



NEW SINGLE-FAMILY DWELLING 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 a new single-family dwelling. If you have any questions, please do not 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 & One (1) Electronic Digital Plan
- 5) Sediment Control Permit & Site Plan with SCE & Silt Fence
- 6) Stormwater Management Plan
- 7) Entrance Permit – County Road or State Highway
- 8) 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 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.

Building Application Process:

Once the completed application is received and fees are paid, the Department of Planning, Housing, and Zoning will process and 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 a house number and instructions for posting the number; inspections required and instructions for scheduling inspections; information on obtaining electrical service; a 911 Survey; and the requirements for receiving an occupancy permit.

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



1) **Permit Fees:**

- a. Kent County Building Permit Application (check payable to **the Commissioners of Kent**)
- New Single-Family Dwelling \$0.15 per square foot; minimum \$215.00
 - Sediment Control Inspection minimum \$100.00
 - **Standard** Sediment Control App. & Review: \$100 application & \$100 review-\$200.00
- OR**
- **Detailed/Formal** Sediment Control App. & Review: \$200 application & \$200/acre \$400.00
 - Stormwater Management Plan: Minimum \$300.00
 - New Home Builder Registration Fee: \$50.00
- This is collected on behalf of the Maryland Attorney General
- Note: If the property owner acts as the builder/contractor, the \$50.00 fee is not collected, however, an Affirmation of Landowner as a home builder/contractor form is required.
- b. Kent County Environmental Health – for review (if the property is served by a private well and/or private septic; a separate check payable to the **Kent County Health Dept**) \$200.00

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; impervious surface 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 their behalf. Application instructions can be found on our website: <https://www.kentcounty.com/planning/building-permits>

3) **Site Plan:** Please note a survey may be necessary.

A legible scale of the site plan that includes the following: (See sample sketch)

- Size, shape, and dimensions of the property
- Dimension of the proposed dwelling including garage, breezeway, & decks/porches.
- **Distance from the proposed dwelling to all four (4) sides of the property lines**, waterways, and wetlands measured from the eaves or other outermost portion of your dwelling.
- **Location of well and septic** and distance to the proposed dwelling, if applicable.
- Driveways and other entrances to your property
- Road names and abutting right of ways
- Area to be disturbed
- The 100-foot buffer, nontidal wetlands, and their buffer when applicable
- Areas where trees/forest will be removed and replanted, if applicable
- Easements where applicable
- All other proposed lot coverage such as patios

4) Construction Plans:

Two (2) sets of construction plans - hard copies (to include documentation of compliance with International Residential Building Code and Energy Conservation Code provisions - Website: <https://www.kentcounty.com/planning/building-permits>) **and an electronic digital plan sent to the Permit Specialist.** A sprinkler system for all new homes is required by the State of Maryland. The Building Inspector reviews the construction plans and if approved one (1) set of plans will be issued to the property owner when the permit has been issued and one (1) set will be kept on file with the Planning & Zoning Dept.

5) Sediment Control Plan & Permit:

The attached form may be used if the project disturbs less than 20,000 square feet, no more than 400 cubic yards of cut and fill are proposed, steep slopes, nontidal wetlands, and their buffers are not disturbed, highly erodible soils will not be disturbed, and the disturbance is not within the 100-foot buffer or stream protection corridor. Otherwise, a formal sediment control plan is needed. Contact Kent County Soil Conservation for additional information (410-778-5150).

6) Stormwater Management Plan:

The attached form may be used for projects when the total site lot coverage does not exceed 15% and the total land area disturbed is less than 20,000 square feet. A formal stormwater plan is required for other projects. Samples of Stormwater Management plans are available at Planning & Zoning - 410/778-7475.

7) Driveway Entrances:

Before the Planning Dept will issue a building permit for new construction, the County Roads Dept or State Highway Administration **must inspect all existing driveway entrances and install all new driveway entrances for driveways that exit onto a county road or state road.** The same applies to any new driveway even if there is no new construction. Please work directly with both of these agencies. Private road maintenance is the responsibility of the property owner.

8) Letter of Authorization, if applying on behalf of the property owner. *See the below example.*

- *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*



Kent County, Maryland, Letter of Authorization

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

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

Property owner's signature

Date

Other Permitted Information (Please contact them directly).

Kent County Culvert Permit <i>(if applicable)</i>	Fees paid to the Kent County Roads Dept. (410-778-4252)
State Highway Entrance Permit <i>(if applicable)</i>	Contact the State Highway Administration (410-778-0818)
Percolation Test/Well Permit <i>(if applicable)</i>	Contact the Kent County Environmental Health Department (410-778-1361)
Public Water and Sewer Allocation <i>(if applicable)</i>	Contact the Department of Water and Wastewater (410-778-3287)
Sediment Control	Contact Kent Soil & Water Conservation 410/778-5150 Ext 3
Stormwater Management	Contact Public Works 410/778-2600
Middle Dept Inspection Agency	Easton, MD 410/882-8300
Fire Marshal	Easton, MD 410/822-7609