



Bureau of Environmental Health

8930 Stanford Boulevard, Columbia, MD 21045

Main: 410-313-2640 | Fax: 410-313-2648

TDD 410-313-2323 | Toll Free 1-866-313-6300

www.hchealth.org

Facebook: www.facebook.com/hocohealth

Twitter: [HowardCoHealthDep](https://twitter.com/HowardCoHealthDep)

Maura J. Rossman, M.D., Health Officer

MEMORANDUM

TO: Interested Parties

FROM: Jeff Williams
Program Supervisor, Well & Septic Program

RE: Building Permit attachments for properties with onsite sewage disposal

DATE: February 1, 2017

Howard County Health Department, in its review of Building Permit applications, must accurately determine the number of bedrooms in a proposed dwelling or existing dwelling with a proposed addition in order to ensure adequate onsite sewage disposal on properties not served by public sewer. As the definition of a bedroom in Howard County Code Title 3, Subtitle 8, Onsite Sewage Disposal Systems, differs from the definition in the Building Code, the Health Department must review floor plans as part of the building permit review process.

In order to make the review process more efficient and consistent across Departments, all building permit applications for construction of new dwellings or additions/renovations to existing dwellings must include a simplified floor plan in addition to the two full construction plans required by DILP. The simplified plan will be forwarded by DILP to Health with a copy of the plot plan. The simplified plan may be shrunk to fit smaller size sheets, ideally 11x17. This floor plan must contain a diagram of each room, labeled with intended use and level of the dwelling including windows, doors, plumbing fixtures, and rough-in plumbing. Unfinished space must be clearly indicated. Floor plan packages for home models must clearly indicate the optional features chosen for this house.