



Information Bulletin #4

Obtaining Building Permits within Allegany County, Maryland

Permit Applications – Preparation and submittal

Date: July 23, 2020

IB #4

Plan your project

- Considerations:
 - Identify and verify your property boundaries (*Property Lines* [PLs]).
 - Take into account *building restriction lines* (BRLs), a.k.a. “setbacks” or “buffers”.
 - Identify **all**, on-site, above and below grade utilities; take into account all **planned** utility locations.
 - Geographic conditions; evaluate site specific challenges (slopes, floodplain, soil conditions)
 - Plan for ultimate development and use of subject lot. Accommodate for clearances relative to physical navigation around structures and infrastructure throughout property: Plan for maintenance and repair; further future development or improvements.
 - Drainage: Assess pre and post development stormwater discharges, existing natural patterns, ground water; design to prevent surface water intrusion and damage.

Prepare a site plan

- Forms may be downloaded at: <https://www.alleganygov.org/DocumentCenter/View/238/Standard-Plan---Form-PDF>
Note: Instructions are included within this file.
- A SAMPLE *site plan* may be viewed at <https://www.alleganygov.org/DocumentCenter/View/239/Standard-Plan---Sample-PDF>

Prepare construction drawings

- Certain projects are subject to the building permit review process; when applicable, *construction drawings* shall be submitted with an application.
- Sketch a *floor plan* (each story, including basement)
- Sketch *elevations* for all sides of proposed structure (i.e. N, W, S, E sides of building)
- Sketch roof system (*Note: Documentation for prefabricated roof truss system components are generally provided by the manufacturer*)
- Prepare materials list

Complete an application

- Obtain permit application form from the County's Land Development Services (LDS) office.
 - Forms may be downloaded at: <https://www.alleganygov.org/DocumentCenter/View/225/Land-Use-Building-Permits-Application-PDF>; or,
 - request an application by mail or email; or,
 - visit the County Office Complex, LDS office, to retrieve an application
- Complete application legibly; provide as much project details as possible
- Execute (sign) and Date; attach *site plan* and *construction drawings*, where applicable.

Submittals

- Via US Mail Division of Land Development Services, County Office Complex Suite 109
Cumberland, Maryland 21502-3401
- Via fax 301-777-5950
- Via email ptalley@alleganyov.org
- Hand deliveries County Office Complex Suite 109

Fees

- Fees relative to LDS operations may be viewed at: <https://www.alleganygov.org/DocumentCenter/View/213>
- Fees relative to Allegany Soil Conservation District services may be viewed at:
<https://www.alleganygov.org/DocumentCenter/View/276/Allegany-County-Soil-Conservation-Fee-Schedule---October-30-2007-PDF>

Additional Documents

- To expedite the *permit application review process*, please attempt to provide the following documents with your application submittals, if available (copies only)
 - Deed(s)
 - Previous permits for the subject property
 - Property tax documents
 - Subdivision plat
 - Plan of survey

Resources

- Full text of County *Codes* may be viewed through link: <https://ecode360.com/a10892?needHash=true>
- The LDS office's main *website landing page* may be accessed through link: <https://www.alleganygov.org/227/Land-Development-Services>
- Interactive mapping may be utilized through link: <http://alleganygis.allconet.org/PermitsDash/index.html>

Contacts

- Permit approvals: Other State, County, municipal, quasi-governmental and private (entities) *release agents* cooperating within the County's *Land Use Permit Review and Approval Process* may be accessed through the following link: <https://www.alleganygov.org/DocumentCenter/View/260/Agency-Approval-Roster-PDF>
- Application & Plan preparation: For professional assistance with the preparation of *applications, site plans, subdivision plats and construction drawings*, a roster of *consultants* that work with the LDS office on a regular basis may be accessed through the following link: <https://www.alleganygov.org/DocumentCenter/View/261/Consultants-List-PDF>

General Information addressing FAQs

- It is the Applicant's responsibility to actively pursue all *releases* for a Land Use Permits (LUP).
- All *releases* from required approval agencies (*Release Agents*) must be received at LDS office prior to the issuance of a permit.
- The *Processing Fee* for a permit application is *non-refundable*, regardless of whether the application is cancelled, expires or is denied.
- *Application fees not fully paid* within fifteen (15) days of the *Application Date* will classify the subject application as **invalid**; the subject application may be *administratively cancelled* without notice.
- Application(s) will not be forwarded to *Release Agents* until the *application fee* is paid in full. Valid applications shall expire after 180 days of inactivity.
- NO construction may begin until the Applicant receives an issued Land Use Permit; this includes land clearing activities as tree removal.
- Permit and plan status inquiries to the LDS Office are encouraged on a weekly basis.
- The *Land Use Permit* will be mailed to the Applicant as indicated on application. The *Certificate of Occupancy* (C.O.) is mailed to the Property Owner as it appears on the application.
- Permits for construction are generally valid for one (1) year after *Date of Issuance*. Permits for grading (earthwork) are generally valid for two (2) years after *Date of Issuance*.
- Permit validity extensions may be considered after the submittal of a formal request. Forms to initiate an extension request may be downloaded from the LDS website.

Assistance:

- Assistance or questions may be addressed by the LDS office at 301-777-5951 or by contacting the Permits Clerk via email at ptalley@alleganygov.org. When necessary, additional conferences will be arranged at an Applicant's convenience.