify the building official that work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work. Work requiring an inspection that has been covered or concealed prior to receiving a required inspection will have to be exposed.