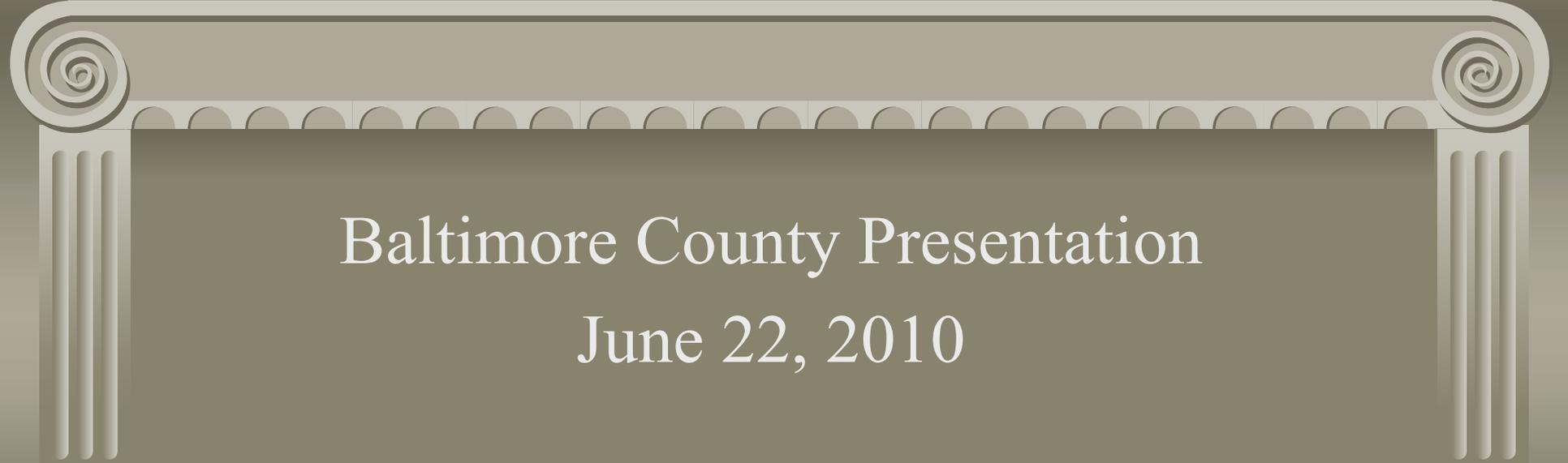


# New Permit Procedures

## For Ensuring Compliance with Pattern Books and Other Architectural Review



Baltimore County Presentation  
June 22, 2010

# Opening Remarks

- ◆ Pat Keller, Director of the Office of Planning
- ◆ Tim Kotroco, Director of the Department of Permits and Development Management

- ◆ In order to create consistency with regard to the county agency permit review process and to ensure that building architecture is constructed as per an approved residential building permit, the new permit procedures presented today are the county's new requirements for obtaining a building permit to build a house based on a pattern book design.

## Section 260, BCZR

# Residential Performance Standards

- ◆ The intent of the Residential Performance Standards is to “ensure that residential development in Baltimore County conforms with a higher quality of design” §260.1.B.1, BCZR
- ◆ Evaluation and compliance occurs as part of the Development Plan Review and Approval Process and the findings of compliance are administered through the Office of Planning with the assistance of PDM’s Building Inspections division.

# OVERVIEW FOR PERMIT PROCESSING FOR A LOT IN A DEVELOPMENT TO GET A BUILDING PERMIT

## Office of Planning

1. All major developments of four lots or more within the urban/rural demarcation line are required to go through the development plan approval process.
2. All major residential developments that go through the development plan process are subject to Section 260, Residential Performance Standards, of the Baltimore County Zoning Regulations.
3. The performance standards are intended to regulate residential development in the county and ensure conformance with a higher quality of design.

## **OVERVIEW FOR PERMIT PROCESSING FOR A LOT IN A DEVELOPMENT TO GET A BUILDING PERMIT**

4. The evaluation of compliance of Section 260, BCZR is part of the review of the development plan proposal.
5. The standard policy of the Office of Planning is to require the submittal of a Pattern Book that serves as a regulating document for an individual development to ensure the high quality of design and to also serve as an official record for the development plan and its compliance with BCZR and the architectural features as well as the other information required for Development Plan approval set out in section 32-4-224 of the Baltimore County Code.

## **OVERVIEW FOR PERMIT PROCESSING FOR A LOT IN A DEVELOPMENT TO GET A BUILDING PERMIT**

6. The Office of Planning must make a finding of compliance with the Residential Performance Standards (Section 260, BCZR) in order for the Hearing Officer to consider the development plan for approval.
7. Once the development plan is approved, the pattern book becomes part of the permanent record and the final development plan.

# OVERVIEW FOR PERMIT PROCESSING FOR A LOT IN A DEVELOPMENT TO GET A BUILDING PERMIT

## Development Management

8. In phase two of the development process, and prior to the approval of the utility agreement and right-of-way agreement(s), the builder and developer are required to attend a pre-construction meeting with BC development management section for the purpose of reviewing the FDP and Plat, and discussing County requirements, including but not limited to pattern book requirements and inspections. At the time of the meeting, the builder will be provided with the handout of permit requirements.

# OVERVIEW FOR PERMIT PROCESSING FOR A LOT IN A DEVELOPMENT TO GET A BUILDING PERMIT

## Building Permit Processing Procedures

When an applicant comes into the permit office to file a building permit, a GIS Report is produced and printed. If the GIS Report identifies Planning – Pattern Book or Design Review Area, the Engineering Assistant (EA) will note on the proposed use line of the application, Pattern Book or Design Review Area plus the PDM project number if it appears on the GIS Report. Planning will confirm the PDM project number or, if it did not appear on the GIS, place it on the application.

The EA will place the application, site plans, option sheets and architectural elevations in an orange folder and give the orange folder to the applicant to obtain the required agency approvals.

# OVERVIEW FOR PERMIT PROCESSING FOR A LOT IN A DEVELOPMENT TO GET A BUILDING PERMIT

## Building Permit Processing

After obtaining all the required approvals, the EA will process the application, including placing the building permit number on the option sheet and elevations and place them in the orange folder. When the permit is entered into the computer, the EA will type on the proposed use line SFD Pattern Book or SFD Design Review, etc. along with the PDM project number if available.

The Office of Planning will be notified of the permit number and the building permit will be forwarded in the orange folder along with its other contents to Building Inspections.

# OVERVIEW FOR PERMIT PROCESSING FOR A LOT IN A DEVELOPMENT TO GET A BUILDING PERMIT

## Building Inspection

It is the Building Inspection Division's responsibility to insure that the completed structure conforms to the plans and details approved by the Office of Planning. This will be achieved at 3 inspections that are currently conducted within the inspection process.

- Foundation inspection- The building inspector will check the foundation for compliance with the elevations and option list for water tables, brick to grade, etc.
- Framing Inspection- At this time the inspector will meet with the superintendent and review the elevations and option list details and inspect for compliance.
- Final Inspection- The inspector will once again check for compliance with the approved elevation sheets and option list.

# OVERVIEW FOR PERMIT PROCESSING FOR A LOT IN A DEVELOPMENT TO GET A BUILDING PERMIT

## Building Inspection

All structures not in compliance with the approved permit and its approved architectural elevations and other details at the time of final inspection will be issued a Correction Notice.

It is important to remember that any changes, including last minute modifications to the construction agreement that would effect the exterior architecture must receive approval by the Office of Planning prior to the issuance of a Use and Occupancy permit.

## REQUIREMENTS FOR CONTENTS OF THE ORANGE FOLDER PERMIT PROCESS:

*Site plan or Location Drawing of the specific lot to be built*

*3 Copies of the Option Sheet reflecting all options from purchase contract.*

*3 Copies of the Architectural Elevations and floor plans of the exact building elevations to be built for the specific lot for which the permit is being acquired.*

*This requirement is of the most importance. The elevations **MUST** reflect what is to be exactly built as contracted by the purchaser of the unit. So any and all options **MUST** be included in all the elevations so that a proper determination may be made as to whether the permit confirms to all applicable sections of 260, BCZR, and the pattern book associated with the final development plan. Therefore, the elevations submitted with the application must be a true and exact reflection as to what will be built on the lot.*

*If these building elevations are not included, Planning will not review the application and it cannot be accepted for filing.*



# FOLDER CONTENT EXAMPLES

60704

Ryland Homes  
MHB# 128  
PP# 06-022-09

B- 723554  
Fee: \$180 - \$50.00 = \$230.00  
Date: 8-25-09

Model: "Wetherby"      Standard: 42' x 40' x 40' = 1,950sf

**Standard**

- 2 Story w unfinished basement/ Elevation: A
- 3 Bedrms
- 2 car ft load garage
- 2 bathrooms
- 1 powder room
- 1 kitchen
- slab porch Elev A & B

**Options**

1. Fireplace w/ outside projection	N/C
2. Finished lower level w/ bathroom	N/C
3. 4 <sup>th</sup> bedroom w/ bathroom (bonus room over garage)	N/C
4. Elevation C - long front porch 22' x 6' = 132sf	42' x 46'
5. Elevation B - Small front porch 11'2" x 2'2" = 25sf	42' x 42'
6. Rear Sunroom (large) 20' x 13' = 260sf	42' x 53'
7. Rear Sunroom (small) 12' x 10' = 120sf	42' x 50'
8. Garage Dormers w/ bonus room	N/C

**CIRCLING OF ELEVATIONS IS NO LONGER ACCEPTABLE**

ELEVATION 'C' W/ BRICK  
SCALE: 1/4" = 1'-0"

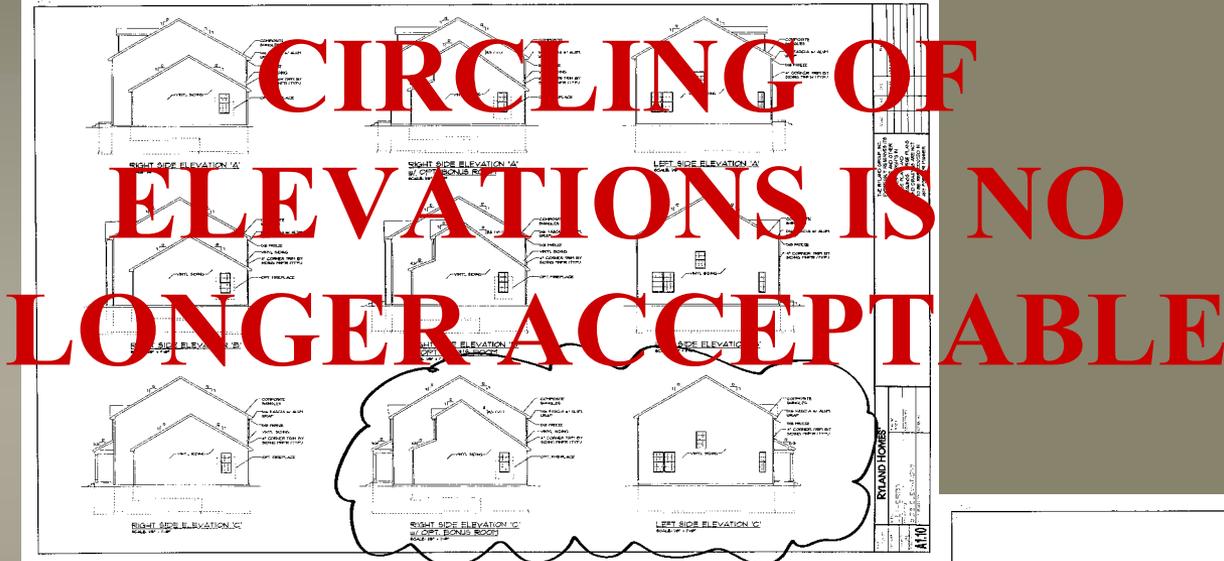
LOT 21

ELEVATION 'C' W/ BRICK & OPT. BONUS ROOM  
SCALE: 1/4" = 1'-0"

RYLAND HOMES  
MHB# 128  
PP# 06-022-09  
ELEVATION 'C' BRICK  
DATE: 08/25/09  
**A18**

- Options List
- Building Elevations

# FOLDER CONTENT EXAMPLES







These new permit procedures  
take effect



July 1, 2010

Thank You



QUESTIONS?