



DIVISION OF PERMITS AND INSPECTIONS

MEMORANDUM

TO: Permitting Staff, Customers and Vendors

FROM: Rich Eichelberger, Director/Code Official
Becky Gander, Chief of Permitting

DATE: January 31, 2022

SUBJECT: Footing and Foundation Permit Policy for Building Construction

In accordance with the Washington County Building Codes (International Building Code/International Residential Codes), “the Building Official and/or designee is authorized to issue a permit for the construction of foundations or any other part of the building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirement of the code”. Please be advised that in accordance with the Building Code, work shall proceed at the owner’s risk without assurance that a permit for the entire structure will be granted.

A Footing & Foundation Authorization Request, along with a \$75.00 processing fee, shall be submitted to the Chief of Permitting, Becky Gander, for review. The form must be completed in its entirety. After the request has been reviewed and completed, the form will be returned to the requestor/property owner indicating approval or denial of the request. If approval is granted, all building related fees must be paid prior to the release of the approved Footing & Foundation permit. All excise tax fees, if applicable, are to be paid prior to the release of the full building permit.

Two sets of sealed drawings of the footing and foundation detail only must be submitted for review and approval by a Plans Examiner. Once the plans have been reviewed and approved, the Footing & Foundation permit will be issued.

Site plan/entrance permit/grading plan, if applicable, must be approved prior to the issuance of the Footing and Foundation permit.

As is standard practice, all building and trade permits must be applied for and issued in the normal manner. A copy of the approved footing & foundation plans must be available on site at all times.

Please feel free to contact the Division of Permits and Inspections at 240-313-2460, or visit the website at www.washco-md.net

80 West Baltimore Street | Hagerstown, MD 21740 | P: 240.313.2460 | Hearing Impaired: 7-1-1