



St. Mary's County
Department of Land Use and Growth Management
Customer Assistance Guide

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How to Apply for a Residential Building Permit

There are two ways to have your Building Permit application handled, the “On Demand” process and the “Drop Off” process. Use the lists below to determine which process to use.

“DROP OFF” PROCESS

Use this procedure to obtain a Building Permit on Residential land if the following kind of development is proposed:

- Construction of a single-family dwelling (stick built, modular, mobile home)
- Adding additional living space to a single-family dwelling
- Creating an Accessory Apartment
- Construction of townhouses
- Construction of a pier, bulkhead or revetment
- Clearing your land
- Applying for a perc test
- Any activity if your property is located in the Chesapeake Bay Critical Area (all land within 1,000 ft. of any tidal water or wetland) which involves removal of vegetation, disturbance of land, addition of impervious surface cover, or a new land use.

If the “Drop Off” process applies to you, pick up Customer Assistance Guide #2.

“ON DEMAND” PROCESS

Use this procedure to obtain a Building Permit on Residential land if the following kind of development is proposed:

- Addition of a breezeway, attached garage or carport connected to Met Com
- Construction or placement of a detached shed, garage or carport connected to Met Com
- Addition of an open or screened porch or a deck connected to Met Com
- Renovation of an existing structure

Additional requirements of permit review may mean that the “On Demand” procedure might not be available, such as existence of a floodplain or some other environmental feature. The Health Department may have to complete a review, and it is not guaranteed to be an on-demand review with their agency.

If the “On Demand” process applies to you, pick up Customer Assistance Guide # 3.