



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

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“Drop Off” Process to Obtain Building Permit

These guidelines apply to development activities classified as “Drop Off” in Customer Assistance Guide #1. This bulletin is a general guide for typical projects and may not apply to projects which are subject to unusual conditions.

Step 1: Application St. Mary's County Department of Land Use and Growth Management

The following information is necessary in order to apply for a building permit:

1. Completed and signed Permit Application.
2. Name, address and phone number for person or surveyor acting as agent on owner's behalf.
3. Copy of recorded deed, if current owner is not listed in tax rolls, or copy of recorded deed(s) to establish a “parcel of record” as of March 15, 1978 if the property was not created by an approved and recorded subdivision plat. Lots or parcels created by deed, but without a proper subdivision plat, after March 15, 1978 will have to be recorded via a subdivision plat before a building permit can be issued.
4. If the applicant is not the owner of the property, written and notarized permission from property owner, or a valid contract of sale, is required in order for the applicant to sign the application.
5. Scaled plot plan prepared by a registered surveyor, if applicable, which must include:
 - a. Boundary of property
 - b. All existing and proposed structures
 - c. Driveway location
 - d. All recorded easements (i.e. slope, forest retention, drainage, access, sewage disposal)
 - e. Limits of land disturbance in square feet
 - f. Woods line
 - g. Health Department requirements (see step 3)
 - h. Properties in the Chesapeake Bay Critical Area have additional requirements. See Customer Assistance Guide #10, “Building Permit Requirements in Sensitive Environmental Areas.”
6. Floorplan showing each floor of the house, with rooms labeled by use. This does not have to be drawn by a professional and need not be to scale nor dimensioned.
7. Maryland Registered Home Builder's Number or Home Improvement License Number.
8. Application fee of \$20

Step 2: Processing

The Permits staff will review and process your application, which will be routed to applicable agencies for review and approval. If you supply a scaled plot plan at this time it will also be routed.

However, new dwellings on septic systems require specifications for drainfields, based on square footage of living space, prior to preparation of the professional site plan. After the Health Department (Environmental Health division) receives the permit application, they will contact the person specified in Step 1 above with drain field specifications so the plot plan can be prepared. Once completed, the site plan must be delivered to Land Use and Growth Management for routing to appropriate agencies. This assures that all agencies are reviewing the same plan.

Step 3: Other Review Agencies

Health Department (Environmental Health) - If your property is served by a private well and/or septic system, even if no plumbing is involved in the construction, the Health Department will need to review the proposal.

Metropolitan Commission (MetComm) - If you are building a new structure which will be served by public water and/or sewer or are making improvements which may increase water or sewage usage, MetComm will review your proposal. Your application will be sent to MetComm. Upon approval, MetComm may issue a connection permit or other document.

Soil Conservation District – If the proposal involves disturbance or clearing of more than 5,000 sq. ft. of land, the Soil Conservation District must approve the site plan to ensure the soil disturbance is properly managed. A Sediment & Erosion Control Plan prepared by a licensed Surveyor or Engineer will be required.

Step 4: Agency Action

The approving agencies will forward their approvals to Land Use and Growth Management. The Building Permit will be packaged up and made ready for issuance, and the applicant will be contacted. All agency fees must be paid to Land Use and Growth Management when the Building Permit is picked up. These may include fees to the Metropolitan Commission, Health Department, Soil Conservation District, entrance road bonds and building permit fees. In addition, for most new houses an Excise Tax is required.

Certificate of Use and Occupancy (upon completion) – See Customer Assistance Guide #18.

Building Code Inspections - See Customer Assistance Guide #21.

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