



DIVISION OF
PERMITS AND INSPECTIONS

MEMORANDUM

TO: Permit Customers, Contractors and Vendors

FROM: Becky Gander, Chief of Permitting *BG*
Jill Baker, Director of Planning & Zoning *JB*

DATE: July 12, 2022

COPY: Plan Review Staff, Permitting Staff

SUBJECT: Zoning Permit Policy

A Zoning Permit (previously referred to as zoning certification) is a written statement by the Zoning Administrator authorizing buildings, structures, or uses in accordance with Section 24.2 of the Washington County Zoning Ordinance.

When Is a Zoning Permit Required?

A zoning permit is required for any business located on a parcel within the county's jurisdiction.

NOTE: If the parcel is located within an incorporated town, applicant must make application at the appropriate town hall.

What Are The Different Types Of Zoning Permits?

Animal Husbandry: A zoning permit is required for animal husbandry for all structures used to house animals. An approved waste management and nutrient plan shall be obtained from the Soil Conservation District and Maryland Cooperative Extension Office. When making application, a scaled plot plan showing the location of the structure housing animals is required as well as the above plans.

Cell Towers/Co-Locates: A zoning permit is required for new cell towers and for additional carriers to be co-located on a cell tower. The zoning permit will be included as part of the building permit for a new tower or co-location.

Change of Business Name: Application for a zoning permit is required when there is a change in the name of the existing business. The applicant must provide the name of the existing business as well as the name of the new business. A building and/or trade permit may also be required if changes other than cosmetic are proposed.

Change of Owner/Operator: A zoning permit is not required if the **ONLY** change being made is the name of the owner/operator.

Daycare: A zoning permit is required to establish a family day care. Applicants must have an approved application from the office of Child Care Administration stating the day care will be operated in accordance with Section 4.15 of the Washington County Zoning Ordinance. Applicants must also have an approved copy of the inspection document from the State Fire Marshal.

Expansion To an Existing Tenant Space: A zoning permit is required when a tenant space is being expanded, or otherwise modified. The zoning permit will be included as part of the building permit for the interior renovations.

Tenant Fit-Outs: All tenant fit-outs for the first time occupant requires a zoning permit. The zoning permit will be included as part of the building permit.

Change in Business Use: Any change in business use will require a building permit and the zoning permit will be included as part of the building permit.

Home Occupations: A zoning permit is required for a home occupation business provided the home business complies with the definition of a Home Occupation. See Article 28 Definitions of the Washington County Zoning Ordinance for requirements.

Kiosks: A zoning permit is required for all kiosks supplied by and located in the Valley Mall, Premium Outlets or any retail shopping center. A tenant supplied kiosk requires a building permit at which time the zoning permit will be included as part of the building permit.

New Commercial Building: A zoning permit for a new commercial building is made part of the building permit and may be filed once a site plan has been accepted by the Washington County Planning Commission.

Seasonal Tenants: A zoning permit is required when occupying an "as is" tenant space temporarily for seasonal use located in the Valley Mall, Premium Outlets or any retail shopping center.

A zoning permit is required for **stand-alone** seasonal businesses. Requirements for such businesses will be determined by the zoning district in which it is to be located and in compliance with the Washington County Zoning Ordinance

Special Events: Special events such as a circus or festival require a zoning permit. If tents are being set up a building permit is required and the zoning permit will be included as part of the building permit.

Zoning Permits - Stand-Alone with no structural changes:

- Kiosks – Supplied by mall/outlets (Any tenant supplied kiosk requires a building permit.)
- Change of Business Name
- Family Daycares
- Home Occupations
- Animal Husbandry in an approved existing structure
- New tenant moving into an existing space “as is”
- Special Events without tents
- Seasonal Tenants (occupying space as is)

Zoning Permits – Included as part of the building permit (a separate zoning certification is not required):

- Cell Towers/Co-Locations
- Tenant Fit-Outs with structural changes
- Change in business use
- Expansion to an existing tenant space
- Tenant supplied kiosks
- New commercial buildings
- Special Events with tents

Steps to Obtaining a Stand-Alone Zoning Permit:

1. The applicant must apply online through the Citizen Access portal at <https://accela.washco-md.net/CitizenAccess/Default.aspx>.
2. The following information is required at time of application:
 - Intent of Use Form completed in its entirety
 - Name and address of property owner
 - Name of last approved tenant/business and type of use
 - Detailed history of the previous use of building/property
 - Hours/Days of operation
 - Number of employees
 - Gross floor area of building
 - Number of floors
 - Name of proposed tenant/business and type of use
 - Details as to how the building/property will be used
 - Hours/Days of operation
 - Number of employees
 - Gross floor area of building(s)
 - Number of floors
 - A floor plan of the tenant space and a floor plan of how the proposed tenant will occupy the space. Floor plans should include location of ingress/egress, windows, room designations such as restroom, office, warehouse, etc.
 - A sketch drawing/plot plan of the site including a layout of all building locations and identification of the building that is the subject of the application. An aerial photo from the County GIS maps or similar mapping platform like GOOGLE maps is preferred. Hand drawn plans are acceptable provided they are accurate and easily readable.

3. Zoning Permit Fees*:

- Animal Husbandry \$65 (fee exempt if property has Ag assessment)
- Day Care \$65
- Change of Business Name \$65
- Home Occupation \$65
- Kiosk \$165
- Tenant Fit-Out \$165
- New Commercial \$165
- Cell Towers/Co-Locate \$165
- Seasonal \$165
- Change In Business Use \$165

*Other fees may apply when included with a building permit

4. For information regarding a business license, contact the Clerk's office.

Contact information for other agencies:

Office of the Clerk of the Circuit Court:

Court House
95 West Washington Street
Hagerstown, Maryland 21740
301-733-8660
www.courts.state.md.us/clerks

For zoning permits and licensing requirements within an incorporated town, contact:

Town of Boonsboro - 301-432-5141	Town of Keedysville - 301-432-5795
Town of Clear Spring - 301-842-2252	Town of Sharpsburg - 301-432-4428
Town of Funkstown - 301-791-0948	Town of Smithsburg - 301-824-7234
Town of Hancock - 301-678-5622	City of Hagerstown - 301-790-3200
Town of Williamsport - 301-223-7711	