

KENT COUNTY APPLICATION FOR BUILDING PERMIT

Instructions are available online at <https://www.kentcounty.com/planning/building-permits>

For Office Use Only:

Permit # _____

Application Fee \$ _____

EHD Fee \$ _____

1) **PROPERTY OWNER'S NAME** _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ EMAIL _____

1a) How would you like to be notified when the permit has been approved? Phone Email - In-Person pickup is preferred.

2) **PROPERTY ADDRESS:** _____ City: _____
District: _____ Map: _____ Parcel: _____ Lot: _____ Acres/ SF: _____ Deed Ref.: _____ / _____

2a) Proposed Work: _____
Is this a rental: No Yes Is this a cemetery on the property: No Yes

OFFICE USE: New Address: Y / N Floodplain: A / C Zoning District: _____ Type: _____

3) **Market Value of Work** \$ _____

4) **Site Plan – Existing & Proposed.** Please show the location of the existing property line with current structure(s) & the proposed project with ***actual** setbacks (distance) from the **proposed project** to all four (4) property lines (front, left, right, & rear) with locations & distances of the private well and/or private septic.

Setbacks: * Front or Waterfront _____ FT *Distance to Private Well _____ FT
*Left Side _____ FT *Distance to Private Septic _____ FT
*Right Side _____ FT Trees Removed (Sq. Footage) _____ SF
*Rear _____ FT % Slope _____
Distance to Mean High Tide _____ Area of Existing Lot Coverage _____ (see worksheet)

5) **Type of Construction:** Please check all that apply **Electronic Plans Available**

Agriculture Pole Bldg. Lean-to Pre-Built Shed Stick Built Shed Other _____

Residential New Single-Family Dwelling Mobile Home w/ HUD Modular Stick Built Addition Renovation

Pre-Built Shed Stick Built Shed Deck/Porch/Ramp Pool/Hot Tub Pier/Boatlift w / MDE

Commercial New Commercial Bldg. Addition Renovation Comm Tower/Antennas Solar

***MDIA Inspection will be required.** *Improvements: *Electric *Plumbing *HVAC *Fireplace/Chimney # _____

6) **Dimensions:** Height of Structure: _____ FT Limits of Disturbance _____ SQ. FT.

First Floor _____ SQ. FT. Pool w/ Fence/Cover Hot Tub _____ SQ. FT.
 Second Floor _____ SQ. FT. Deck Porch _____ SQ. FT. Other _____ SQ. FT.
 Basement _____ SQ. FT. Accessory Bldg. _____ SQ. FT.
 Attached Garage Detached Garage Carport _____ SQ. FT. **TOTAL** _____ SQ. FT.

Bathrooms: Existing _____ New _____ Total _____ **Bedrooms:** Existing _____ New _____ Total _____

7) **Water & Sewer** Type of Sewage Disposal: Private Septic Public Sewer State Road: New Existing
Type of Water Supply: Private Well Public Water County Road: New Existing Private

7a) **Entrance:** _____
Maryland Sediment & Erosion Control Certification # _____

8) **Site Preparation / Excavator** (over 5,000 sf area of disturbance) Maryland Sediment & Erosion Control Certification # _____

Name: _____ Green Card #: _____

Email address: _____ Phone: _____

[*More information on back](#) ***Inspections are Required unless exempted by other regulations.**

9) ***Contractor/Builder:** _____ Address: _____
Phone: _____ Email: _____
MHIC Lic. # _____ Exp. Date _____ NHBR # _____ Exp. Date _____

****Master Electrician:** _____
Address: _____ Registered w/Kent Co Gov ME - _____
Phone: _____ Email: _____

****Master plumber:** _____
Address: _____ Registered w/Kent Co Gov MP - _____
Phone: _____ Email: _____

****HVAC:** _____ Phone: _____
Address: _____ Email: _____

10) I hereby certify and agree that **Submittal of Authorization** (If applying on behalf of the property owner)

- 1) I am authorized to make this application,
- 2) That the information is correct,
- 3) I grant County Officials the right to enter on the property for the purpose of inspecting the work permitted and posting notices.

Date: _____ Applicant's Name (PRINT): _____

Applicant's Signature: _____ Phone: _____

Address: _____ Email: _____

Checklists are available on our website: <https://www.kentcounty.com/planning/building-permits>

- ❖ Accessory Building (Shed, Garage, Pole Buildings)
- ❖ Additions, Deck, Porch, Breezeway, & Renovations
- ❖ New Single-Family Dwelling (New Home)
- ❖ Pier
- ❖ Swimming Pool / Hot Tubs
- ❖ Solar

IMPORTANT: If you are a contract purchaser, the permit cannot be issued until the property transfers.

- *If the property owner(s) listed on this application does not correspond with the current Maryland Tax Assessment Records, a copy of the recorded deed will need to be submitted with the application.*
- *If you plan to purchase the property and fill out the application in your name, you will need a signed letter from the current owner authorizing you to submit the application. A copy of the contract is also sufficient to process a permit.*
- *If you are a contractor submitting an application for the owner, you will need a signed letter from the owner authorizing you to submit the application.*
- *If the property is owned by a Corporation, LLC, or Partnership, then you will need to provide documentation on who is authorized to sign on behalf of the Corporation, LLC, or Partnership.*

Construction Plans: Accessory Building, Decks/ Porches/Ramps/ New Single-Family

Dwelling/Swimming Pools/ Solar projects--Two (2) sets of construction plans – hard copies are required. Addition or Renovation -Three (3) sets of constructions plans – hard copies are required.

Please provide a scope of work, existing floor plan and proposed floor plan.

(If adding or replacing windows and/or exterior doors, a permit is required.)

What Building Codes are Used? Effective May 29, 2023, these codes must be listed on the construction plans.

- 2021 IRC
- NFPA 70 National Electrical Code Handbook 2017
- NFPA 101 Life Safety Code 2018
- 2021 IECC International Energy Conservation Code
- 2021 International Plumbing Code
- 2021 IBC
- NFPA 1 Fire Code 2018
- 2021 International Mechanical Code (IMC)

Improvements: Check all improvements that are appropriate to the proposed project. MDIA (Middle Dept. Inspection Agency) will review and inspect all building projects. For all structural, electrical, mechanical, and HVAC questions, please call MDIA at 410/822-8300.

CONTRACTOR/BUILDER:

A homeowner/property owner can act as the general contractor/builder for constructions projects for his/her own house. If the property owner acts as the builder/contractor for construction of a new home on his/her own property, an Affirmation of Landowner as home builder/contractor is required. Also, on the building permit application #9, please list the builder as PROPERTY OWNER. If the property is owned by a mortgage company, the mortgage company cannot be listed as the builder.

If a builder/contractor is listed on the application for a new single-family dwelling, the contractor/builder must be registered with the State of Maryland’s Attorney General office as a registered home builder. Please see below link for more information.

<https://www.marylandattorneygeneral.gov/Pages/CPD/Homebuilder/default.aspx>

If a builder/contractor is listed on the application for renovations, additions, garages, pole buildings, pools, decks, porches and/or sheds, the contractor/builder must be licensed with the Maryland Home Improvement Commission. (MHIC license) Please see below link for more information.

<https://labor.maryland.gov/license/mhic/> A property owner can act as the general contractor/builder for home improvement projects for his/her own house. On the building permit application #9, please list the builder as “PROPERTY OWNER.” If the property is owned by a mortgage company, the mortgage company cannot be listed as the builder.

For electrical work, the electrician **must be licensed through the State of Maryland** and **must be registered** as a master electrician with Kent County Government - Maryland. Please contact Mike O’Neil at moneil@kentgov.org or check out our website: <https://www.kentcounty.com/planning/plans> for the forms - Kent County Master Electrician Registration/Renewal

For plumbing work, a homeowner may not do his/her own plumbing work in his/her own home. The plumber **must be licensed through the State of Maryland** and **must be registered** as a master plumber with Kent County Government- Maryland. Please contact Mike O’Neil at moneil@kentgov.org or check out our website: <https://www.kentcounty.com/planning/plans> for the forms - Kent County Master Plumber Registration/Renewal.

