



ACCESSORY BUILDING 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 (ex. detached garage/pole building). 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 Fees
2. Kent County Building Permit Application
3. Site Plan
4. Two (2) sets of construction plans indicating types of material, size of structural materials, lumber, hardware, spacing of materials, and anchoring detail.
5. Building Codes: please check our website for current building codes
6. The Master Electrician and/or Plumber must be registered with Planning & Zoning Dept.
7. Letter of Authorization (*if applying on behalf of the property owner*)

In addition to the County Building Permit, the following permits or approvals may be needed depending on the location of the property: Kent County Health Department, Kent County Department of Water and Wastewater, County Roads Entrance Permit or State Highway Entrance Permit, and Joint Permit from the Maryland Department of Environment and Army Corps of Engineers.

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. You may be contacted directly by those agencies with questions concerning your application. Any questions concerning other agency review 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; inspection will not be finalized until these conditions are fulfilled.

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

1. *Permit Fees:* Kent County Building Permit

Building permit fee.....\$0.21 per square foot / \$85.00 minimum
(check payable to ***the County Commissioners of Kent***)

1b. Kent County Environmental Health.....\$85.00
(if the property is served by a private well and/or private septic; check payable to the
Kent County Health Department)

- _____ 2. ***Kent County Building Permit Application:*** Instructions are Online. Please pay particular attention to the following:
 - all contact and property location information
 - setbacks measured from the accessory building to all four (4) property lines
 - proposed tree removal
 - height of structure
 - all improvements such as electric, plumbing, & HVAC
 - existing and proposed lot coverage

- _____ 3. ***Construction Plans:*** Two (2) sets of construction plans – hard copies indicating the type of foundation/footing, material, size of structural materials, lumber, hardware, spacing of materials, anchoring detail, and the compliance of Building & Energy Codes. (See attached handout entitled ***Residential Pre-Built Sheds***).

- _____ 4. ***Site Plan:*** A site plan must be drawn at a legible scale and should include the following (Please note a survey may be necessary): See a sample of a site plan.
 - 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
 - The 100 foot buffer or expanded buffer, nontidal wetlands and the nontidal wetland buffer when applicable
 - Areas where trees/vegetation will be removed and replanted if applicable
 - Easements where applicable
 - Floodplain boundaries, if applicable
 - All existing and proposed lot coverage such as decks, patios, walkways, driveways

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.*



Other Contact Information

Environmental Health Department, 125 Lynchburg Rd, Chestertown, MD 410/778-1361
Kent Co Public Works Dept., 709 Morgnec Rd, Chestertown, MD 410/778-2600
Middle Dept Inspection Agency (MDIA) Easton, MD 410/822-8300
Status/Questions on Permits-email Planning & Zoning at planning@kentgov.org or 410/778-7475

Kent County, Maryland, Letter of Authorization

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

permission to apply for a use permit for my property located at _____
(Address of property)

Property owner's signature

Date