



City of Annapolis
Department of Planning and Zoning
145 Gorman Street Fl 3
Annapolis, MD 21401-2529

Permitting@annapolis.gov • [410-260-2200](tel:410-260-2200) • Fax 410-263-9158 • TDD use MD Relay or 711 • www.annapolis.gov

Residential Building Permit Plan Requirements

For One and Two Family Dwellings

Five (5) copies of the following **must be submitted** or the application will not be processed.

Site address of proposed work: _____

Does this work require water and/or sewer connection or upgrade? Yes No

Tax Account number on permit application _____

Not
Attached Applicable Required Submittal (Confirm 5 copies of each below) Specifications on page 2.

1. Building Permit Application
2. Site Plan
3. Floor Plans
4. Elevation Views
5. Wall Section
6. Footing Plan
7. Foundation Plan
8. Framing Plan
9. Door And Window Schedule
10. Standard Erosion & Sediment Control Form
11. Occupancy Inspection Application Form (*One Copy Only*)
12. Stormwater Maintenance Agreement
13. Bond
14. Sprinkler Permit Application ***
15. Green Building Worksheet (If Applicable)

All construction plans must be in compliance with IRC2012 as amended by the City of Annapolis and are required on all new residential structures including single family dwellings, additions, accessory structures and other remodeling and repair jobs. Plans must be drawn to scale.

I attest that the above plans/forms are either attached or are not required as noted above.

Applicant signature _____ Date _____

No work may begin until you have received your building permit card for posting.

Specifications

SITE PLAN - Locate proposed building on your site plan showing setback dimensions to the property lines to satisfy zoning requirements. Proposed buildings cannot be installed over any underground utilities. Provide dimensions of building including dimensions of any garage, porch, deck, etc., also on site. Provide relation to existing structures on site. Show porches, decks, and steps.

FLOOR PLAN - Show overall dimensions of rooms. Label rooms, locate windows, doors, plumbing fixtures, etc., at each level.

ELEVATIONS - Show outside view from all four sides of what the building will look like when completed. Indicate heights for new construction.

WALL SECTION - Show detail and types of material to be used such as concrete footings, concrete slabs, studs, sheathing, floor joists, aluminum siding, roof trusses, insulation R values, etc.

FOOTINGS AND FOUNDATION PLANS – Provide size and depth of footings and foundation walls, and indicate all reinforcing where required.

FRAMING PLAN - Show detailed layout, including size and spans, of all rafters, ceiling joists, floor joists, posts, studs, headers, beams, etc., as necessary for the structural support of the building.

DOOR AND WINDOW SCHEDULE - Where applicable, show size, type, and net clear operable area. NOTE: *No openings are allowed in wall that is three feet or less from a property line.*

SEDIMENT & EROSION CONTROL FORM – include details of proposed location of silt fencing to control sediment.

OCCUPANCY INSPECTION APPLICATION – If this is a new residential dwelling OR a complete gut of a residential dwelling, an occupancy inspection is required before the dwelling may be occupied.

STORMWATER MAINTENANCE AGREEMENT – If doing grading, provide this agreement between the owner and the City, which takes effect once all grading is completed. The owner agrees to perform regular maintenance on the stormwater facility, ensuring that it continues to function properly.

BOND – If grading, submit a bond to guarantee and insure, in the event of failure, that all work authorized by the Grading permit will be completed satisfactorily, and that the site will be restored to a condition meeting the minimum requirements of City Code [Section 17.08.090](#).

*****FIRE PROTECTION SYSTEM PERMIT APPLICATION** – A sprinkler permit application may be required as per City Code [Section 17.12](#). In addition, a water tap upgrade fee may be assessed if the tap size must be increased to support the sprinkler system.

GREEN BUILDING WORKSHEET – If proposed work affects 3,250 square feet or more of the conditioned space, this worksheet is required.

General Information

1. Submit building permit application with required attachments Monday through Friday, 8:30 a.m., to 4:00 p.m.
2. Building permit fees are based on fair market value of construction. A non-refundable application fee must be paid at time of application submittal. Balance of fees, including impact and utility connection fees, if applicable, must be paid at the time of permit pick-up. Fees are also assessed upon submittal of revised plans.
3. Trade and utility contractors must hold current City of Annapolis licenses.
4. Issuance of a building permit by City of Annapolis does not indicate compliance with covenants, architectural guidelines, or other restrictions by homeowners' associations.
5. Manufactured stove and fireplace units must be certified by an approved testing agency and installed according to manufacturer's instructions.

6. If property is located in the Chesapeake Bay Critical Area (generally within 1000 feet of the tidal waters of the bay), a site plan must be drawn to scale (1 inch = 40 feet or 1 inch = 100 feet if over two acres) showing all existing and proposed improvements and man-made impervious surfaces. For more information on applications for building permits in the Critical Area and other special requirements for waterfront properties, contact the Department of Planning and Zoning at [410-260-2200](tel:410-260-2200).
7. Applicant must be current property owner or agent for same. If not, applicant must submit notarized letter from owner authorizing applicant to submit application.
8. A Grading permit is required for all new residential construction.