

I. BUILDING PERMITS

A. General

1. All fees required by this section must be paid at the time of permit application.
2. Permit fees are calculated for each permit application.
3. Each structure, use or permit type require a separate permit application.
4. A permit application is required for each individual condominium unit or apartment, and a separate permit application is required for the parent structure.
5. Permits are non-transferable and non-assignable when property ownership has changed.
6. Gross floor area includes all finished and unfinished square footage space and is measured by the exterior dimensions. It excludes attics, stoops and crawl spaces. Any increment of a foot is dropped from the measurements.
7. A minimum fee of \$53.00 applies to all building permits.
8. A filing fee of \$27.00 must be paid on all new permit applications. All other required fees are in addition to the filing fee. A filing fee is not required for revisions or extensions.
9. A site plan compliance inspection fee shall be paid on all non-residential permit applications that require site plan approval.
10. A zoning review fee of \$84.00 is charged for each new dwelling unit and a \$50.00 fee is charged for other residential uses. A zoning review fee of \$208.00 is charged for the principal nonresidential use of a property. A \$50.00 fee is charged for all other nonresidential uses. A \$27.00 zoning review fee is charged for all business license requests.
11. A driveway permit fee of \$68.00 is charged for the review and inspection of a new driveway apron on a County maintained road. The fee is also charged for the review and inspection of an existing driveway apron in conjunction with a new one or two family dwelling Building Permit, except when dwelling is a replacement dwelling.
12. A filing fee of \$27.00 must be paid on all home occupation permit applications. If a proposed home occupation is determined to have a minor impact, an additional \$50.00 will be required.

B. Residential

1. New construction, Single Family detached dwelling unit, per dwelling unit:

• 4,000 SF or less	\$796.00
• More than 4,000 SF and less than 6,500 SF.	\$955.00
• 6,500 SF or more	\$1,273.00
2. New construction, One- and Two- Family attached dwelling unit, (i.e. townhouse, duplex, etc.), per dwelling unit:	
• 3,000 SF or less	\$584.00
• More than 3,000 SF	\$690.00
3. New construction, condominiums & apartments	
• Parent structure	\$212.00
• Each dwelling unit	\$425.00
4. Accessory apartment (associated with a principal residential dwelling unit)	\$212.00
5. Mobile home (<i>including landings, porches, decks</i>)	
• Without basement	\$159.00
• With basement	\$319.00

C. Residential Uses

1. Additions	\$212.00 plus \$0.20/SF
2. Garages and Pole Buildings	\$159.00 plus \$0.20/SF
3. Accessory structures (including sheds, gazebos, carports & pavilions)	
• 399 SF or less (a building permit is not required if less than 150SF)	\$101.00
• 400 SF or more	\$159.00
4. Decks, covered porches and screened porches (each)	
• 500 SF or less	\$79.00
• Over 500 SF	\$101.00
5. Private swimming pools	
• Above ground (including fence/barrier inspection)	\$53.00

	• In ground (including fence)	\$159.00
6.	Demolition	\$53.00
7.	Alteration or Conversion	\$79.00 plus \$0.20/SF
8.	Single Inspection permit <i>(applications requiring a single inspection only, i.e. woodstove, hot tub, h/c ramp, etc...)</i>	\$53.00
9.	Tanks *An exemption may be requested if an underground hazardous substance storage tank is being replaced in accordance with §1-6-50 of the Frederick County Code.	\$53.00*
10.	Retaining Wall	\$79.00

D. Non-Residential (Separate Fire, Electrical and Plumbing Permits required)

1.	New building or additional floor area, including mezzanines	\$0.20/SF
2.	Core Building Permit <i>Includes:</i> <ul style="list-style-type: none"> • <i>Shell of the building (footings, foundation walls, exterior walls, roof construction, interior slab with perimeter insulation, underground utilities to 6" above slab, temporary interior power)</i> • <i>Innermost building elements (stair enclosure, elevator shaft, sprinkler room and piping, fire pump, emergency lighting, exit signage and fire alarm)</i> • <i>Central core facilities (construction of above/below grade floor, restrooms, core building finishes, electric outlets and exterior walls insulated) in the central core areas only</i> <i>The remainder of the building area shall include groundwork plumbing only and one electrical house service. Separate building permits shall be required for any work other than described herein and for each tenant occupancy.</i>	\$0.20/SF
3.	Vanilla Box Building tenant space, separate building permit for tenant required <i>(includes all of core building permit requirements plus essential leaseable elements with undefined tenant including finished interior walls, ceiling and lighting complete, floors, fire sprinklers, all life safety elements, restrooms, and all plumbing and electric)</i>	\$0.20/SF
4.	Tenant Occupancy <i>(includes change of use, first occupant, new tenant fit-out of all occupied area)</i>	\$0.20/SF
5.	Existing Tenant, Interior Alteration	\$0.20/SF
6.	Tenant Occupancy <i>(no construction or change of use; previously occupied)</i>	\$53.00
7.	Foundation only	\$53.00

- 8. Signs
 - All except free standing \$22.00 for each sign or \$53.00 min.
 - Free standing \$53.00 for each sign or \$79.00 min.
- 9. Trailers
 - Temporary (*including decks, porches, ramps*) \$79.00
 - Permanent (*including decks, porches, ramps*) \$159.00
- 10. Demolition \$53.00
- 11. Retaining wall \$79.00
- 12. Tanks \$53.00

E. Miscellaneous

1. Refunds:

Filing fees are non-refundable and non-transferable. In the case of an abandonment or discontinuance of a project that has been issued a permit or for which a permit application has been made and, upon cancellation, 50 percent of the fee paid, less the minimum fee may be refunded, provided (1) No construction has occurred, (2) The request for refund is received prior to the expiration date of the permit, and (3) The building permit and placard are returned. The request must be made on a form provided by the County. Revoked, suspended, expired or invalid permits are not eligible for refunds.

2. Extensions:

The fee to extend a building permit is as follows:

- Residential (B1 – B5) \$106.00
- Residential Uses (C1 – C10) minimum permit fee
- Non Residential (D1 – D5) \$106.00
- Non Residential (D6-D12) minimum permit fee

Each request to extend an application or a permit shall be made in writing with justification and received in advance of expiration date. Each extension shall not exceed one year. Expired permits are not eligible for an extension.

3. Administrative Revisions:

Administrative revisions to permits or permit applications are \$27.00.

4. Additional Plan Review Charges:

a. Residential

The first plan revision or resubmittal is reviewed at no additional charge. The second plan revision or resubmittal is an additional 25% of the original fee, and the third and subsequent plan revision or resubmittal is at 50% of the original fee.

b. Non-Residential

The first two plan revisions or resubmittals are reviewed at no additional charge. The third plan revision or resubmittal is an additional 25% of the original fee, and the fourth and subsequent plan revision or resubmittal is at 50% of the original fee.

5. Applicant Initiated Revisions:

(Revisions that are in direct response to a plan review comment are in accordance with section (4) above)

- New Residential (*outlined in B above*) \$106.00
- Residential Uses (*outlined in C above*) \$27.00
- Non-Residential (*outlined in D above*) \$106.00 plus
\$0.20/SF of revised area

6. Inspection Fees

a. Initial inspection of sites or property where work has occurred without a permit is \$212.00 in addition to regular permit fees.

b. Residential

First inspection and one re-inspection of the same inspection type for permitted work is included in the permit fee. Each subsequent inspection (re-inspection) is \$53.00. The re-inspection fee must be paid before scheduling the next inspection type.

c. Non-Residential

Partial inspections are allowed for approved phased construction. No more than four (4) phases are allowed under each permit. The permit fee includes the first inspection and one re-inspection of the same inspection type for each phase. Each subsequent inspection (re-inspection) in a particular phase is \$53.00. The re-inspection fee must be paid prior to the final inspection.

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| 7. | Temporary (not exceeding 90 days) Certificate
Of Occupancy - Non-Residential only
(Request must be made in writing & fee paid at time of request) | \$319.00 |
| 8. | Verification of Records and Certificate of Occupancy
Research request shall be in writing on appropriate form
and fee paid at the time of request. | |
| | <ul style="list-style-type: none"> • Residential Certificate of Occupancy, \$53.00 <li style="padding-left: 20px;"><i>(per address)</i> • Non-residential Certificate of Occupancy \$106.00 <li style="padding-left: 20px;"><i>(per address or tenant space)</i> • All others \$27.00 | |
| 9. | Site plan compliance inspection fee is \$319.00, plus \$106.00 for each permit associated with a site plan at the time of initial permit application. First inspection and one re-inspection is included in original fee. Each subsequent inspection (or re-inspection) is \$53.00. | |
| 10. | Expedited Certificate of Occupancy | \$79.00 |
| 11. | Facsimile transmittal of Certificate of Occupancy | \$27.00 |
| 12. | Additional Staffing Complement of Consultants is charged by the actual cost incurred by the County, in addition to regular fees assessed. | |