

### **Electrical:**

1. A licensed master electrician must be hired by you to do any kind of electrical work in Baltimore County.
2. An Electrical Permit must be obtained in addition to Building Permit for Solar Panel installation.

### **Plumbing:**

1. A plumbing permit is required before any type of plumbing work, new or replacement is started. This permit must be obtained only by a registered master plumber of Baltimore County. He is familiar with the necessary information needed by this department.
2. All plumbing work must be inspected by our plumbing inspector before it is approved. All subsoil drains must be inspected before coverage.
3. If private disposal system is required, no part of the disposal system shall be located within 10 feet of a property line, within 100 feet of any stream, or within 100 feet of a private water supply. **Minimum required lot size:** without metropolitan water and sewer line, 20,000 square feet with 100-foot frontage; with metropolitan water, but no metropolitan sewer, 15,000 square feet with 100-foot minimum frontage. No building permit shall be issued when a private disposal system is involved until a soil test of the land has proven satisfactory. All applications for standard percolation tests must be filed in Room 100. One plot plan, drawn to scale, is required to apply. Water supply service and meter applications also are filed in Room 100. If the owner is not filing, a power of attorney is required.
4. Swimming pool applications that require a permanent water line to fill the pool also require a plumbing permit.

### **Public Sewer:**

The **Baltimore County Code** requires that all commercial users of metropolitan sewer obtain a wastewater discharge permit prior to any discharge to the sewer. Facilities with sanitary waste (restrooms, handsinks, and showers) only are excluded, along with routine boiler blow down. Any uncontaminated water (non-contact cooling water) is prohibited. For information, contact the Bureau of Utilities-Engineering Regulation Division at 410-887-5348.

## **PERMITS, APPROVALS & INSPECTIONS**



### **PERMIT PROCESSING**

### **CITIZENS OF BALTIMORE COUNTY**

### **FACTS YOU SHOULD KNOW**

The Code Inspections and Enforcement Division of the Department of Permits, Approvals & Inspections enforces Baltimore County laws and codes designed to protect your health, safety, and welfare and that of your fellow citizens.

There are certain requirements to be met before proceeding with any building, plumbing, or electrical work in Baltimore County. This brochure explains what you need to provide when applying for a permit. Following this information may help you to avoid delays or problems as you go through the permit process.

If you are contemplating changing the use of your property in any respect, you should contact the Zoning Review Office at 410-887-3391.

**PERMIT FEES ARE REQUIRED AT THE TIME OF APPLICATION  
AND ARE NOT REFUNDABLE**  
(Building Permit Fee Schedule is available online)

## **Building Permit Requirements:**

- The owner of the property, or his authorized agent, shall apply for a building permit in person in Room 100, County Office Building, Towson, Maryland.
- In addition to the correct property tax account number, you are required to bring the following when making application for a building permit.

### A. **New Dwelling:**

- 2 construction plans  
Owner Affirmation Letter if dwelling is being constructed by homeowner
- 7 plot plans to scale (metropolitan sewer and water)
- 11 plot plans to scale (septic tank or well), filing approval from EPS.

\*Plot plans must show the entire lot with dimensions, all four setbacks, and the proposed house with dimensions, exactly as it is to be constructed.

\*EPS requires plot plans on one page, and engineer scale no less than 1 inch = 100 feet

**PER PART 113.1 AND SECTION R106.1.4, Original Seal and Signature required on construction drawings for:**

1. Construction that utilizes steel framing pursuant to any of the following Code Sections, R505, R603 or R804.
2. Construction that exceeds **3,000** square feet gross floor area, excluding one story garages.
3. Permanent Plans – Master set of construction drawings utilized to obtain multiple building permits without providing additional sets of construction plans for each additional building permit.
4. **ALL** construction in V (HIGH VELOCITY WAVE ACTION) Flood Zones per (IRC) per Section R322.3.6

### B. **Residential Alterations or Additions:**

- 4 plot plans: Under 600 Square Feet
- 2 construction plans, 5 plot plans: 600 Square Feet and Over  
Construction exceeding 3,000 square feet requires seal & signature on plans

### C. **Residential Accessory Structures:**

- 4 plot plans: Under 1,000 Square Feet
- 2 construction plans, 5 plot plans: Over 1,000 Square Feet

### D. **Residential Swimming Pools:**

- 3 plot plans (pool and fence must be shown)  
Pool letter signed by the owner of the property

### E. **Residential Piers:**

- 2 construction plans, 4 scaled site plans (by professional engineer)

### F. **Solar Panels Installation:**

- 2 construction plans if roof mounted (no permit required 10kw or less)
- 2 plot plans if ground mounted

### G. **Sprinklers:**

- 3 construction plans  
Structural Certificate if required by Plans Review

### H. **Commercial Buildings (New Structures, Additions, and Alterations):**

- 2 construction plans with original seal and signature on each page
- 3 Data sheets with professional seal and signature
- 10 plot plans (14 plot plans and filing approval from EPS, if private system)

NOTE: If the disturbed area is over 5,000 square feet, a separate grading permit will be required. Approved grading and sediment control studies will be required for a grading permit. All commercial permits are subject to review for storm water management by the Department of EPS.

You will need to contact the Environmental Health Office about plans for any commercial permit that involves food or swimming pools.

**Other Permits include: Antennas, Bulkheads, Carnivals, Fences, Razing, Retaining Walls, Commercial Sprinklers, Commercial Solar Panels, etc.**

Call 410-887-3900 for additional information and requirements to file these applications.

- Permit Processing Staff will assist you in preparing the application form. You will be directed to the Zoning Review office for setback verification, and other agencies required for filing approval. The application process is completed in Room 100, at which time the building permit fee is paid and a receipt is obtained. Your applications, drawings, and plot plans will be sent to the proper agencies for approval. When all approvals have been obtained, the permit is issued and mailed to you. Some permits may have to be picked up due to the size of the construction plans.
- All construction and setbacks must be maintained exactly as they were stated on the permit application. All building permits are good for one year from the date of issue. **Do not work on an expired permit.**
- All residential alterations or additions by a private contractor require the Maryland Home Improvement License number of said contractor.
- A contractor building a new dwelling must be registered with the Maryland Home Builder Registration Unit.
- All residential applications filed by a tenant must be submitted with a letter of permission from the owner of the property.
- For your protection, Code Inspections and Enforcement officers make periodic inspections while construction is in progress.
- **Sign Permits:** Issued in the Zoning Office, Room 111, call 410-887-3391
- Plumbing and Electrical post card permits can be purchased at all full-service county libraries.