



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
- 5) Sediment Control Permit
- 6) Stormwater Management Plan
- 7) 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.

Once the completed application is received, the Department of Planning, Housing, and Zoning will 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 (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 home builder/contractor form is required.

b. Kent County Environmental Health (if the property is served by a private well and/or private septic; a separate check payable to the **Kent County Health Department**) \$150.00

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.

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 decks/porches
- Distance from the proposed dwelling to all 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. Please note that the Kent County Environmental Health Department requires a site plan at a scale of 1 inch = 40 feet or greater detail.
- 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 (to include documentation of compliance with International Residential Building Code and Energy Conservation Code provisions) and an electronic digital plan sent to the Permit Specialist. A sprinkler system is required as well.

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 Robert Baldwin at the Kent County Soil Conservation District 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.

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

Kent County, Maryland, Letter of Authorization

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

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

Property owner's signature

Date



Other Permitted Information

Kent County Culvert Permit <i>(if applicable)</i>	\$ fee 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	Contact the Kent County Environmental Health Department (410-778-1361)
Public Water and Sewer Allocation	Contact the Department of Water and Wastewater (410-778-3287)