



ACCESSORY BUILDING 200 SF or Less PERMIT CHECKLIST

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)

Attached you will find the application packet for the construction of an accessory building **under 200 Square Feet or Less**. If you have any questions, please don't hesitate to call the Department of Planning, Housing, and Zoning at 410-778-7423. Please return the completed application and fee with the following:

1. Permit Fee
2. Kent County Building Permit Application
3. Site Plan

In addition to the County Building Permit, the following permits or approvals may be needed depending on the location of the property: Kent County Environmental Health Department- if the property is serviced by private well and/or septic, Kent County Department of Water and Wastewater – if the property is serviced by public water and/or sewer, County Roads Entrance Permit, or State Highway Entrance Permit.

Once the completed application is received, the Department of Planning, Housing, and Zoning will forward the application to other agencies for their review and approval on your behalf. You may be contacted directly by those agencies with questions concerning your application. Any questions concerning other agency reviews should be directed to that agency.

Once the application is approved, you will receive a building permit and permit card, which is to be posted on the property. Please pay particular attention to any conditions placed on the permit as, for accessory buildings in excess of 200 square feet, the Certificate of Occupancy will not be issued or for accessory buildings under 200 square feet, inspection will not be finalized until these conditions are fulfilled.

WORK CANNOT BEGIN UNTIL THE PERMIT HAS BEEN REVIEWED, APPROVED, & ISSUED

1. Permit Fees:

- | | |
|---|---------|
| _____ | |
| a. <u>Kent County Building Permit</u> (check payable to the <u>County Commissioners of Kent</u>) | |
| 200 square feet or less | \$25.00 |
| | |
| b. <u>Kent County Environmental Health</u> (<i>if the property is served by private well and/or private septic;</i>
a separate check payable to the <u>Kent County Health Department</u>) | |
| 200 square feet or less | \$25.00 |

- _____2. *Kent County Building Permit Application:* Please pay particular attention to the following:
- all contact and property location information
 - setbacks measured from Accessory Building (shed) to all four (4) property lines.
 - proposed tree removal
 - height of the structure
 - all improvements such as electricity, plumbing
 - existing and proposed lot coverage (if applicable)
- _____3. *Site Plan:* A site plan must be drawn at a legible scale and should include the following:
(Please note a survey may be necessary):
- Size, shape, and dimensions of the property
 - Road names and abutting right of ways
 - Area to be disturbed
 - Dimension of the proposed accessory building
 - Distance from the proposed building to all property lines, waterways, and wetlands measured from the outermost portion of your accessory building
 - Location of well and septic and distance to the accessory building if applicable. Please note that the Kent County Environmental Health Department requires a site plan at a scale of 1 inch = 40 feet or greater detail. Please contact the Kent County Environmental Health Department (410-778-1361)
 - Driveways and other entrances to your property

Contact information:

Environmental Health Department, 125 S Lynchburg St., Chestertown, MD	410/778-1350
Kent County Public Works Dept., 709 Morgnec Rd., Chestertown, MD	410/778-2600