



HOWARD COUNTY DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

3430 Court House Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2433

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FAX 410-313-3322

SAMPLE RESIDENTIAL BUILDING PERMIT DESCRIPTIONS OF WORK, APPLICATION SPECIFIC INFO, AND REQUIRED DOCUMENTS TO UPLOAD:

****Please use these sample descriptions to view the **REQUIRED** format for descriptions of work, for building permit submitted online. Please be sure to use all uppercase letters, aka CAPS Lock, when inputting.**

DECKS
<u>Description of Work:</u> <ul style="list-style-type: none"> SFD/ CONSTRUCT LENGTH X WIDTH OPEN DECK WITH STEPS (OR - NO STEPS) SFTH/ CONSTRUCT LENGTH X WIDTH OPEN DECK WITH STEPS (OR - NO STEPS) SF DUPLEX/ CONSTRUCT LENGTH X WIDTH OPEN DECK WITH STEPS (OR - NO STEPS)
<u>Application Specific Info:</u> <ul style="list-style-type: none"> Existing Use – Select (Verify from plot plan) Water Supply – Public/Private Well Sewage Disposal – Public/Private Septic
<u>Upload Attachments:</u> <ul style="list-style-type: none"> Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, <i>if applicable</i> Construction plans OR completed basic plan dimensions and specifications (See Accessory Structure Memo) Condo/HOA Approval Letter, <i>if applicable</i>
FENCES (OVER 7' OR AROUND A SWIMMING POOL)
<u>Description of Work:</u> <ul style="list-style-type: none"> SFD/ REPLACE EXISTING 4' FENCE AROUND AN EXISTING SWIMMING POOL SFTH/ INSTALL AN 7' HIGH PRIVACY FENCE SF DUPLEX/ INSTALL A 8' 6" DEER FENCE
<u>Application Specific Info:</u> <ul style="list-style-type: none"> Existing Use – Select (Verify from plot plan) Water Supply – Public/Private Well Sewage Disposal – Public/Private Septic
<u>Upload Attachments:</u> <ul style="list-style-type: none"> Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, <i>if applicable</i> Condo/HOA Approval Letter, <i>if applicable</i>
PORCHES (OPEN & SCREENED)
<u>Description of Work:</u> <ul style="list-style-type: none"> SFD/ CONSTRUCT 12' X 20' SCREENED PORCH, 10' X 10' OPEN DECK, LANDING, & STEPS SFTH/ CONSTRUCT 19' X 12' SCREENED PORCH OVER EXISTING DECK, ADD LANDING & STEPS SF DUPLEX/ CONSTRUCT 6' X 10' OPEN COVERED PORCH WITH STEPS
<u>Application Specific Info:</u> <ul style="list-style-type: none"> Existing Use – Select (Verify from plot plan) Type of Porch – Select Type of Porch Foundation – Select

<ul style="list-style-type: none"> • Total Square Footage – Enter (Length x Width of Portion Under Roof, round to nearest whole number) • Water Supply – Public/Private Well • Sewage Disposal – Public/Private Septic
<u>Upload Attachments:</u> <ul style="list-style-type: none"> • Plot Plan – with structure (clearly labeling any portions that are porch vs deck/patio) dimensioned, drawn to scale, located to property lines, and well/septic, <i>if applicable</i> • Construction plans OR completed basic plan dimensions and specifications (See Accessory Structure Memo) • Condo/HOA Approval Letter, <i>if applicable</i>
SOLAR PANELS (ROOF MOUNTED & GROUND MOUNTED)
<u>Description of Work:</u> <ul style="list-style-type: none"> • SFD/ ADD (20) ROOF-MOUNTED SOLAR PANELS TO EXISTING SOLAR ARRAY (SEE B1900000 FOR ORIGINAL PERMIT) • SFTH/ INSTALL (8) ROOF-MOUNTED SOLAR PANELS • SF DUPLEX/ INSTALL (5) GROUND MOUNTED SOLAR PANELS & (15) GROUND-MOUNTED SOLAR PANELS
<u>Application Specific Info:</u> <ul style="list-style-type: none"> • Type of Installation – Select (Verify from plot plan/specs) • Number of Panels – Enter Total Number (Verify from plot plan/specs) • Water Supply – Public/Private Well • Sewage Disposal – Public/Private Septic • Existing Use – Select (Verify from plot plan/specs)
<u>Upload Attachments:</u> <ul style="list-style-type: none"> • Specifications, Cut Sheets, etc. • Roof Layout or Plot Plan, showing proposed location of panels • Installation Certification • Condo/HOA Approval Letter, <i>if applicable</i>
POOLS/SPAS (INGROUND, ABOVE-GROUND, & HOT TUB/SPAS)
<u>Description of Work:</u> <ul style="list-style-type: none"> • SFD/ INSTALL 20' X 30' INGROUND CONCRETE SWIMMING POOL, DEPTH 3'6"-6'6", WITH FENCE TO CODE • SFTH/ INSTALL 5' X 5' HOT TUB ON EXISTING DECK • SF DUPLEX/ INSTALL 10' DIAMETER ABOVE-GROUND SWIMMING POOL ON CONCRETE PAD
<u>Application Specific Info:</u> <ul style="list-style-type: none"> • Water Supply – Public/Private Well • Sewage Disposal – Public/Private Septic • Existing Use – Select (Verify from plot plan) • Type of Pool or Spa – Select from application • Electrical Permit Number – Enter (if provided, REQUIRED prior to issuance)
<u>Upload Attachments:</u> <ul style="list-style-type: none"> • Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, <i>if applicable</i> • Pool Affidavit, signed by property owner • Construction plans OR completed basic plan dimensions and specifications (See Accessory Structure Memo), <i>if applicable (hot tub/pool is placed in a deck showing support of the structure)</i> • Condo/HOA Approval Letter, <i>if applicable</i>
SHEDS (OVER 200 SQ FT & UNDER 600 SQ FT)
<u>Description of Work:</u> <ul style="list-style-type: none"> • SFD/ CONSTRUCT 20' X 20' STORAGE SHED • SFTH/ INSTALL 20' X 20' PREFABRICATED STORAGE SHED • SF DUPLEX/ CONSTRUCT 20' X 20' STORAGE SHED
<u>Application Specific Info:</u>

<ul style="list-style-type: none"> Existing Use – Select (Verify from plot plan) Water Supply – Public/Private Well Sewage Disposal – Public/Private Septic
<u>Upload Attachments:</u> <ul style="list-style-type: none"> Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, <i>if applicable</i> Condo/HOA Approval Letter, <i>if applicable</i> Construction plans OR completed basic plan dimensions and specifications (See Accessory Structure Memo) **If over 400 sq ft, plans (construction drawings) are required - uploaded AND submitted hard copy, 3 sets, with an online transmittal form (see page # 12 of this document) within 5 days from the date of application
FIREPLACES
<u>Description of Work:</u> <ul style="list-style-type: none"> SFD/ INSTALL (1) “MAKE & MODEL” WOOD-BURNING PELLET STOVE SFTH/ INSTALL (1) “MAKE & MODEL” GAS FIREPLACE INSERT INTO EXISTING MASONRY FIREPLACE SF DUPLEX/ INSTALL (1) “MAKE & MODEL” FREESTANDING WOOD-BURNING FIREPLACE
<u>Application Specific Info:</u> <ul style="list-style-type: none"> Existing Use – Select (Verify from plot plan) Number of Fireplaces – Enter Type of Structure – Select (Verify from specs) <ul style="list-style-type: none"> Gas Fireplace – Select Fuel Type (Natural Gas or Propane, if applicable) Utilities – Select New Chimney - Y/N Water Supply – Public/Private Well Sewage Disposal – Public/Private Septic
<u>Upload Attachments:</u> <ul style="list-style-type: none"> Manufacturer Installation Instructions & Specs (including UTL or ETL Listing & clearances) Floor Plan – showing proposed location of fireplace Plot Plan – with new exterior chimney, <i>if applicable</i>
PAVILION (OPEN PAVILIONS AND GAZEBOS OVER 200 SQ FT)
<u>Description of Work:</u> <ul style="list-style-type: none"> SFD/ CONSTRUCT 12’ X 44’ POOL PAVILLION OVER EXISTING PATIO SFTH/ CONSTRUCT 15’ X 20’ GAZEBO WITH OUTDOOR KITCHEN SF DUPLEX/ CONSTRUCT 14’ X 14’ OPEN PAVILION; 21’ X 14’ OPEN DECK WITH LANDING & STEPS
<u>Application Specific Info:</u> <ul style="list-style-type: none"> Existing Use – Select (Verify from plot plan) Total Square Footage – Enter (Length x Width of Portion Under Roof, round to nearest whole number) Water Supply – Public/Private Well Sewage Disposal – Public/Private Septic
<u>Upload Attachments:</u> <ul style="list-style-type: none"> Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, <i>if applicable</i> Condo/HOA Approval Letter, <i>if applicable</i> Construction plans OR completed basic plan dimensions and specifications (See Accessory Structure Memo) **If over 400 sq ft, plans (construction drawings) are required - uploaded AND submitted hard copy, 3 sets, with an online transmittal form (see page # 12 of this document) within 5 days from the date of application
RETAINING WALLS (OVER 3’ FROM THE LOWEST ADJACENT GRADE)
<u>Description of Work:</u> <ul style="list-style-type: none"> SFD/ INSTALL (2) MASONRY RETAINING WALLS: WALL 1 - 30’ LONG, 7’ MAX HEIGHT, WALL 2 – 15’ LONG, 4’ MAX HEIGHT SFTH/ INSTALL (1) SEGMENTED BLOCK RETAINING WALL, 16’ LONG, 10’ MAX HEIGHT SF DUPLEX/ REPLACE (1) SEGMENTED BLOCK RETAINING WALLS: 25’ LONG, 8’ MAX HEIGHT

<p><u>Application Specific Info:</u></p> <ul style="list-style-type: none"> • Water Supply – Public/Private Well • Sewage Disposal – Public/Private Septic • Existing Use – Select (Verify from plot plan/specs)
<p><u>Upload Attachments:</u></p> <ul style="list-style-type: none"> • Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, <i>if applicable</i> • Engineer Calculations • Condo/HOA Approval Letter, <i>if applicable</i>
<p>PROPANE TANKS (ASME TANKS, UNDERGROUND OR ABOVE-GROUND)</p>
<p><u>Description of Work:</u></p> <ul style="list-style-type: none"> • SFD/ INSTALL (1) 1,000 GALLON UNDERGROUND PROPANE TANK • SFTH/ RELOCATE (1) 500 GALLON ABOVE-GROUND PROPANE TANK • SF DUPLEX/ ABANDON (1) 1,000 GALLON UNDERGROUND PROPANE TANK IN PLACE; FILL WITH SLURRY MIX
<p><u>Application Specific Info:</u></p> <ul style="list-style-type: none"> • Existing Use – Select (Verify from plot plan) • Number of Tanks to be Installed – Enter • Number of Tanks to be Removed – Enter • Relocate Existing Tank – Enter (Number of Tanks to be relocated) • Water Supply – Public/Private Well • Sewage Disposal – Public/Private Septic
<p><u>Upload Attachments:</u></p> <ul style="list-style-type: none"> • Plot Plan – with tank clearly identified, drawn to scale, located to property lines, and well/septic, <i>if applicable</i> • Tank Specifications – tank option clearly identified on specs
<p>DEMOLITION (OF ENTIRE STRUCTURE)</p>
<p><u>Description of Work:</u></p> <ul style="list-style-type: none"> • DEMOLISH EXISTING SINGLE FAMILY DWELLING/ ALL UTILITY LETTERS ATTACHED **DEBRIS AND TRASH TO BE REMOVED FROM SITE** • DEMOLISH EXISTING STRUCTURE/ ALL UTILITY LETTERS ATTACHED **DEBRIS AND TRASH TO BE REMOVED FROM SITE**
<p><u>Application Specific Info:</u></p> <ul style="list-style-type: none"> • Existing Use – Select • Water Supply – Public/Private Well (<i>Existing, to be removed</i>) • Sewage Disposal – Public/Private Septic (<i>Existing, to be removed</i>) • Utilities – Gas/Electric/Both (<i>Existing, to be removed</i>)
<p><u>Upload Attachments:</u></p> <ul style="list-style-type: none"> • Disconnect Letters – Upload all applicable disconnect letters (See Demolition Checklist) • Condo/HOA Approval Letter, <i>if applicable</i>
<p>TEMPORARY TRAILER</p>
<p><u>Description of Work:</u></p> <ul style="list-style-type: none"> • <i>CONSTRUCTION TYPE:</i> SUBDIVISION NAME/ CONTRACTOR BUSINESS NAME/ INSTALL (1) 8’ X 32’ TEMPORARY CONSTRUCTION TRAILER • <i>SALES TYPE:</i> SUBDIVISION NAME/ CONTRACTOR BUSINESS NAME/ INSTALL (1) 8’ X 32’ TEMPORARY SALES TRAILER
<p><u>Application Specific Info:</u></p> <ul style="list-style-type: none"> • Number of trailers • Water Supply – Public/Private Well • Sewage Disposal – Public/Private Septic

Upload Attachments:

- Plot Plan/SDP – with structure dimensioned, drawn to scale, located to property lines, and well/septic, *if applicable*
- Foundation/Pier Plan
- Tie Down/Anchorage Details
- Deck/Stair/Ramp Details, *if applicable*
- ADA accessibility showing ramp elevations or if the trailer is at grade, *required for sales type*

MISCELLANEOUS STRUCTURES

Description of Work:

- SFD/ FACILITY NAME/ CHANGE OF USE FROM SFD TO ASSISTED LIVING, # SLEEPING ROOMS, TO BE LICENSED FOR # CLIENTS
- SFTH/ INSTALL NEW 15' X 20' X 8' ARBOR IN REAR YARD
- SF DUPLEX/ INSTALL 215 SQ FT GAZEBO
- SFD/ INSTALL FOOTING AND FOUNDATION FOR FUTURE DETACHED GARAGE, APPROXIMATELY ___ SQ FT
- SFTH/ INSTALL NEW 20' X 20' PERGOLA OVER EXISTING PATIO
- SF DUPLEX/ INSTALL 300 SQ FT RAISED PAVER PATIO
- SFD/ INSTALL (1) HANDICARE 950 STRAIGHT STAIRLIFT FROM 1ST FLOOR TO 2ND FLOOR
- SFTH/ INSTALL NEW 5' X 20' RAMP FROM DRIVEWAY TO FRONT DOOR
- SF DUPLEX/ INSTALL 15' HIGH ANTENNA TOWER

Application Specific Info:

- Existing Use – Select (Verify from plot plan)
- Water Supply – Public/Private Well
- Sewage Disposal – Public/Private Septic

Upload Attachments:

- Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, *if applicable*
- Manufacturer Installation Instructions & Specs, *if applicable*
- Construction plans OR completed basic plan dimensions and specifications (See Accessory Structure Memo)
- Condo/HOA Approval Letter, *if applicable*

INTERIOR ALTERATION, SINGLE FAMILY DWELLING (SFD)

Description of Work:

- SFD/ ALTERATIONS TO EXISTING DWELLING TO INCLUDE: REMODEL KITCHEN, REMOVE (1) LOAD-BEARING WALL BETWEEN KITCHEN & DINING ROOM, APPROXIMATELY 300 SQ FT

Application Specific Info:

- Total Square Footage – Enter, round to nearest whole number (Verify from floor plan)
- Bedrooms – Enter (number affected, *if applicable*)
- Full Baths – Enter (number affected, *if applicable*)
- Half Baths – Enter (number affected, *if applicable*)
- Water Supply – Public/Private Well
- Sewage Disposal – Public/Private Septic
- Existing Utilities – Select
- Existing Heating System – Select
- Existing Sprinkler System – Select
- Type of New Fireplace – Select (*if applicable*)

Upload Attachments:

- Existing Floor Plan – all existing rooms labeled; level of home/floor labeled
- Proposed Floor Plan – all existing and proposed rooms labeled, level of home/floor labeled, highlighting any changes from the existing floor plan
- Plot Plan – if adding any new exterior windows or doors, clearly highlighting where the openings are
- Engineer Calculations – if load-bearing walls are being removed, *if applicable*

INTERIOR ALTERATION, TOWNHOUSE (SFTH)
<p><u>Description of Work:</u></p> <ul style="list-style-type: none"> SFTH/ FINISH BASEMENT TO INCLUDE: RECREATION ROOM WITH WET BAR, FULL BATH USING EXISTING ROUGH-IN, BEDROOM WITH NEW EGRESS WINDOW WELL, & UNFINISHED STORAGE/UTILITY ROOM, APPROXIMATELY 1,000 SQ FT
<p><u>Application Specific Info:</u></p> <ul style="list-style-type: none"> Total Square Footage – Enter, round to nearest whole number (Verify from floor plan) Bedrooms – Enter (number affected, <i>if applicable</i>) Full Baths – Enter (number affected, <i>if applicable</i>) Half Baths – Enter (number affected, <i>if applicable</i>) Water Supply – Public/Private Well Sewage Disposal – Public/Private Septic Existing Utilities – Select Existing Heating System – Select Existing Sprinkler System – Select Type of New Fireplace – Select (<i>if applicable</i>)
<p><u>Upload Attachments:</u></p> <ul style="list-style-type: none"> Existing Floor Plan – all existing rooms labeled; level of home/floor labeled Proposed Floor Plan – all existing and proposed rooms labeled, level of home/floor labeled, highlighting any changes from the existing floor plan Plot Plan – if adding any new exterior windows or doors, clearly highlighting where the openings are Engineer Calculations – if load-bearing walls are being removed, <i>if applicable</i>
INTERIOR ALTERATION, DUPLEX (SF DUPLEX)
<p><u>Description of Work:</u></p> <ul style="list-style-type: none"> SF DUPLEX/ REPAIR FIRE DAMAGE TO ORIGINAL CONDITION; INCLUDES THE REPLACEMENT OF (5) ROOF TRUSSES, APPROXIMATELY 2,000 SQ FT
<p><u>Application Specific Info:</u></p> <ul style="list-style-type: none"> Total Square Footage – Enter, round to nearest whole number (Verify from floor plan) Bedrooms – Enter (number affected, <i>if applicable</i>) Full Baths – Enter (number affected, <i>if applicable</i>) Half Baths – Enter (number affected, <i>if applicable</i>) Water Supply – Public/Private Well Sewage Disposal – Public/Private Septic Existing Utilities – Select Existing Heating System – Select Existing Sprinkler System – Select Type of New Fireplace – Select (<i>if applicable</i>)
<p><u>Upload Attachments:</u></p> <ul style="list-style-type: none"> Existing Floor Plan – all existing rooms labeled; level of home/floor labeled Proposed Floor Plan – all existing and proposed rooms labeled, level of home/floor labeled, highlighting any changes from the existing floor plan Plot Plan – if adding any new exterior windows or doors, clearly highlighting where the openings are Engineer Calculations – if load-bearing walls are being removed, <i>if applicable</i>
DETACHED GARAGE
<p><u>Description of Work:</u></p> <ul style="list-style-type: none"> SFD/ CONSTRUCT 20' X 30' DETACHED 2-CAR GARAGE WITH REAR WORKSHOP AND STORAGE LOFT ABOVE SFTH/ CONSTRUCT 15' X 20' DETACHED 1-CAR GARAGE SF DUPLEX/ CONSTRUCT 20' X 20' DETACHED 2-STORY 1-CAR GARAGE WITH WORKOUT ROOM ON 2ND FLOOR

Application Specific Info:

- Gross Square Footage – Enter, round to nearest whole number (Verify from floor plan – garage only)
- Occupiable Square Footage – Enter, round to nearest whole number (Verify from floor plan – garage only)
- Number of Stories – Enter (garage only)
- Number of Rooms – Enter (garage only)
- Number of Full Baths – Enter (number affected – garage only, *if applicable*)
- Number of Half Baths – Enter (number affected– garage only, *if applicable*)
- Number of Bedrooms – Enter (number affected– garage only, *if applicable*)
- Foundation – Select (garage only)
- Basement – Select (garage only)
- Garage/Carport – Select
- Porch/Deck - Select (garage only)
- Number of Fireplaces – Select (garage only)
- Type of Fireplace – Select, *if applicable*
- Energy Method - Select
- Water Supply – Public/Private Well
- Sewage Disposal – Public/Private Septic
- Existing Utilities – Select
- Existing Heating System – Select (garage only)
- Existing Sprinkler System – Select (garage only)
- Sprinkler System – Select (garage only)
- Existing Use – Select (primary use of property itself)
- 1st Floor Width – Enter, round to nearest whole number (Verify from floor plan – garage only)
- 1st Floor Depth – Enter, round to nearest whole number (Verify from floor plan – garage only)
- 2nd Floor Width – Enter, round to nearest whole number (Verify from floor plan – garage only)
- 2nd Floor Depth – Enter, round to nearest whole number (Verify from floor plan – garage only)
- Basement Width – Enter, round to nearest whole number (Verify from floor plan – garage only)
- Basement Depth – Enter, round to nearest whole number (Verify from floor plan – garage only)

Upload Attachments:

- Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, *if applicable*
- Condo/HOA Approval Letter, *if applicable*
- **Plans (Construction Drawings) are required - uploaded AND submitted hard copy, 3 sets, with an online transmittal form (see page # 12 of this document)**

ATTACHED GARAGE

Description of Work:

- SFD/ CONSTRUCT 20' X 30' ATTACHED 2-CAR GARAGE WITH REAR WORKSHOP AND STORAGE LOFT ABOVE
- SFTH/ CONSTRUCT 15' X 20' ATTACHED 1-CAR GARAGE
- SF DUPLEX/ CONSTRUCT 20' X 20' ATTACHED 1-CAR GARAGE

Application Specific Info:

- Gross Square Footage – Enter, round to nearest whole number (Verify from floor plan – garage only)
- Occupiable Square Footage – Enter, round to nearest whole number (Verify from floor plan – garage only)
- Number of Stories – Enter (garage only)
- Number of Rooms – Enter (garage only)
- Number of Full Baths – Enter (number affected – garage only, *if applicable*)
- Number of Half Baths – Enter (number affected– garage only, *if applicable*)
- Number of Bedrooms – Enter (number affected– garage only, *if applicable*)
- Foundation – Select (garage only)
- Basement – Select (garage only)
- Garage/Carport – Select
- Porch/Deck - Select (garage only)

- Number of Fireplaces – Select (garage only)
- Type of Fireplace – Select, *if applicable*
- Energy Method - Select
- Water Supply – Public/Private Well
- Sewage Disposal – Public/Private Septic
- Existing Utilities – Select
- Existing Heating System – Select (garage only)
- Existing Sprinkler System – Select (garage only)
- Sprinkler System – Select (garage only)
- Existing Use – Select (primary use of property itself)
- 1st Floor Width – Enter, round to nearest whole number (Verify from floor plan – garage only)
- 1st Floor Depth – Enter, round to nearest whole number (Verify from floor plan – garage only)
- 2nd Floor Width – Enter, round to nearest whole number (Verify from floor plan – garage only)
- 2nd Floor Depth – Enter, round to nearest whole number (Verify from floor plan – garage only)
- Basement Width – Enter, round to nearest whole number (Verify from floor plan – garage only)

Basement Depth – Enter, round to nearest whole number (Verify from floor plan – garage only)

Upload Attachments:

- Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, *if applicable*
- Condo/HOA Approval Letter, *if applicable*
- **Plans (Construction Drawings) are required** - *uploaded AND submitted hard copy, 3 sets, with an online transmittal form (see page # 12 of this document)*

Application Specific Info:

- Gross Square Footage – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Occupiable Square Footage – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Number of Stories – Enter (addition only)
- Number of Rooms – Enter (addition only)
- Number of Full Baths – Enter (number affected – addition only, *if applicable*)
- Number of Half Baths – Enter (number affected– addition only, *if applicable*)
- Number of Bedrooms – Enter (number affected– addition only, *if applicable*)
- Foundation – Select (addition only)
- Basement – Select (addition only)
- Garage/Carport – Select
- Porch/Deck - Select (addition only)
- Number of Fireplaces – Select (addition only)
- Type of Fireplace – Select, *if applicable*
- Energy Method - Select
- Water Supply – Public/Private Well
- Sewage Disposal – Public/Private Septic
- Existing Utilities – Select
- Existing Heating System – Select
- Existing Sprinkler System – Select
- Sprinkler System – Select
- Existing Use – Select (primary use of property itself)
- 1st Floor Width – Enter, round to nearest whole number (Verify from floor plan – addition only)
- 1st Floor Depth – Enter, round to nearest whole number (Verify from floor plan – addition only)
- 2nd Floor Width – Enter, round to nearest whole number (Verify from floor plan – addition only)
- 2nd Floor Depth – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Basement Width – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Basement Depth – Enter, round to nearest whole number (Verify from floor plan – addition only)

Upload Attachments:

- Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, *if applicable*
- Condo/HOA Approval Letter, *if applicable*
- **Plans (Construction Drawings) are required** - *uploaded AND submitted hard copy, 3 sets, with an online transmittal form (see page # 12 of this document)*

ADDITION, SINGLE FAMILY DWELLING (SFD)

Description of Work:

- SFD/ CONSTRUCT 20' X 30' SECOND FLOOR ADDITION FOR MASTER BEDROOM

Application Specific Info:

- Gross Square Footage – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Occupiable Square Footage – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Number of Stories – Enter (addition only)
- Number of Rooms – Enter (addition only)
- Number of Full Baths – Enter (number affected – addition only, *if applicable*)
- Number of Half Baths – Enter (number affected– addition only, *if applicable*)
- Number of Bedrooms – Enter (number affected– addition only, *if applicable*)
- Foundation – Select (addition only)
- Basement – Select (addition only)
- Garage/Carport – Select
- Porch/Deck - Select (addition only)
- Number of Fireplaces – Select (addition only)
- Type of Fireplace – Select, *if applicable*
- Energy Method - Select
- Water Supply – Public/Private Well
- Sewage Disposal – Public/Private Septic
- Existing Utilities – Select
- Existing Heating System – Select
- Existing Sprinkler System – Select
- Sprinkler System – Select
- Existing Use – Select (primary use of property itself)
- 1st Floor Width – Enter, round to nearest whole number (Verify from floor plan – addition only)
- 1st Floor Depth – Enter, round to nearest whole number (Verify from floor plan – addition only)
- 2nd Floor Width – Enter, round to nearest whole number (Verify from floor plan – addition only)
- 2nd Floor Depth – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Basement Width – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Basement Depth – Enter, round to nearest whole number (Verify from floor plan – addition only)

Upload Attachments:

- Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, *if applicable*
- Condo/HOA Approval Letter, *if applicable*
- **Plans (Construction Drawings) are required** - *uploaded AND submitted hard copy, 3 sets, with an online transmittal form (see page # 12 of this document)*

ADDITION, TOWNHOUSE (SFTH)

Description of Work:

- SFTH/ CONSTRUCT 12' X 20' SUNROOM ADDITION

Application Specific Info:

- Gross Square Footage – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Occupiable Square Footage – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Number of Stories – Enter (addition only)
- Number of Rooms – Enter (addition only)

- Number of Full Baths – Enter (number affected – addition only, *if applicable*)
- Number of Half Baths – Enter (number affected– addition only, *if applicable*)
- Number of Bedrooms – Enter (number affected– addition only, *if applicable*)
- Foundation – Select (addition only)
- Basement – Select (addition only)
- Garage/Carport – Select
- Porch/Deck - Select (addition only)
- Number of Fireplaces – Select (addition only)
- Type of Fireplace – Select, *if applicable*
- Energy Method - Select
- Water Supply – Public/Private Well
- Sewage Disposal – Public/Private Septic
- Existing Utilities – Select
- Existing Heating System – Select
- Existing Sprinkler System – Select
- Sprinkler System – Select
- Existing Use – Select (primary use of property itself)
- 1st Floor Width – Enter, round to nearest whole number (Verify from floor plan – addition only)
- 1st Floor Depth – Enter, round to nearest whole number (Verify from floor plan – addition only)
- 2nd Floor Width – Enter, round to nearest whole number (Verify from floor plan – addition only)
- 2nd Floor Depth – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Basement Width – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Basement Depth – Enter, round to nearest whole number (Verify from floor plan – addition only)

Upload Attachments:

- Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, *if applicable*
- Condo/HOA Approval Letter, *if applicable*
- **Plans (Construction Drawings) are required** - *uploaded AND submitted hard copy, 3 sets, with an online transmittal form (see page # 12 of this document)*

ADDITION, DUPLEX (SF DUPLEX)

Description of Work:

- SF DUPLEX/ CONSTRUCT 20' X 20' 2ND FLOOR ADDITION WITH 1 BEDROOM, 1 FULL BATH, & HOME OFFICE

Application Specific Info:

- Gross Square Footage – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Occupiable Square Footage – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Number of Stories – Enter (addition only)
- Number of Rooms – Enter (addition only)
- Number of Full Baths – Enter (number affected – addition only, *if applicable*)
- Number of Half Baths – Enter (number affected– addition only, *if applicable*)
- Number of Bedrooms – Enter (number affected– addition only, *if applicable*)
- Foundation – Select (addition only)
- Basement – Select (addition only)
- Garage/Carport – Select
- Porch/Deck - Select (addition only)
- Number of Fireplaces – Select (addition only)
- Type of Fireplace – Select, *if applicable*
- Energy Method - Select
- Water Supply – Public/Private Well
- Sewage Disposal – Public/Private Septic
- Existing Utilities – Select
- Existing Heating System – Select

- Existing Sprinkler System – Select
- Sprinkler System – Select
- Existing Use – Select (primary use of property itself)
- 1st Floor Width – Enter, round to nearest whole number (Verify from floor plan – addition only)
- 1st Floor Depth – Enter, round to nearest whole number (Verify from floor plan – addition only)
- 2nd Floor Width – Enter, round to nearest whole number (Verify from floor plan – addition only)
- 2nd Floor Depth – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Basement Width – Enter, round to nearest whole number (Verify from floor plan – addition only)
- Basement Depth – Enter, round to nearest whole number (Verify from floor plan – addition only)

Upload Attachments:

- Plot Plan – with structure dimensioned, drawn to scale, located to property lines, and well/septic, *if applicable*
- Condo/HOA Approval Letter, *if applicable*
- **Plans (Construction Drawings) are required** - *uploaded AND submitted hard copy, 3 sets, with an online transmittal form (see page # 10 of this document)*

**HOWARD COUNTY DEPARTMENT OF INSPECTIONS,
LICENSES AND PERMITS**
ON-LINE PLAN DROP OFF

To: Plan Review Division

From: _____
(Name)

(Company)

Telephone #: _____ Email address _____

Permit Site Address _____

Permit Number: _____

Application On-Line File Date: _____

The above referenced permit was applied for online and the drawings are being dropped off for review and approval. These drawings represent the proposed work as outlined on the on-line application. I understand that this Department will not be responsible for any lost plans or documents. It is understood that if any changes to the design or construction of this project is made, revised plans will be submitted prior to any work commencement.

Signature of Authorized Agent

For Office Use Only

Accepted by (initials): _____ on _____
(Date)

Received by Plan Review (initials):