



DIVISION OF
PERMITS AND INSPECTIONS

MEMORANDUM

TO: Permitting Staff, Contractors, and General Public
FROM: Greg Cartrette, Director/Code Official
DATE: March 5, 2024
SUBJECT: Residential Permit Plan Requirements

Effective March 25, 2024, the following will apply when submitting construction plans for a residential building permit and where applicable.

- **Building plans must meet at least the minimum requirements. Plans that do not include these requirements will be rejected:**
 - All plans (hand drawn or otherwise) must be drawn to scale.
 - Footing and foundation plan.
 - Floor plan for each level with all rooms labeled with the proposed use.
 - Cross Section (1/4 Scale)
 - Wall section (3/4 Scale)
 - Elevations (Front, Rear and Sides)
 - Square footage totals for finished and unfinished areas
- **Dimensions** - measured from exterior edge of the footprint of the proposed structure.
- **Conditions** - will be added and made part of the approved permit. Therefore, it is important that these conditions are read and understood to stay in compliance.
- **Modular Dwellings** - State of Maryland approval must be received prior to permit issuance.
- **Sprinkler Requirements** - will remain as is and in accordance with the building code and local amendments.
 - Sprinklers are required for all new residential dwellings.
 - Sprinklers are required for all mobile homes manufactured after July 1, 2015.
 - Sprinklers are required for additions if the existing house is sprinklered.

- **Replacement Dwellings** - where the foundation is existing or partial walls remain, an engineer's certification is required.
- **Townhomes** – more than (3) units must be signed and sealed by a licensed professional.