



# RESIDENTIAL BUILDING PERMIT CHECKLIST

Howard County Maryland Department of Inspections, Licenses, and Permits  
[www.howardcountymd.gov](http://www.howardcountymd.gov)

3430 Court House Drive Ellicott City, MD 21043

Phone: 410-313-2455, Option #4

Email: [buildingtech@howardcountymd.gov](mailto:buildingtech@howardcountymd.gov)

**Building Permits are Issued/Accepted at the Front Counter between the hours of  
8:00 a.m. – 3:00 p.m., Monday through Friday.**

**\*\*IMPORTANT\*\* INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**NEW RESIDENTIAL CONSTRUCTION UNDER AN APPROVED SDP**

- Completed signed and dated Residential Building Permit Application
- One (1) copy of currently approved and signed Site Development Plan (SDP)
- Provide two (2) copies of individual site Plot Plans to scale - not to exceed 11" x 17" with elevations, house type, model and all options shown
- Residential Construction Drawings – Two (2) sets including: Floor Plan, Elevations from all four (4) sides, Wall Bracing, Detailed Cross-Section and showing size of all materials. Must meet the currently adopted IECC Requirements  
*\*Only (1) "mini" set required if Residential Model on File*
- Payment of applicable Filing Fees and Guaranty Fund: \$ \_\_\_\_\_
- Grading Permit (*See Grading Permit Checklist*)
- Permit Fee, Excise Tax, School Facilities Surcharge, and Moderate Income Housing Fee-In-Lieu for (if applicable) payable at Building Permit issuance ([See Fee Schedule](#))**  
\$ \_\_\_\_\_

**NEW RESIDENTIAL CONSTRUCTION NOT UNDER AN APPROVED SDP**

- Completed, signed and dated Residential Building Permit Application
- Provide three (3) copies\* of individual site specific Plot Plans to scale not to exceed 11" x 17" with elevations, house type, model and all options shown  
*\* Or one (1) Plot Plan not to exceed 11" x 17" with three (3) full size copies – [see below](#):*
- One (1) full size copy of the Site Plan including:
  - Title Block – Identifying the Owner, Builder, Site Address, Date, House Type, Lot Number, and North Arrow
  - Paving on site and Paving Specifications
  - Location of Property and All Existing and Proposed Buildings and Structures
  - Setbacks from the Dwelling to All Property Lines
  - Location of All Easements, Drainage Facilities, and Building Restriction Lines
  - Existing and Proposed Wells, Septic Easements, and Septic Systems (*If Applicable*)
  - Visible Above-ground Utilities
  - House Footprint, complete with All Options specific to this project, including Overhangs
  - Finish Elevations of the First-Floor Levels, including Garage Slab
  - Show all Retaining Walls. Show setbacks from Wall to Property Line for walls over 3' in Height
  - Show Limits of Disturbance and Tree Removal
  - Show Existing and Proposed Contours; Swale Arrows on All Disturbed Areas
  - Identify the Source of Topography
  - Show Spot Grades at Entrances; Parking Pads in Front of Garage, 20' in Front of Garage, All House Corners and Walkout(s). Show Percentage of Grade of Driveway
  - Proposed On-Site Sediment and Erosion Control Measures
- Residential Construction Drawings – Two (2) sets, collated and bound including: Floor Plan, Elevations from all four (4) sides, Wall Bracing, Detailed Cross-Section and showing size of all materials. Plans must be to scale, do not have size requirements as long as they are legible, and must meet the currently adopted IECC Requirements
- One (1) set of Simplified Floor Plans, if property is on Well and Septic (*See Health Department Memo*)

- Payment of applicable Filing Fees and Guaranty fund: \$ \_\_\_\_\_
- Well/Septic: Well must be drilled prior to acceptance of the Building Permit Application.
- Entrance Permit. *Please note that a use and occupancy certificate will not be issued until entrance is completed to Bureau of Highways Standard & Specifications. (If property is located off of a State Highway, a bond is required.)* Please select one below:
  - New dwelling
  - Driveway entrance **only** to vacant lot
- Grading permit (*See Grading Permit Checklist*)
- Permit Fee, Excise Tax, School Facilities Surcharge, and Moderate Income Housing Fee-In-Lieu (if applicable) payable at Building Permit issuance ([See Fee Schedule](#))**  
\$ \_\_\_\_\_

**ADDITIONS AND MISCELLANEOUS STRUCTURES**

- Completed Residential Building Permit Application
- Three (3) copies of Plot Plans to scale not to exceed 11" x 17" including:
  - Location of Property, All Existing and Proposed Structures
  - Distances to Property Lines from all sides and Location of Well and Septic, *if applicable*
- Residential Construction Drawings – Two (2) sets, collated and bound including: Floor Plan, Elevations from all four (4) sides, Wall Bracing, Detailed Cross-Section and showing size of all materials. Plans must be to scale, do not have size requirements as long as they are legible, and must meet the currently adopted IECC Requirements
- One (1) set of Simplified Floor Plans, if property is on Well and Septic (*See Health Department Memo*)
- Payment of applicable filing fees: **\$ 25.00**
- Permit Fee, Excise Tax, School Facilities Surcharge, and Moderate Income Housing Fee-In-Lieu (if applicable) payable at Building Permit issuance ([See Fee Schedule](#))**  
\$ \_\_\_\_\_

**APPLICABLE AGENCY REVIEW AND STANDARDS INFORMATION:**

1. Department of Planning and Zoning/ Zoning Administration (410) 313-2350 – Reviewed for compliance to Zoning and Subdivision Regulations regarding setbacks.
2. Department of Planning and Zoning/Bureau of Engineering (410) 313-2350 – Reviewed for presence of water and sewer and payment of fees; compliance with 100 Year Floodplain Law.
3. State of Maryland/Environmental Health Department (410) 313-1771 – Compliance with State Health Regulations; well and septic tank elevation approved.
4. Department of Inspections, Licenses and Permits/Plan Review Division (410) 313-2436 – Compliance with current Building Code regulations; assessing fees.
5. State of Maryland/Highway Administration (410) 545-5600 – Compliance with their programs and regulations.
6. Department of Public Works/Construction Inspection Division (410) 313-1855 - Compliance with sediment and erosion control programs and regulations for New Construction with Disturbances of over 5,000 square feet or 100 cubic yards.
7. Department of Public Works/Bureau of Utilities (410) 313-4958 – Water and Sewer Connection Application Information

**NOTE:** To determine the status of your permit 24 hours a day:

Visit the Citizen's Access Portal: [myhoward.info](http://myhoward.info)

Payments for filing fees are accepted in the form of Check, Money Orders, or may be paid online via credit card. Checks are made payable to: Director of Finance of Howard County. Balances for permits may be paid via Check, Money Order, Cash, or paid online through the [Citizen's Access Portal](#).