

WHEN DO I NEED A BUILDING PERMIT?

PROJECTS THAT ALWAYS REQUIRE A PERMIT:

- **Any changes affecting a building's structure**
 1. Sheds and Accessory Structures
 2. Decks, Screen Rooms, Porches
 3. Fences of any type
 4. Signs for Businesses
 5. Use & Occupancy for Commercial buildings
 6. Renovations
 7. Dumpsters & POD's
 8. Retaining Walls
 9. Building Demolitions (Partial/Full)
 10. Driveway/curb cut (New or Existing)
 11. Additions
 12. Garages
 13. Patios
 14. Gazebos/Pergolas/Greenhouses/Pavilions/Carports
 15. Swimming Pools
 16. Hot Tub
 17. Fireplaces (Wood Pellet)
 18. Solar

PROJECTS THAT DON'T USUALLY REQUIRE A PERMIT:

- **Generally, changes that don't affect a building's structure**
 - Window replacement (in-kind/same size)
 - Siding replacement
 - Doors (in-kind/same size)
 - Re-roofing (shingles only)
 - Repaving/sealing driveways
 - Painting (Interior/Exterior)
 - Installation of carpet/tile
 - Cabinet installation

KEEP IN MIND...

- If you have a Home Owners Association (HOA) some changes such as decks need to be pre-approved by them prior to applying for a permit from the City.
- If you have any questions as to whether a permit is required, please be sure to contact the Havre de Grace Department of Planning at 410-939-1800, Monday through Friday between 9:00am to 4:00pm or via email.

WHY DO I NEED A BUILDING PERMIT?

The State of Maryland mandates all municipalities adopt a Building Code known as the International Building Codes. These codes provide specific requirements for building projects.

Before any construction, repair, renovation, or addition is started, it is important to check on the City's website under Department of Planning if a permit must be obtained.

Permits are put in place for the safety of the homeowners and public to ensure that proper codes are being followed and work is being done safely, in a timely manner and in compliance with the International Codes.

If you are ever uncertain whether or not you need a permit, please contact the Department of Planning.

-Thank you!



INSPECTIONS:

Some Residential and Commercial building inspections are performed by Harford County (HC) Department of Inspections, Licenses, and Permits on behalf of the City.

These numbers are provided below:

HC Building Services: 410-638-3366

HC Electrical Services: 410-638-3363

HC Plumbing Services: 410-638-3215



WHAT DO I NEED FOR A BUILDING PERMIT?

1) SHEDS AND ACCESSORY STRUCTURES

- Setbacks: R/R1 is 5'; R2 is 3' and RO/RB is 3'-5'**
- Permit Application
- Property Owner Authorization (if applicable)
- Site plan showing location of structures
- Measurements including distance to property lines

2) DECKS & PORCHES & SCREEN ROOMS

- Permit Application
- Property Owner Authorization (if applicable)
- Site Plan with deck location & distance to property lines
- Deck specifications
- Framing and footing details plan

3) FENCES OF ANY TYPE

- Permit Application
- Property Owner Authorization Document (if applicable)
- Site plan with fence location & total linear feet

4) SIGNS OF ANY TYPE

- Permit Application
- Property Owner Authorization (if applicable)
- Site plan with location of freestanding signs on property including distance to property line
- Picture of sign concepts with exact dimensions and square footage

5) USE & OCCUPANCY

- Permit Application
- Property Owner Authorization (if applicable)
- Existing/proposed floorplan
- Architect sealed plans if modifications are made to structure including a floorplan with exact dimensions & location of doors, fixtures, windows
- Room designation labels on floorplan

6) RENOVATIONS

- Permit Application
- Property Owner Authorization (if applicable)
- Existing & proposed floorplan with exact dimensions & location of doors, fixtures, windows
- Room designation labels on floorplan
- Total square footage of renovation

7) DUMPSTER & PODS

- (Applies to City property only)
- Permit Application
- Property Owner Authorization (if applicable)
- Site plan/ Aerial view with location of container

8) RETAINING WALLS

- Permit Application
- Property Owner Authorization (if applicable)
- Site plan with dimensions & location of wall
- Distance to property lines

9) Building Demolition

- Permit Application
- Property Owner Authorization (if applicable)
- Copy of Contractor's license and liability insurance
- BGE disconnection confirmation

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10) DRIVEWAY & Curb Cut (New or Expansion)

- Permit Application
- Property Owner Authorization (if applicable)
- Site plan with dimensions & location of driveway with measurements including distance to property lines.
- Must be a minimum of 2 feet from adjacent property lines

11) ADDITIONS

- Permit Application
- Property Owner Authorization (if applicable)
- Site plan with addition location and dimensions
- Measurements including distance to property lines
- Building plans with room measurements
- Identify use of each room, windows, fixtures, doors

12) GARAGES

- Permit Application
- Property Owner Authorization Document (if applicable)
- Site plan with garage location
- Building plans with dimensions
- Measurements including distance to property lines

13) PATIOS (over 200sf)

- Permit Application
- Property Owner Authorization (if applicable)
- Site plan with location, dimensions & total square feet
- Measurements including distance to property line

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14) GAZEBOS/PERGOLAS/GREENHOUSES/PAVILIONS/ CAR PORTS

- Permit Application
- Property Owner Authorization (if applicable)
- Site plan with location of structure & measurements including distance to property lines

15) SWIMMING POOLS & HOT TUBS

- Permit Application
- Property Owner Authorization (if applicable)
- Fence permit required if in ground
- Site plan with location of pool, dimensions & total square feet
- Measurements including distance to property lines

16) FIREPLACE (Pellet Stove)

- Permit Application
- Property Owner Authorization Document (if applicable)
- Floor plan with location of fireplace
- Manufacture specifications for the fireplace

