



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

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“On Demand” Process to Obtain Building Permit

These guidelines apply to development activities classified as “On Demand” in Customer Assistance Guide #1. These guidelines apply to typical projects and may not apply to projects which are subject to unusual conditions. “On Demand” projects can generally be processed while you wait. These projects can be processed via “Drop Off” procedures if you prefer.

Step 1: Application to the 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. Be thorough. Missing information may delay your application.
2. If the applicant is not the owner of the property, written and notarized permission from the property owner, or a valid contract of sale, is required in order for the applicant to sign the application.
3. Plot plan, drawn to a scale, which must include:
 - a. Boundary of property
 - b. All existing and proposed structures
 - c. Driveway location
 - d. Location of your well and/or septic system
 - e. All recorded easements (i.e. slope, forest retention, drainage, access, sewage disposal)
 - f. Limits of land disturbance in square feet
 - g. Woods line
6. Permit application fee of \$20

Step 2: Other Review Agencies

Metropolitan Commission (MetComm) – Generally, permits classified as “On Demand” which are served by public water and/or sewer, do not need approval from the Metropolitan Commission.

Soil Conservation District - Generally, permits classified as “On Demand” which contain less than 5,000 s.f. of soil disturbance, do not need approval from the Soil Conservation District.

Step 3: Approval of Building Permit Application

After the required approvals have been submitted to the Department of Land Use and Growth Management, the Building Permit will be packaged up including a Building Permit Placard for posting on the property during construction. All agency fees must be paid to the Department of Land Use and Growth Management when the Permit is issued. Fees may include those from other review agencies, depending on the type of project, in addition to the Building Permit fees.

Certificate of Occupancy – refer to Customer Assistance Guide #19.

Building Code Inspections – refer to Customer Assistance Guide #21.

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