



**ACCESSORY BUILDING PERMIT CHECKLIST**

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***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)

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Attached you will find the application packet for the construction of an accessory building. If you have any questions, please don't 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. Two (2) sets of construction plans indicating types of material, size of structural materials, lumber, hardware, spacing of materials, and anchoring detail.
4. Site Plan
5. 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 Health Department, Kent County Department of Water and Wastewater, County Roads Entrance Permit or State Highway Entrance Permit, and 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 application. Any questions concerning other agency review 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, for accessory buildings; inspection will not be finalized until these conditions are fulfilled.

**WORK CANNOT BEGIN UNTIL THE PERMIT HAS BEEN REVIEWED, APPROVED, & ISSUED.**

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1. Permit Fees: Kent County Building Permit

Building permit fee.....\$0.21 per square foot / \$85.00 minimum  
(check payable to *the County Commissioners of Kent*)

Kent County Environmental Health.....over 200 sf....match planning fee / \$150.00 maximum  
200 sf or less...\$25.00

(if the property is served by private well and/or private septic; check payable to the  
Kent County Health Department)

2. *Kent County Building Permit Application:* Please pay particular attention to the following:
  - all contact and property location information
  - setbacks measured from the accessory building to all four (4) property lines
  - proposed tree removal
  - height of structure
  - all improvements such as electric, plumbing
  - existing and proposed lot coverage
  
3. *Construction Plans:* Two (2) sets of construction plans indicating type of foundation/footing, material, size of structural materials, lumber, hardware, spacing of materials, and anchoring detail. (See attached handout entitled *Residential Pre-Built Sheds*).
  
4. *Site Plan:* A site plan must be drawn at a legible scale and should include the following (Please note a survey may be necessary): See sample of a site plan.
  - Size, shape, and dimensions of the property
  - Road names and abutting right of ways
  - Area to be disturbed
  - Dimension of the proposed accessory building
  - Distance from the proposed building to all property lines, waterways, and wetlands measured from the outermost portion of your accessory building
  - Location of well and septic and distance to the accessory building 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. Please contact the Kent County Environmental Health Department (410-778-1361)
  - Driveways and other entrances to your property
  - The 100 foot buffer or expanded buffer, nontidal wetlands and the nontidal wetland buffer when applicable
  - Areas where trees/vegetation will be removed and replanted if applicable
  - Easements where applicable
  - Floodplain boundaries, if applicable
  - All existing and proposed lot coverage such as decks, patios, walkways, driveways



**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*