



Caroline County
 Department of Planning & Codes
 New Home Permit Application Checklist

revised 7.5.2024

Health & Public Services Bldg.
 403 South 7th Street, Suite 210, Denton, MD 21629
 Phone: 410-479-8100
 Fax: 410-479-4187

OFFICE USE ONLY	
MAP	_____
BLOCK	_____
PARCEL	_____
LOT	_____

Business Hours: Monday through Friday from 7:30 a.m. to 4:30 p.m.
PERMITS ARE NOT ACCEPTED FOR PROCESSING AFTER 4:00 P.M.

THE FOLLOWING ITEMS ARE REQUIRED TO MAKE APPLICATION

- 1 Env. Health Dept. Approval for Water/Sewer Verif. or Sanitary Construction Permit
- 2 Soil Conservation District Approval for Erosion and Sediment Control Standard Plan
9194 Legion Rd # 3, Denton, MD 21629
- 3 State Highway Administration or Dept. of Public Works for Entrance Approval
- 4 Property Owner's Name and Mailing Address
- 5 Builder/Contractor's Name and MHIC or MHBR License #
Electrician and Plumber's Name and Caroline County License #
- 6 Exact Size of Structure, Number of Bedrooms/Baths, Type of Heating System
- 7 Estimated Value of Construction
- 8 Site Plan//Building Location Plan DRAWN TO SCALE (see attached requirements)
- 9 Forest Conservation Single Lot Declaration of Intent or Certificate of Exemption
- 10 **One (1) Complete Sets of Building Plans, DRAWN TO SCALE, showing conformance to applicable local and state building codes, to include the following :**
** plans for buildings which are intended for public use must be signed, sealed and dated by a Maryland licensed architect*
 - A) FOOTER/FOUNDATION PLAN
 - B) FLOOR PLAN(S) for each floor
 - C) CROSS SECTION & FRAMING DETAILS
 - D) ELEVATION VIEWS
 - E) BEAM/GIRDER SIZES
 - F) WINDOW SCHEDULE/SIZES (including U-factor& SHGC for all Fenestration)
 - G) RES CHECK & MANUAL J (to verify IECC compliance)
- 11 **All FEES are due upon application as follows, if applicable:**
 - A) Building Permit Fee (\$50 Minimum or \$0.17 per sq ft)
 - B) Inspection/Plan Review Fee (Stick Built \$325.00 Modular \$215.00 Mobile \$155.00)
 - C) MD Home Builder Guaranty Fund Fee - **\$50.00** (For work by contractor)
 - D) Subject to Impact Fee - \$5000
 - E) Stormwater Management Standard Plan - **\$ 50.00**

You must be prepared to pay your fees at the time of application. We cannot accept your application or plans unless these fees are paid. WE ACCEPT CASH, CHECK AND CREDIT CARDS (MC, VISA AND DISCOVER ONLY).Credit card payments will include an additional 3% convenience fee)

THESE ARE THE GENERAL REQUIREMENTS THAT SHOULD PROVIDE THE MINIMUM INFORMATION REQUIRED HOWEVER, ADDITIONAL INFORMATION OR DETAILS MIGHT BE REQUIRED TO CLARIFY THE SCOPE OF WORK.

FOR PARCELS PARTIALLY OR COMPLETELY LOCATED WITHIN THE CHESAPEAKE BAY CRITICAL AREA (WITHIN 1000' OF TIDAL WATER OR WETLANDS) AND/OR CONSTRUCTION IN THE SPECIAL FLOOD HAZARD AREA MUST PROVIDE A PROFESSIONAL LOCATION SURVEY PREPARED BY A REGISTERED SURVEYOR WITH THE FOLLOWING ADDITIONAL INFORMATION:

_____ 1,000 FOOT CRITICAL AREA LINE

_____ 100 FOOT CRITICAL AREA BUFFER LINE (THIS SHOULD TAKE INTO ACCOUNT EXTENDED BUFFERS FOR WETLANDS, TRIBUTARIES AND STEEP SLOPES)

_____ LIMIT OF DISTURBANCE FOR ALL DEVELOPMENT ACTIVITIES

_____ EXISTING FOREST AND WOODLAND COVER, INDICATED BY SYMBOLS SHOWING INDIVIDUAL PLANTS ON A SPARSELY VEGETATED PARCEL, OR A TREE LINE FOR PARCELS WITH ESTABLISHED CONTINUOUS VEGETATED AREAS. ALL WOODY VEGETATION WITHIN THE PROPOSED CONSTRUCTION LIMITS, WITH A STEM DIAMETER OF $\geq 1.5"$ AND/OR A HEIGHT OF $\geq 6'$ SHOULD BE SHOWN ON THE PLAN. IF EXISTING FOREST AND WOODLAND COVER IS LESS THAN 15% OF THE PARCEL, AFFORESTATION WILL BE REQUIRED TO MEET THE 15% THRESHOLD AND THE AREA OF PLANTING SHOULD BE DELINEATED ON SITE PLAN.

_____ LIMITS OF VEGETATION REMOVAL (SQUARE FOOTAGE OR NUMBER OF TREES) MUST BE INDICATED. **ANY VEGETATION REMOVAL WILL REQUIRE A MITIGATION PLAN.** IT IS RECOMMENDED THAT THIS MITIGATION PLAN BE DEPICTED ON THE SITE PLAN, AT THE TIME OF PERMIT SUBMITTAL.

_____ ANY SENSITIVE SPECIES OR SENSITIVE SPECIES HABITAT AREAS MUST BE INDICATED ON THE PLAN, OR THE PLAN MUST INCLUDE A NOTE, STATING THAT NO SENSITIVE SPECIES OR SENSITIVE SPECIES HABITAT EXISTS ON THE PARCEL. PROVIDE APPROVAL FROM DNR HERITAGE DIVISION.

_____ ALL EXISTING AND PROPOSED LOT COVERAGE MUST BE SHOWN ON THE PLAN. PLAN MUST ALSO SHOW CALCULATION FOR MAXIMUM ALLOWABLE LOT COVERAGE (15% ON ALL LOTS; EXCEPT FOR GRANDFATHERED LOTS) AND PERCENTAGE OF EXISTING AND PROPOSED LOT COVERAGE.*

**Lot coverage is the maximum percentage of the total lot area that may be covered with buildings and/or structures, including outdoor storage, sidewalks, paved areas (i.e. concrete, asphalt, gravel, stone, shell, impermeable decking, pavers, permeable pavement or any manmade material), and other impervious surfaces that prevents or substantially reduces absorption of storm water into the ground. (i.e. concrete, asphalt, sidewalks, buildings, solid surface or covered decks, etc.) A break-down of what has been included in the lot coverage calculation must be shown.*

MAXIMUM IMPERVIOUS SURFACE CALCULATION:

(LOT SIZE) X (ALLOWED % OF IMPERVIOUS SURFACE) = MAXIMUM ALLOWED IMPERVIOUS SURFACE

PERCENTAGE OF IMPERVIOUS SURFACE CALCULATION:

(TOTAL IMPERVIOUS SURFACE) / (LOT SIZE) = PERCENTAGE OF PROPOSED IMPERVIOUS SURFACE

ADDITIONAL REQUIREMENTS FOR CONSTRUCTION IN SPECIAL FLOOD HAZARD AREAS:

_____ ELEVATION CONTOURS (NATIONAL VERTICAL DATUM OF 1988)

_____ DELINEATION OF THE SPECIAL FLOOD HAZARD AREA AND BOUNDARY

Owner/Applicant Certification:

I hereby certify that the checklist and information on the site plan submitted are true and correct to the best of my knowledge and that if I am not the owner, than I am acting with the knowledge and consent of the owner(s) of the property. I understand that the review process may be delayed if the information submitted is incomplete or inaccurate and that any deficiencies to the site plan will need to be corrected and re-submitted.

Owner / Authorized Agent

Date