



ACCESSORY BUILDING over 200 SF 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 over 200 Square Feet. *Indicates if the property is located within the **Critical Area Residential (CAR)** or **Resource Conservation District (RCD)** these form(s) may apply. 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. Construction plans
4. Site Plan
5. *Lot Coverage Checklist (if applicable)
6. *Buffer Enhancement/Management Plan or Critical Area Clearing Plan (if applicable)
7. *Non-conversion Agreement for Water Dependent Structures (if applicable)

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, 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 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 over 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 Fee: Kent County Building Permit (check payable to the **County Commissioners of Kent**)
Over 200 square feet \$0.21 per square foot/\$85.00 minimum

Kent County Environmental Health (if the property is served by private well and/or private septic; check payable to the **Kent County Health Department**)
Over 200 square feet \$0.21 per square foot/match up to \$150.00

- _____ 2. *Kent County Building Permit Application:* Please pay particular attention to the following:
- All contact and property location information
 - Setbacks measured from accessory building (project) to all four (4) property lines.
 - Proposed tree removal
 - Height of the structure
 - All improvements such as electric, plumbing, or HVAC
 - Existing and proposed lot coverage
- _____ 3. *Construction Plans:*
- Two (2) sets of construction plans indicating the type of foundation/footing, material, size of structural materials, lumber, hardware, spacing of materials, and anchoring detail. **See Residential Pre-Building Sheds below.**
- _____ 4. *Site Plan:* A site plan must be drawn at a legible scale (See Sample Sketch of a Site Plan) 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 of disturbance
 - 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 the well and septic and the distance to the accessory building (project), if applicable.
 - Driveways and other entrances to your property
 - The 100-foot buffer or expanded buffer, nontidal wetlands, and the nontidal wetlands buffer when applicable
 - Areas where trees/vegetation will be removed and replanted, if applicable
 - Easements where applicable
 - Floodplains boundaries, if applicable
 - All existing and proposed lot coverage such as decks, patios, walkways, driveways
- _____ 5. *Lot Coverage Checklist:* If the property is zoned Critical Area Residential (CAR) or Resource Conservation District (RCD), please complete the attached lot coverage checklist. The amount of lot coverage permitted on your property varies according to the size of the property. Lot Coverage calculations include all areas where water cannot infiltrate such as sidewalks, buildings, driveways, and roof eaves. Decks with spaces that allow water to pass freely and access paths to the water within the Critical Area Buffer do not count against lot coverage totals. For assistance, do not hesitate to contact the Department of Planning.



Department of Planning, Housing, and Zoning

- _____ 6. *Buffer Enhancement / Management Plan or Critical Area Clearing Plan:* Before any trees can be removed within the Critical Area and /or the Critical Area Buffer, a mitigation plan must be obtained from the Department of Planning. In addition, if any new lot coverage is proposed on a parcel with contains a buffer, A Buffer Enhancement Plan is required.
- _____ 7. *Non-Conversion Agreement for Water Dependent Structures, if applicable:* If your proposed accessory building is to be located within the Critical Area Buffer for cone fide water-dependent use, please complete this form. The document must be recorded with the Kent County Clerk of Circuit Court for building construction for bone fide water-dependent uses. The building may only be used for a specified water-dependent purpose as approved by the Kent City Department of Planning.



**RESIDENTIAL PRE-BUILT SHEDS ON SKIDS
OVER 200 SQUARE FEET REQUIRE A
FOOTING/FOUNDATION**

- Structures over 200 SF in the area require foundation walls, piers, or other permanent supports that shall extend below the frost line of the locality, and spread footings of adequate size shall be provided when necessary to properly distribute the load within the allowable bearing value of the soil.
- Structures and all parts thereof shall be designed and constructed to support safely all loads, including dead loads, without exceeding the allowable stresses for the materials of construction in the structural members and connections.
- Minimum roof design/snow load = 20 lbs. P.S.F.
- All sheds **over** 200 SF must be strategically anchored to the supporting foundation by straps for anchor bolts. At a minimum, the shed must be anchored at all four (4) corners to prevent possible displacement from any wind uplift.

ACCEPTED FOOTINGS

1. Monolithic concrete slab with a perimeter of slab extending below the frost line.
2. Strip spread footings – located directly under skids.
3. Pier footings (round or square) – located directly under skids at spaced intervals.
4. **Alternate: 12-inch by 12-inch-deep stone trenches under each ski with each outside corner of the structure anchored (see attached illustration).**

INSPECTIONS REQUIRED:

1. Footings – before concrete is poured.
2. Final – after being anchored.

Call (MDIA) Middle Department Inspection Agency at 1-800-242-6342 to request inspections.

For permit submittal, we have a drop box outside of the building. It looks like a blue post office box. The building permit application, site plan, construction plans, and permit fees can be placed in the drop box. Another option is to send the permit submittal via USPS mail to our above address or stop by our office.

Please allow at least 30 days (not including weekends or holidays) of processing, reviewing, and approving the application before the permit can be issued.