
Kent County Department of Planning, Housing, and Zoning

Kent County Government Center
400 High Street • Chestertown, MD 21620
410-778-7423 (phone) • 410-810-2932 (fax)

INSTRUCTIONS FOR FILLING OUT A BUILDING PERMIT APPLICATION

When filling out the application, please print or type the information.

1. **PROPERTY OWNER'S NAME:** Fill in the current property owner's name, mailing address, city, state, zip code, phone number, and email address.
 - ✓ Check the item on how you would like to be notified when the permit has been approved by phone or email. In-person pickup is preferred.

IMPORTANT: If you are a contract purchaser, the permit cannot be issued until the property transfers.

- *If the property owner(s) listed on this application does not correspond with the current Maryland Tax Assessment Records, a copy of the recorded deed will need to be submitted with the application.*
- *If you plan to purchase the property and fill out the application in your name, you will need a signed letter from the current owner authorizing you to submit the application. A copy of the contract is also sufficient to process a permit.*
- *If you are a contractor submitting an application for the owner, you will need a signed letter from the owner authorizing you to submit the application.*
- *If the property is owned by a Corporation, LLC, or Partnership, then you will need to provide documentation on who is authorized to sign on behalf of the Corporation, LLC, or Partnership*

2. **PROPERTY ADDRESS:** Provide the street address and city. NOTE: If the property is a vacant lot, no street address will be available. Please enter the Map #, Parcel #, and Lot # (if applicable)
 - ❖ For Property Address or Vacant Lot information: The Maryland Dept of Assessment & Taxation website is helpful in filling out the building application.
<https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>
 - Enter the following information: **District #, Map #, Parcel #, Lot #, Acres/Square Feet, and Deed Reference.**
 - **Proposed Work:** Clearly describe what is being built, i.e., single-family dwelling (new home); single-family dwelling with attached garage, In-law Suite; Addition with one bedroom and bath; pool; deck; shed; new roof, Kitchen Renovation, Pole Building, Pool with a fence, etc.
3. **MARKET VALUE:** Fill in the value of the construction *after* it is completed. The value of the construction/structural work only, not paint, siding, kitchen cabinets for example.
 - **Rental:** Will you be renting the building? Check the box.
 - ❖ **Lead-Safe Work:** If your property is a rental property, the following note will be added to your permit: "Please be advised that there is a presumption of lead-based paint in properties constructed prior to 1950. Protect workers and tenants by using the lead-safe work practices found in the Code of Maryland Regulations Section 26.02.07."

Many homes built before 1978 were painted using lead-based paint. Lead-based paint is particularly dangerous if it is chipping or peeling. If your home has chipping paint and this paint is lead-based, it places young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. It is recommended that you employ lead-safe work practices for any renovations or alterations. If you would like more information on lead poisoning prevention, contact the Kent

County Environmental Health Department at 410-778-1361 or the Coalition to End Childhood Lead Poisoning by email at ceclp@leadsafe.org or by telephone at 410-534-6447 or 1-800-370-LEAD.

➤ **Cemeteries:** If the property has a private cemetery, indicate it on the site plan. Check the box.

4. **SITE PLANS – Existing & Proposed Improvements:** To see an example of a site plan sketch [click here](#)

- ✓ Check the box showing that the plans are included with the Building Application. A site plan must be drawn at a legible scale and should include the following, if applicable:
 - Size, shape, and dimensions of the property (parcel/property boundary).
 - Road names, abutting rights of way, and easements.
 - Driveway and other entrances to the property.
 - Dimensions of the **proposed** building.
 - Show the distance from the **proposed** building to all property lines (these are the setbacks: front, left side right side, and rear when facing the house from the road), waterways, and wetlands measured from the outermost portion of the proposed building. If waterfront property, the front is facing the home from the waterside.
 - Location of well and septic and the distance to the **proposed** building.
 - Limits of the area to be disturbed.
 - Areas where trees/vegetation will be removed and replanted.
 - The 100-foot buffer or expanded buffer, nontidal wetlands, and the nontidal wetlands buffer.
 - Floodplain boundaries.
 - All existing and proposed lot coverage such as decks, patios, walkways, and driveways.
- ✓ **Setbacks:** Enter the distance from the **proposed** building to all property lines: front, left side, and right sides when facing the house from the road, and rear. If waterfront property, the front is facing the home from the waterside. If applicable, show the distance to Mean High Tide, the well, and the septic or grinder pump.
 - If trees/woody vegetation are to be removed, measure the square footage of the area being removed.
 - If your property is located in the Critical Area, mitigation may be required for the removal of vegetation.
 - Indicate the percent slope at the site where construction is proposed. More information on building in the Critical Area can be found [here](#)
 - Lot Coverage: Enter (in square feet) the proposed and existing lot coverage on the property. Lot coverage is areas water won't go through, such as buildings, driveways, sidewalks, patios, swimming pools, etc.

NOTE: Setbacks are measured from the edge of overhangs or the outermost portion of the building. Every part of a required yard shall be open to the sky, except as authorized by the Land Use Ordinance, and except ordinary projections of sills, belt courses, window air conditioning units, chimneys, cornices, and ornamental features which may project to a distance not to exceed 24 inches into a required yard but **NOT** into a required buffer or stream protection corridor.

5. **TYPE OF CONSTRUCTION:** Check all that apply.

Construction Plans: Two (2) sets of construction plans will be required.

If the project is an Addition or Renovation - three (3) sets of construction plans will be required.

- ✓ **Electronic Plans:** Please send plans by email if the plans are larger than 8" x 14" to Planning@kentgov.org. In the subject line of the email, please add the address of the property.
- ✓ Check the type of construction that will be done.
- **Improvements:** Check all improvements that are appropriate to the proposed building. MDIA (Middle Dept. Inspection Agency) will review and inspect all building projects. For all structural, electrical, mechanical, and HVAC questions, please call MDIA at 410/822-8300.

6. **DIMENSIONS:** Provide the dimensions (Length x Width) and square footage for all **new** or **renovated** construction.

Height of Structure: Provide the mean height level between the eaves and ridge of a gable, hip, shed, or gambrel roof.

- Total Number of Bedrooms: Provide the number of Existing & New Bedrooms (if applicable)
- Total Number of Bathrooms: Provide the number of Existing & New Bathrooms (if applicable)

7. **WATER & SEWER:** Provide the type of sewage disposal and water supply - Private or Public.

- If the property is currently served by a **Private System** (well and/or septic), the **Environmental Health Department** must review the existing well (water) and/or septic disposal system design. Additional sewage system capacity may be required based on the building plan. If you have any questions concerning these requirements, please contact the Kent County Environmental Health Department at 410-778-1361.
- If a private well is proposed, a licensed well driller must obtain a Well Construction Permit. The permit application and appropriate fees should be submitted to the Kent County Health Department, 125 E. Lynchburg Street, Chestertown, MD, 21620 (410-778-1361).
- If a community or **Public System** is proposed, approval from the **Department of Water and Wastewater Services** for water/sewage hookup is required. Applications for hookup and appropriate fees must be submitted to the Department of Water and Wastewater Services, 709 Morgnec Road, Chestertown, MD 21620 (410-778-3287).

7b. **ENTRANCES:** Check the type of road: County, State, or Private on which your entrance will be located.

- If the property is a vacant lot on a County road, check **New**. Contact the Kent County Roads Department, 709 Morgnec Road, Chestertown, MD 21620 (410-778-4252) to obtain an application for approval. [Click here for the County Road Form](#).
- If the entrance is an existing driveway on a County road, check **Existing**.
- If the property is a vacant lot on a State road, check **New**. Contact the State Highway Administration, 615 Morgnec Road, Chestertown, MD 21620. (410-778-0818). [Click here for State Highway Administration \(SHA\) contact information](#).
- If the entrance is an existing driveway on a State road, check **Existing**.
- If the entrance is an existing private road, check **Private**

8) **CONTRACTOR/BUILDER:** Note: A homeowner can be listed as the builder of the project for his/her own house or the property owner may list themselves as OWNER under Builder. The property owner will be responsible for the builder/contractor they choose. This excludes Mortgage Companies.

- ✓ For electrical work, the electrician must be registered as a master electrician with Kent County, MD.
- ✓ For plumbing work, a homeowner may do his/her own plumbing work in his/her own home. Or you may hire a plumber licensed as a master plumber with Kent County, MD.

Enter the Maryland Sediment & Erosion Control Certification # (if applicable).

***Builder:** Provide the contractor/builder's contact information. Include the applicable MHIC (Maryland Home Improvements Commission) License & Expiration Date OR NHBR (New Home Building Registration) License # & Expiration Date. This ensures that the license is current.

***Electrician:** Provide the electrician's contact information: Note: Master Electricians must be registered with Planning & Zoning.

- Check the box if registered with Kent County Government and enter ID #.

***Plumber:** Provide the plumber's contact information:

Note: Master Plumbers must be registered with Planning & Zoning.

- Check the box if registered with Kent County Government and enter ID #.

***HVAC:** Provide the HVAC's contact information:

- Include the license number and expiration date

PLEASE NOTE THAT THE FIRST INSPECTION WILL NOT OCCUR WITHOUT THE ABOVE INFORMATION ON THE PERMIT.

- 9) **AUTHORIZATION:** If you are applying on behalf of the property owner, a Letter of Authorization signed by the property must be submitted. [Click here for the form.](#)
If the property is owned by a Corporation, LLC, or Partnership, then you will need to provide documentation on who is authorized to sign on behalf of the Corporation, LLC, or Partnership.

- 10) **SIGNATURE:** Sign the application and print or type your name, date, address, phone, and email.

Make sure the following items are submitted together to ensure your application will be processed

in the order it was received without delays:

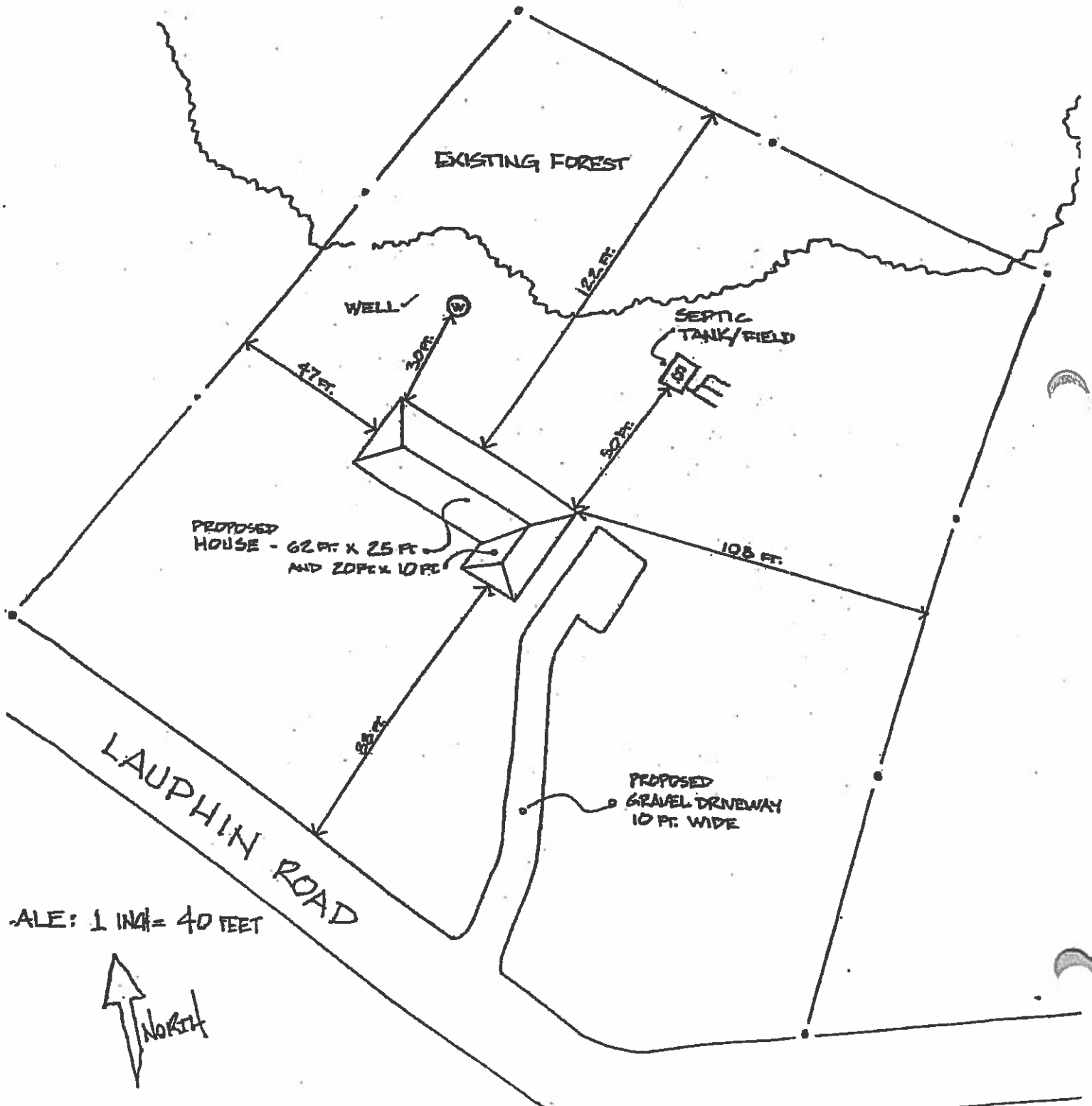
- 1) **Building Permit Application**
- 2) **Site Plan**
- 3) **Construction Plans**
- 4) **Lot Coverage Checklist (if applicable)**
- 5) **Fees (one or two checks may be required).**

Please allow at least 30 business days not including holidays and weekends from the time the application, site plan, construction, and fees were submitted for all agencies to review and approve the application.

Office Hours: M – F 8:30 AM – 4:30 PM

SAMPLE SKETCH - PERMIT SITE PLAN

- KENT COUNTY PLANNING OFFICE -



Kent County Department of Planning, Housing and Zoning

Kent County Government Center
400 High Street • Chestertown, MD 21620
410-778-7423 (phone) • 410-810-2932 (fax)

BUILDING IN THE CRITICAL AREA

1. All buildings must have a minimum 100-foot buffer from mean high tide, any tidal wetland, or tributary stream. All construction including decks, patios, pools, additions, etc. must not infringe on this buffer.
2. This buffer is to remain a naturally vegetated area. The buffer is expanded for hydric soils, highly erodible soils or steep slopes (4 ft. for every 1% of slope if over 15% or to the top of the slope whichever is greater).
3. Before any work is done in this minimum 100 foot buffer contact the Bay Forester at 410-778-4439 for assistance and submit a grading and sediment control plan to the Planning Office for approval.
4. It is important to consider plant and wildlife habitat, to maintain natural areas especially the buffer, and wildlife corridors in so far as possible.
5. There should be no disturbances in the buffer between March 1st and May 15th, since this is anadromous fish spawning season.
6. There should be no disturbances to shellfish beds or submerged aquatic vegetation.
7. If the property is less than 15% forested and you plan to build, you must establish forest on 15% of the site.
8. If you disturb up to 20% of the forest cover, you must replace that same area in forest.
9. If you disturb up to 20% and 30% of the forest cover, you must replace 1.5 times the area disturbed.
10. If you disturb more than 30% of the forest cover or do not have a building permit, or a grading and sediment control permit, you must replace 3 times the area disturbed. You may also be subject to fines.
11. Building is not permitted on slopes of 15% or greater unless the building is the **only** effective way to stabilize the slope.
12. The amount of impervious surface permitted on each lot is limited. Lots of more than ½ acre may only cover 15% of the property with impervious surfaces. In some very specific instances lots smaller than ½ acre may cover up to 25% of the property with impervious surfaces. (1 acre = 43,560 square feet).
13. The Board of Appeals may grant variances for the buffer, 15% slope and impervious surface requirements. However this is extremely rare.

OTHER ACTIVITIES IN THE CRITICAL AREA

1. Any activity in the minimum 100-foot buffer requires a buffer management plan.
2. Forest harvests require forest management plans and sediment control plans.
3. Farms are required to have and implement a soil and water conservation plan.



Kent County Public Works / Roads Division

Date _____

Permit # _____

Map/Grid _____

ENTRANCE APPLICATION

Application for: _____ Installation of new entrance _____ Temporary entrance
_____ Inspection of existing entrance Purpose: _____

Location: _____ (street address)

(OR) Property is located on the _____ side of _____
approximately _____ of _____

Entrance Type: Residence Field Commercial
Entrance Width: Standard (24 ft.) Other: _____ ft.
 Owner wishes to keep fill dirt

Applicant Name: _____

Mailing address: _____

Date stake will be in place:

Phone: _____

Are there any circumstances that may delay installation beyond 30 days?

Signature: _____

No Yes

Email: _____

Inspector's Recommendations: Road Painted

Date Pipe Received: _____ Pipe Labeled: _____

Date Planning Office notified: _____ Person Notified _____

Signature of Installer: _____ Date: _____

SPECIAL NOTES: _____

Miss Utility markout report attached

Miss Utility Markout Expires on:

Date: _____	Check # _____	Amount _____	Paid in Full <input type="checkbox"/>
_____	Check # _____	Amount _____	
_____	_____	_____	



Public Works / County Roads

Michael S. Moulds, P.E. Director
mmoulds@kentgov.org

Daniel Bitter, Division Chief
dbitter@kentgov.org

INFORMATION CONCERNING DRIVEWAY ENTRANCES

Before the Planning Department will issue a building permit for new construction, the County Roads Department must inspect all existing driveway entrances and install all new driveway entrances for driveways that exit onto a county road. The same applies for any new driveway even if there will be no new construction.

EXISTING ENTRANCES

\$50 fee is required to inspect all existing driveway entrances which covers:

- Site inspection by Roads Supervisor to determine if entrance and culvert pipe meet current county standards and requirements
- Safety inspection to ensure the entrance allows sufficient sight distance for those utilizing the entrance and for the traveling public utilizing the roadway adjacent to the entrance
- Inspection of existing culvert pipe (size & length), drainage system, terrain and recovery area
- Determine if wetland, environmental or utility issues exist that may need to be addressed
- Extent of work needed to bring the existing entrance up to current standards

NEW ENTRANCES

\$50 application fee is required which covers inspection of the site (same as above list for existing entrances) and to determine if culvert pipe and sight distance improvements will be necessary. Purchase of the recommended size culvert pipe, with bands and hardware, will be the responsibility of the applicant/owner. Pipe must be delivered to the County Roads yard located at 709 Morgnec Road, Chestertown, MD.

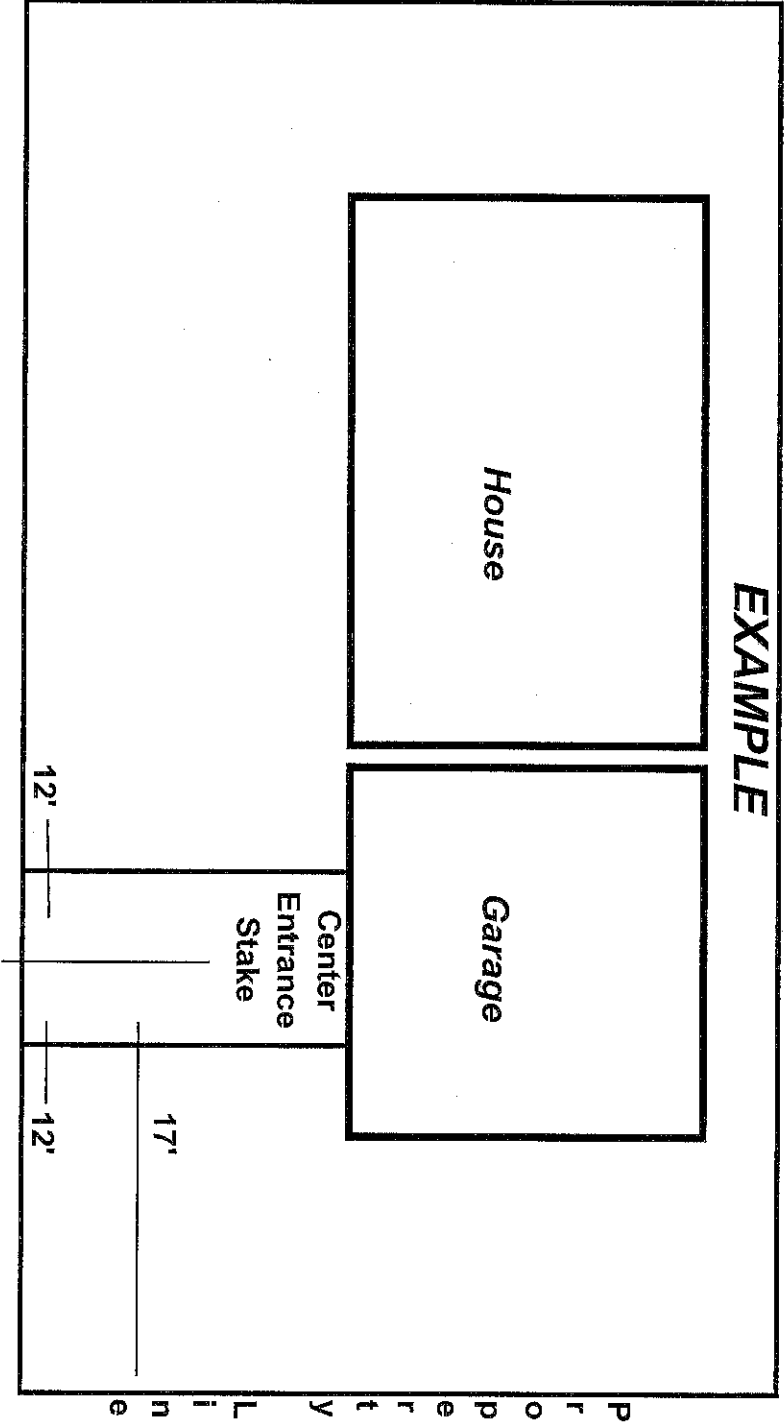
\$1,100 installation fee is required if the entrance is approved which covers the following:

- Project planning and coordination
- Use of the transit & level to place the entrance and flow line on grade
- Site preparation prior to installation of culvert pipe
- Transporting materials to the entrance site
- Excavation, installation of entrance pipe (if necessary), equipment, labor, backfill materials
- Installation of erosion and sediment control devices (includes seed, matting, topsoil)
- Removal of soils and vegetation from the site

The fees listed above must be paid in full prior to installation of all entrances. After payment and any necessary culvert pipe have been received, the Planning Department will be notified that these requirements have been fulfilled. Payment may be made by cash or check payable to The County Commissioners of Kent County.

If you have any questions, please feel free to call County Roads at 410-778-4252.

ENTRANCE PIPE INSTALLATION DIAGRAM



Install Stake in the Center of Entrance in Ditch Line 24' 5'
 Normal Entrance Width Min. Req. by County

No entrance shall be closer than 5 ft. to the next abutting property line.
 Exception: Kinnairds Point Min. Req. 10' from property line, and for field or commercial entrances 25' from the edge.

**STATE HIGHWAY ADMINISTRATION
CONTACT INFORMATION**

Residential

State Highway Administration
District 2 Office-Chestertown Shop
615 Morgnec Rd, Chestertown, MD 21620
Jason Conner
jconner@mdot.maryland.gov
410-778-0818

Or

Tom Jones
hjones@mdot.maryland.gov

Commercial

State Highway Administration
District 2 Office-Chestertown Shop
615 Morgnec Rd, Chestertown, MD 21620
Henry Dierker III
hdierker@mdot.maryland.gov
410-778-3061
410-810-3244

Kent County, Maryland, Letter of Authorization

•Building •Demolition •Sediment Control •Sign •Use •Zoning Certificate

I, _____, give _____
(Property owner's name) *(Applicant's name)*

permission to apply for a, *please circle*:

- building permit
- demolition permit
- sediment control permit
- sign permit
- use permit
- zoning certificate

for my property located at _____
(Address of property)

Property owner's signature

Date