



**RESIDENTIAL BUILDING PERMIT for ADDITIONS, BREEZEWAYS, DECKS,
PORCHES, & RENOVATIONS 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 an Addition, Breezeway, Deck, Porch, & Renovation to a single-family dwelling. If you have any questions, please do not hesitate to contact the Department of Planning, Housing, and Zoning at 410-778-7423 or planning@kentgov.org. To begin the review process, please submit the following to the Department of Planning, Housing, and Zoning:

- 1) Permit Fees
- 2) Kent County Building Permit Application
- 3) Three (3) Sets of Detailed Construction Plans
- 4) Site Plan
- 5) Lot Coverage Checklist, if applicable
- 6) Critical Area Forest Clearing Plan or Buffer Management/Enhancement Plan, 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, 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 applications. 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 the Certificate of Occupancy will not be issued until these conditions are fulfilled. In addition to the building permit and permit card, the permit package will contain the inspections required and instructions for scheduling inspections; and the requirements for receiving an occupancy permit.

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

_____ 1. *Permit Fees: Kent County Building Permit (check payable to the **County Commissioner of Kent**)*

Under 600 SF \$100.00

Over 600 SF \$215.00

Kent County Environmental Health (if the property is served by private well and/or private septic, check payable to the **Kent County Health Department**)

\$150.00 (addition or renovation)

\$100.00 (deck or porch)

\$85.00 (door/window/roof replacement)

_____ 2. *Kent County Building Permit Application:*

- Please pay particular attention to each question and be sure to provide the exact yard setbacks, distance from mean high tide, edge of tidal wetlands, or tributary streams whichever is the closest; distance to nontidal wetlands, lot coverage from the attached checklist; structure height, and your contact information.
- The property owner must either sign the permit or provide a letter authorizing an agent to act on his/her behalf.
- Please provide the contractor's Maryland Home Improvement License Number.

_____ 3. *Construction Plans:* Three sets of detailed construction plans including front, side, and rear elevations, and a floor plan.

_____ 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):

- Size, shape, and dimensions of the property
- Road names and abutting right of ways
- Area to be disturbed
- Dimension of the proposed addition
- Distance from the proposed addition to all property lines, waterways, and wetlands measured from the eaves or other outermost portion of construction
- Location of well and septic and distance to the proposed addition, 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 Critical Area Buffer, nontidal wetlands and their buffers, if applicable
- Areas where trees, forest, or woody vegetation will be removed and replanted if applicable
- Easements where applicable
- Floodplain boundaries
- All other proposed lot coverage such as patios, concrete slabs, or walkways

- _____ 5. *Lot Coverage Checklist:* Please complete the attached lot coverage checklist.
The amount of lot coverage permitted on your property varies according to the size of your property. Lot coverage includes all areas where water cannot infiltrate such as sidewalks, decks without openings that allow water to pass through freely, buildings, paved and gravel driveways, and roof eaves. For a complete list of lot coverage, please consult the Chesapeake Bay Critical Area Commission lot coverage guide at http://www.dnr.state.md.us/criticalarea/guidancepubs/lot_coverage.pdf or contact the Department of Planning, Housing, and Zoning at 410-778-7475.
- _____ 6. *Critical Area Forest Clearing Plan or Buffer Management / Enhancement Plan:*
Before any trees can be removed within the Critical Area or the 100-foot Critical Area Buffer, a plan must be obtained from the Department of Planning, Housing, and Zoning. In addition, if any new lot coverage is proposed on a parcel that contains a buffer, then a Buffer Enhancement Plan is required.