

Application for Residential Building Permit

Calvert County, Maryland
Inspection & Permits Division
150 Main Street, 3rd Floor, Suite 335
Prince Frederick, MD 20678

BUILDING/GRADING AP # _____

Received By IP: _____ Date _____

PROJECT ADDRESS/ PROPERTY OWNERS INFORMATION					APPLICANT ☐ Owner ☐ Contractor ☐ Engineer ☐ Permit Service						
Owner's Name:					Applicant's Name:						
Street #		Street Name:			Mailing Address:						
City					City:						
State:			Zip:		State:			Zip:			
Owner's Email:					Applicant's Email:						
Owner's Phone #:					Applicant's Phone #:						
Directions to Site (Starting from Main Street, Prince Frederick)											
IS THE PROPERTY OWNER ACTING AS THE CONTRACTOR? ☐ Yes ☐ No- if No, Please complete Contractor's Information:											
Company Name:					Calvert County Home Builder's Registration #:						
MHIC License #					Marine Contractor's License #:						
Contractor's Email:					Contractor's Phone #:						
PROJECT NAME (Subdivision, Lot #, etc.):											
DESCRIPTION OF WORK:											
PROJECT INFORMATION: Check all that Apply					GRADING DETAILS:						
☐ New Construction		☐ Renovation/Repair		☐ Demolition		Grading in or around sewerage disposal areas/ well sites? ☐ Yes ☐ No					
Special Exemption					Is this grading for water and/or sewer lines? ☐ Yes ☐ No						
☐ Fire Restoration		☐ Natural Disaster		☐ Bona Fide Elderly		Lot Size		☐ Acres ☐ Sqft			
Excise Tax (Required for New Homes/Apartments only)					Earth Disturbance= Sq Ft						
☐ None		☐ Pay 1/3		☐ Pay in Full		Cut Fill Amount (in Cubic Yards) =					
Foundation Type (For New Construction):			☐ Slab		☐ Crawlspace		Pool Volume= Gallons				
☐ Basement- If basement, will it be		☐ Finished		☐ Unfinished		Water Dependent Projects, Access by: ☐ Barge ☐ Land					
☐ Single Family Dwelling (SFD-D)			☐ Modular Home (SFD-D)			VEGETATION REMOVAL DETAILS:					
☐ Manufactured Mobile Home			☐ Accessory Apartment			# of Trees Removed		Sqft of clearing:			
☐ Townhouse/ Low Rise Apartment /Condo (SFD-A)			Stumps Removed		☐ Grind		☐ Remove		☐ Clear Cut		
☐ Addition (Attached to dwelling		☐ Finished (Livable space			WATER & SEWER DETAILS:						
		☐ Unfinished (Porch, Garage, Etc.)									
☐ Accessory Structure- any structure not attached to the dwelling					☐ New		☐ Existing		☐ Water Only ☐ Sewer Only		
☐ Shed		☐ Pole Barn		☐ Carport		☐ Detached Garage		☐ Other		PROPOSED # OF:	EXISTING # OF:
☐ 1 Story		☐ 2 Story		☐ Finished		☐ Unfinished		Kitchen		Kitchen	
☐ Finished Basement			☐ Deck		Height= Ft		Sinks		Sinks		
☐ Modification		☐ Interior (Add or removal walls, drywall, insulation, etc.)				Half Baths		Half Baths			
		☐ Exterior (Siding, shingles, roof, etc.)				Toilets		Toilets			
☐ Fence, height= Ft		☐ Pool		☐ Above Ground		☐ Inground		Full Baths		Full Baths	
☐ Foundation Repair/ Waterproofing			☐ Interior		☐ Exterior						
☐ Solar Panels		☐ Roof Mounted		☐ Ground Mounted							
☐ Retaining Wall, Max Height= Ft											
☐ Water Dependent		☐ Pier		☐ Bulkhead							
**ESTIMATED COST OF CONSTRUCTION (Required) = \$											
Finished Sq Ft				Unfinished Sq Ft							
I hereby certify that I have read and understand the requirements listed on page 2 of this permit application form; I have the authority to make this application, the information given is correct, and the use and construction shall conform to the County Health Regulations, the Building Code, Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property.											
APPLICANT'S SIGNATURE:											
PRINT NAME:					Date:						

Residential Building Application Requirements

- This permit application and all required information will be submitted to the Inspections & Permits Division for review by all applicable County and State agencies; incomplete packages will result in processing delays
- Separate permits and inspections will be required for projects that include plumbing and electrical work.
- The permit and approved plan must be posted conspicuously at the front of the lot.
- Permits expire 2 years after issuance unless the project is under continuous construction.

Residential Building Inspection Requirements

- After issuance of a building permit, inspections shall be requested by calling the Inspections & Permits Division at least 24 hours in advance via the online permit portal or contacting Inspections & Permits at 410-535-2155.
- Inspections must be requested by 3:00 pm. in order to be scheduled for the following day. While every effort is made to perform inspections on the day they are scheduled extenuating circumstances may result in a delay.
- Required inspections shall include, but are not limited to: (1) before footings or slabs are poured (2) before foundation walls are backfilled (Foundation Location Surveys must be submitted and approved prior to calling for a framing inspection) (3) before framed walls are insulated (Certifications are required for engineered floor and roof system (4) before interior and exterior walls are covered, and (5) upon completion of construction. Depending on construction methods and sequence, additional inspections may be required. Contact the Inspections & Permits Office if you have questions about the need for a specific inspection.
- Separate permits and inspections will be required for projects that include plumbing and electrical work.
- Section 109.3 of the International Building Code states that: It shall be the duty of the permit holder or their agent to notify the building official that work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work. Work requiring an inspection that has been covered or concealed prior to receiving a required inspection will have to be exposed.