

KENT COUNTY APPLICATION FOR BUILDING PERMIT

Instructions are available online at https://www.kentcounty.com/planning/building-permits

For Office Use Only:

Permit #

Application Fee \$

EHD Fee \$

1) PROPERTY OWNER'S NAME
MAILING ADDRESS
CITY
STATE
ZIP
PHONE
EMAIL

1a) How would you like to be notified when the permit has been approved? Phone Email In-person pickup is preferred.

2) PROPERTY ADDRESS:
District: Map: Parcel: Lot: Acres/ SF: City: Deed Ref.: /

2a) Proposed Work:
Is this a rental: No Yes Is this a cemetery on the property: No Yes
OFFICE USE: New Address: Y / N Floodplain: A / C Zoning District: Type:

3) Market Value of Work \$

4) Site Plan - REQUIRED showing Existing & Proposed Project. Please show the location of the existing property line with current structure(s) & the proposed project with actual setbacks (distance) from the proposed project to all four (4) property lines (front, left, right, & rear) with locations & distances of the private well and/or private septic.

Setbacks: * Front or Waterfront FT *Distance to Private Well FT
*Left Side FT *Distance to Private Septic FT
*Right Side FT Trees Removed (Sq. Footage) SF
*Rear FT % Slope
Distance to Mean High Tide Area of Existing Lot Coverage (see worksheet)

5) Type of Construction: Please check all that apply
Digital Plans - New Homes/Commercial
Agriculture Pole Bldg. Lean-to Pre-Built Shed Stick Built Shed Other
Residential New Single-Family Dwelling Mobile Home w/ HUD Modular Stick Built Addition Renovation
Pole Bldg. Lean To Pre-Built Shed Stick-Built Shed Accessory Building - Garage Solar
Deck/Porch/Ramp Pool/Hot Tub Pier/Boatlift w / MDE Other
Commercial New Commercial Bldg. Addition Renovation Fire Marshal Comm Tower/Antennas Solar

*MDIA Inspection will be required. *Improvements: *Electric *Plumbing *HVAC *Fireplace/Chimney #

6) Dimensions: Height of Structure: FT Limits of Disturbance SQ. FT.
First Floor SQ. FT. Pool w/ Fence/Cover Hot Tub SQ. FT.
Second Floor SQ. FT. Deck Porch SQ. FT. Other SQ. FT.
Basement SQ. FT. Accessory Bldg. SQ. FT.
Attached Garage Detached Garage Carport SQ. FT. TOTAL SQ. FT.

Bathrooms: Existing New Total Bedrooms: Existing New Total

7) Water & Sewer 7a) Entrance:
Type of Sewage Disposal: Private Septic Public Sewer State Road: New Existing
Type of Water Supply: Private Well Public Water County Road: New Existing Private

8) Site Preparation / Excavator (over 5,000 sf area of disturbance) Maryland Sediment & Erosion Control Certification #
Name: Green Card #:
Email address: Phone:

*More information on back *Inspections are Required unless exempted by other regulations.

9) **Contractor/Builder: Address:
Phone: Email:
MHIC Lic. # Exp. Date NHBR # Exp. Date
**Master Electrician:
Address: Registered w/Kent Co Gov ME -
Phone: Email:
**Master plumber:
Address: Registered w/Kent Co Gov MP -
Phone: Email:
**HVAC:
Address: Phone :
Email:

10) I hereby certify and agree that Submittal of Authorization (If applying on behalf of the property owner)
1) I am authorized to make this application,
2) That the information is correct,
3) I grant County Officials the right to enter on the property for the purpose of inspecting the work permitted and posting notices.

Date: Applicant's Name (PRINT):

Applicant's Signature: Phone:

Address: Email:

Checklists are available on our website: <https://www.kentcounty.com/planning/building-permits>

- ❖ Accessory Building (Shed, Garage, Pole Buildings)
- ❖ Additions, Deck, Porch, Breezeway, & Renovations
- ❖ New Single-Family Dwelling (New Home)
- ❖ Pier
- ❖ Swimming Pool / Hot Tubs
- ❖ Solar

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.*

Construction Plans: Two (2) sets of construction plans – hard copies for Accessory Building, Decks/ Porches/Ramps, New Single-Family Dwellings, Swimming Pools, and Solar projects will be required.

Construction Plans: Three (3) sets of construction plans – hard copies for an Addition or Renovation – projects including adding or replacing windows and exterior doors will be required.

What Building Codes are used? **Effective May 29, 2023**, these codes must be listed on the construction plans with a ResCheck Report. This report determines if the building design meets the requirements of the code.

- 2021 IRC
- NFPA 101 Life Safety Code 2018
- 2021 IECC International Energy Conservation Code
- 2021 International Plumbing Code
- 2021 IBC
- NFPA 1 Fire Code 2018
- 2021 International Mechanical Code (IMC)

Effective May 1, 2024

- NFPA 70 National Electrical Code Handbook 2023

Improvements: Check all improvements that are appropriate to the proposed building. MDIA (Middle Dept. Inspection Agency) will review and inspect all building projects. For all structural, electrical, mechanical, and HVAC questions, please call MDIA at 410/822-8300.

CONTRACTOR/BUILDER:

- ✓ A homeowner can be listed as the builder of the project for his/her own house, or the property owner may list themselves as OWNER under Builder. The property owner will be responsible for the builder/contractor they choose. This excludes Mortgage Companies.

Note: If the property owner acts as the builder/contractor, an Affirmation of Landowner as home builder/contractor form is required.

- ✓ For electrical work, the electrician **must be licensed through the State of Maryland** and **must be registered** as a master electrician with Kent County Government - Maryland. Please contact Mike O'Neil at MONeil@kentgov.org or check out our website: <https://www.kentcounty.com/planning/plans> for the forms - Kent County Master Electrician Registration/Renewal

- ✓ For plumbing work, a homeowner may not do his/her own plumbing work in his/her own home. The plumber **must be licensed through the State of Maryland** and **must be registered** as a master plumber with Kent County Government- Maryland. Please contact Mike O'Neil at MONeil@kentgov.org or check out our website: <https://www.kentcounty.com/planning/plans> for the forms - Kent County Master Plumber Registration/Renewal.