

# QUEEN ANNE'S COUNTY BUILDING CODE TECHNICAL ASSISTANCE BULLETIN



## REQUIREMENTS FOR A RESIDENTIAL BUILDING PERMIT

**RESIDENTIAL CONSTRUCTION IN QUEEN ANNE'S COUNTY MUST CONFORM TO THE STANDARDS ADOPTED BY THE COUNTY. (SEE QUEEN ANNE'S COUNTY LAND USE & DEVELOPMENT CODE AND THE QUEEN ANNE'S COUNTY BUILDING CODE). THE PURPOSE OF THIS BULLETIN IS TO PROVIDE INFORMATION CONCERNING THE REQUIREMENTS THAT YOU MUST MEET TO DOCUMENT YOUR ADHERENCE TO THOSE STANDARDS.**

A building permit/zoning certificate is required for new construction or alteration, renovation or repair of any residential or accessory residential structure in Queen Anne's County. Commercial structures require Site Plan Review which is a separate procedure by the Planning Office. Site Plan approval must be obtained before applying for a building permit for a commercial structure.

Complete copy of building permit application form available in the Zoning Office. To complete this form you will need the following:

1. The name of the owner(s) of the property and their mailing address, telephone number, P. O. Box address, and the 911 address of the property.
2. Contractor's/Builders name, mailing address, telephone number and license number. Construction of a single-family dwelling requires the contractor to have a Maryland Home Builders license. Renovation, alterations, repairs or additions to existing dwellings requires the Contractor to have a Maryland Home Improvement license.
3. Electrical, HVAC, and plumbing contractor's names and Queen Anne's County License numbers.
4. County tax map/grid/parcel/subdivision name/section/lot number and tax id number. This information can be obtained from your tax bill.
5. Type of construction - be able to describe: dimensions of new construction plan area, total square footage, occupied area, unoccupied area, and height of structure above grade.
6. Value of construction. This figure represents the value of the construction of completed structure(s).
7. Description of property in terms of acreage or square footage, drawing showing the depth and width of lot and road frontage. Also include total acreage within the Critical Area if applicable.

Setback requirements are listed on page 12 of this handout and correspond to zoning in accordance with the Queen Anne's County Land Use and Development Code. All proposed structures must meet required setbacks measured from the property line to the proposed structures.

8. All building permit applications require four (4) plot plans showing the property lines and dimensions, location of all roads, acreage, driveways, well, septic, and location of existing and proposed structures. Two (2) sets of building plans or blueprints, which include floor plan, showing door and window sizes,

footer and foundation plans, cross section details and elevations, shall also be provided. Two sets of sprinkler drawings.

9. All zoning certificates require four (4) plot plans showing the property lines and dimensions, location of all roads, acreage, driveways, well, septic, and location of existing and proposed structures. Zoning Certificates are for accessory structures less than 200 square feet (and property not within a 100 year floodplain), such as sheds, gazebos, swimming pools, satellite dishes and home occupations.
10. When construction takes place in the Critical Area (any property within 1000 feet of a tidal wetland) there are limits on how much of the ground may be covered by Lot Coverage. (See attached critical area worksheet).
11. Sediment Control permit is required for construction of single-family dwellings on properties less than two (2) acres, tree removal in the critical area, new or replacement bulkheads and stone revetments and grading of properties not associated with construction.
12. When required sediment control plans are reviewed and approved by the Queen Anne's County Soil Conservation District at 410-758-1671.

When you have all the information required, you are prepared to apply for the building permit or zoning certificate. The clerk who receives your application will calculate the fees. See attached fee schedule. Please allow seven (7) to fifteen (15) working days for your permit application to be processed and approved. ***REMEMBER THAT YOU, THE OWNER OF THE PROPERTY OR AGENT, ARE RESPONSIBLE FOR SEEING THAT YOUR PERMIT APPLICATION IS ISSUED TO YOU.***

***Make sure your electrician, plumber, mechanical and septic installer has applied for their permits. Building permits are not issued without plumbing, electrical, mechanical and or septic permits when applicable.***

Building permits and zoning certificates are valid for six (6) months from date of issue.

**REQUIRED INSPECTIONS:** It is the responsibility of the applicant, or their appointed agent, to call for the required inspections **24 hours** in advance of the date of the requested inspections. The electrician, plumber, mechanical and gas installer are responsible for calling in their inspections.

These inspections are phoned to the Middle Department Inspection Agency at 410-822-8300 or 1-800-242-6342. The inspector has 24 hours to perform the inspection from the time of the request. Required inspections include:

1. **FOOTING:** following trench excavation and prior to pouring concrete. (Check for benchmark and crawlspace elevation if property is in ***Flood Hazard Area***).
2. **FOUNDATION:** following completion of foundation and prior to back fill and framing. (Check for foundation openings if property is in ***Flood Hazard Area***).
3. **FRAMING:** following rough plumbing, heating, ventilation and air conditioning and rough electrical inspection and prior to closing. (Elevation Certificate must be received by the Department of Public Works prior to framing inspection if construction is in a ***Flood Hazard Area***). Rough-in Sprinklers inspection must be completed. Contractor/installer must call 410-758-4500 ext 1144.
4. **INSULATION:** following framing and prior to closing/drywall.

5. **FINAL:** following final building, plumbing, and gas, mechanical and electrical inspections and prior to receiving a certificate of occupancy. Final Sprinkler inspection must be completed, along with backflow inspection. Contractor/ installer must call 410-758-4500 ext 1144.

**CERTIFICATE OF OCCUPANCY:** Occupancy certificates must be received by the owner/applicant from Queen Anne's County Planning and Zoning following all final inspections and before the structure is occupied. A certificate of use & occupancy is issued five (5) to seven (7) days after the final building inspections. **ANY QUESTIONS ABOUT THE CERTIFICATE OF OCCUPANCY SHOULD BE DIRECTED TO THE PERMITS OFFICE AT 410-758-4088.**

**ATTENTION: PRIOR TO ISSUANCE OF A TEMPORARY OR FINAL CERTIFICATE OF OCCUPANCY 3" HOUSE NUMBER MUST BE POSTED.**

*Note: The owner of the property is responsible for seeing that your permit gets issued to you. You are responsible for obtaining plumbing, electrical, mechanical and septic permits if required prior to your permit being issued to you. You are also responsible for obtaining approval from the department of public works and the state highway administration if applicable. Although a gas permit is not required to obtain a building permit, the owner of the property is responsible for seeing that the gas installer obtains a gas permit and have all the necessary inspections before an occupancy certificate will be issued.*

**FEE SCHEDULE**

A fee for each Plan examination, Building Permit and inspection shall be paid in accordance with the following schedule:

- A. NEW CONSTRUCTION AND ADDITIONS
  - Per square foot ..... \$ .12
- B. RENOVATIONS, ALTERATIONS AND REPAIRS
  - Per \$1,000 of estimated cost of work or fraction thereof..... 7.00
- C. SWIMMING POOLS (above ground, spas 6 foot in diameter & above... .. 75.00
- D. FIREPLACES..... 30.00
- E. WOODSTOVES..... 30.00
- F. FOR COMBINATION OF RENOVATIONS AND ADDITIONS FEES SHALL BE COMPUTED AS THE SUM OF THE FEES COMPUTED SEPARATELY.
- G. FOR DEMOLITION OF USE GROUP R-#3 BUILDINGS..... 50.00
- H. FOR REMOVAL OF ONE BUILDING FROM ONE LOT TO ANOTHER OR DIFFERENT LOCATION ON THE SAME LOT; SHALL BE PER \$1,000 OF ESTIMATED COST OF MOVING, PLUS THE ESTIMATED COST OF NEW FOUNDATION AND WORK NECESSARY TO PLACE THE BUILDING IN ITS COMPLETED CONDITION..... 7.00
- I. MODULAR OR MANUFACTURED HOME..... 75.00
- J. FOR A CERTIFICATE OF OCCUPANCY GRANTED PURSUANT TO A CHANGE OF USE; GROUP..... 75.00

|    |   |        |
|----|---|--------|
| K. | TEMPORARY CERTIFICATE OF OCCUPANCY GRANTED BY BUILDING OFFICIAL – Residential.....                | 50.00  |
|    | For Commercial use per condition.....   | 50.00  |
| L. | REINSPECTION FEE WHEN REQUIRED.....<br>(By Zoning Inspector & Building Code Inspector)            | 50.00  |
| M. | GARAGES, DECKS, BREEZEWAYS, CARPORTS, UNFINISHED BASEMENTS, RESIDENTIAL ACCESSORY STRUCTURES..... | .08    |
|    | PORCHES OR ANY  |        |
| N. | MINIMUM FEE ON ANY BUILDING CODE PERMIT.....  | 90.00  |
| O. | FLAT FEE FOR ZONING CERTIFICATE.....  | 55.00  |
| P. | ZONING FEE ON ANY BUILDING CODE PERMIT.....   | 55.00  |
| Q. | SIGNS.....  | 55.00  |
| R. | FEE FOR PIERS – RESIDENTIAL (up to 2 slips).....  | 55.00  |
|    | - COMMERCIAL OR COMMUNITY - PER SLIP.....   | 55.00  |
| S. | Preliminary Plan Review.....  | 100.00 |
| T. | Permit Revision.....  | 55.00  |

**REFUNDS:**

*When an un-issued permit has been denied by any County Agency or withdrawn by the property owner or agent, a 50% refund is due on the fees paid.  
NO REFUND WILL BE GIVEN ON ISSUED PERMITS.*

**EXPERT WITNESS FEES**

In the event that MDIA must appear as a witness in any legal proceedings relevant to Building Code, the charge for such appearance is \$75.00 per hour with a minimum three hour charge.

**SEDIMENT CONTROL PERMITS**

|   |           |
|---|-----------|
| TREE REMOVAL.....                                   | \$ 45.00  |
| BULKHEADS.....                                      | \$ 65.00  |
| SINGLE LOT GRADING PLANS.....                       | \$ 55.00  |
| COMMERCIAL GRADING PLANS.....                       | \$ 150.00 |
| BLACKTOP DRIVEWAYS (INCLUDES ANY HARD SURFACE)..... | \$ 55.00  |
| LOGGING PLANS.....                                  | \$ 95.00  |

**Plumbing fee schedule  
Residential Fees**

**Administrative Fee Per Permit.....\$10.00**

First 5 fixtures/appliance .....\$ 50.00

Each fixtures/appliance over 5 .....\$ 5.00

Gas Permit.....\$ 50.00

(If gas work is being done by the Master Plumber doing the plumbing,  
the gas work is covered under the plumbing permit.)

Public Sewer ..... \$ 50.00

Public Water .....\$ 50.00

Water & Sewer Alteration.....\$ 50.00

**RE-INSPECTION FEE.....\$ 50.00**

**Backflow Test form.....\$ 25.00**

**ENVIRONMENTAL HEALTH FEES**

**SANITARY CONSTRUCTION PERMIT.....\$100.00**

**WELL PERMIT..... \$ 160.00**

**MECHANICAL FEES**

Administrative Fee Per Permit.....\$ 10.00

**Residential – Heating & Cooling System..... \$ 50.00**

(each additional Unit).....\$ 25.00

Heating System only.....\$ 50.00

Air Condition only.....\$ 50.00

Non-Residential – Estimated Job Cost: \$0-10,000.00.....\$60.00

Over \$10,000 .....\$60.00 + \$6.00 per thousand over \$10,000

**FIRE MARSHAL FEE**

Residential sprinkler (single family dwelling).....\$100.00

Home Occupation review .....\$100.00

**ELECTRICAL FEE SCHEDULE**

QUEEN ANNE'S COUNTY ELECTRICAL PERMIT FEE.....\$10.00

RESIDENTIAL INSPECTION FEES

NEW CONSTRUCTION

|                                     |          |
|-------------------------------------|----------|
| SFD UNIT TO 200 AMPS                | \$ 95.00 |
| SFD UNIT TO 400 AMPS                | \$105.00 |
| SFD UNIT TO 600 AMPS                | \$140.00 |
| MULTI-FAMILY - 1 <sup>ST</sup> UNIT | \$ 75.00 |
| ADDITIONAL UNITS (EACH)             | \$ 75.00 |
| TOWNHOUSES (EACH)                   | \$ 75.00 |
| MODULAR DWELLING UP TO 200 AMPS     | \$ 65.00 |
| RESIDENTIAL SERVICE UPGRADE         | \$ 45.00 |

HVAC CONNECTION

|                         |          |
|-------------------------|----------|
| 1 TON HP/AC 3 TON HP/AC | \$ 20.00 |
| 3 ½ TO 4 TON HPAC       | \$ 25.00 |
| AIR HANDLERS 10 KW      | \$ 20.00 |
| AIR HANDLERS 15KW       | \$ 25.00 |
| AIR HANDLER 20 KW       | \$ 35.00 |
| AIR HANDLER 20 AMPS     | \$ 15.00 |

LOW VOLTAGE - 90 VOLTS OR LESS

|          |          |
|----------|----------|
| FLAT FEE | \$ 40.00 |
|----------|----------|

SIGNALING SYSTEMS

|                            |          |
|----------------------------|----------|
| FIRST 15 DEVICES           | \$ 40.00 |
| EACH ADDITIONAL 15 DEVICES | \$ 5.00  |

BURGLAR ALARM SYSTEM/SECURITY SYSTEM

|          |          |
|----------|----------|
| FLAT FEE | \$ 40.00 |
|----------|----------|

AUDIO EQUIPMENT

|          |          |
|----------|----------|
| FLAT FEE | \$ 40.00 |
|----------|----------|

TELEPHONE/DATA EQUIPMENT

|          |          |
|----------|----------|
| FLAT FEE | \$ 40.00 |
|----------|----------|

\*INCLUDED WITH RESIDENTIAL PERMIT UNLESS SEPARATE CONTRACTOR

CONSTRUCTION SERVICE

|                                    |          |
|------------------------------------|----------|
| UP TO 400 AMPS                     | \$ 65.00 |
| OVER 400 AMPS - APPLY FEE SCHEDULE |          |

TEMPORARY ELECTRICAL SYSTEM

Updated 7/1/16

|  |          |
|--|----------|
| TRANSFER SWITCH, GENERATOR, FEEDER, SUB PANEL, ETC.<br>GOOD FOR 90 DAYS - USE FEE SCHEDULE | \$ 40.00 |
|--|----------|

MOBILE HOME

|              |          |
|--------------|----------|
| SERVICE ONLY | \$ 60.00 |
|--------------|----------|

RESIDENTIAL GENERATOR

|                 |          |
|-----------------|----------|
| 6 KW TO 10 KW   | \$ 20.00 |
| 12 KW TO 20 KW  | \$ 25.00 |
| 21 KW TO 30 KW  | \$ 35.00 |
| OVER 35 KW      | \$ 45.00 |
| TRANSFER SWITCH | \$ 20.00 |

MINOR ALTERATIONS & ADDITIONS

|  |          |
|--|----------|
| UP TO 25 OUTLETS (ROUGH AND FINAL) (ADD SERVICE FEE) | \$ 60.00 |
| *ADDITIONAL TRIPS (EACH)                             | \$ 50.00 |

SWIMMING POOLS

|                                       |          |
|---------------------------------------|----------|
| BONDING ONLY                          | \$ 45.00 |
| MOTORS, LIGHTS, PUMPS AND RECEPTACLES | \$ 45.00 |
| BONDING AND WIRING                    | \$ 90.00 |

PIERS

|                   |          |
|-------------------|----------|
| RESIDENTIAL PIERS | \$ 50.00 |
|-------------------|----------|

MINIMUM INSPECTION FEE \$40.00

EFFECTIVE JANUARY 1, 2009 PERMIT OFFICES ARE REQUIRED TO COLLECT FROM HOME BUILDERS A GUARANTY FUND FEE OF \$50.00 THE GUARANTY FUND APPLIES ONLY TO CONTACTS ENTERED INTO BETWEEN CONSUMERS AND HOME BUILDERS FOR NEW HOMES, CUSTOM HOMES, MOBLIE HOMES, MODULAR HOMES AND CONDOMINIMS. FOR INFORMATION CONTACT THE HOME BUILDER REGISTRATION UNIT AT (410) 576-6573 OR 1-877-259-4525



**QUEEN ANNE'S COUNTY  
FY 2019 IMPACT FEE REVISION**

**FY 2019 July 1, 2018 - June 30, 2019**

|                        |              |
|------------------------|--------------|
| June 2012 - Index      | 9291         |
| June 2013 - Index      | 9542         |
| June 2014 - Index      | 9800         |
| June 2015 - Index      | 10039        |
| June 2016 - Index      | 10337        |
| June 2017 - Index      | 10702        |
| June 2018 - Index      | 11068        |
| <b>INCREASE FACTOR</b> | <b>1.034</b> |

|                    | Public<br>Schools<br>(per sq ft) | Fire<br>(per sq ft) | Parks & Rec<br>(per sq ft) | Total<br>(per sq ft) |
|--------------------|----------------------------------|---------------------|----------------------------|----------------------|
| <b>Residential</b> | <b>4.48</b>                      | <b>0.51</b>         | <b>0.49</b>                | <b>5.48</b>          |

| <b>NON RESIDENTIAL</b>           | <b>Total Impact<br/>Fee</b> | <b>Reduction<br/>Inside Growth<br/>Area = 50%</b> | <b>Reduction<br/>Outside Growth<br/>Area = 25%</b> |
|----------------------------------|-----------------------------|---|--|
| Comm/Shop Ctr 50,000 sf or less  | 1.76 \$                     | 0.88 \$   | 1.32   |
| Comm/Shop Ctr 50,001-100,000 sf  | 1.51 \$                     | 0.75 \$   | 1.13   |
| Comm/Shop Ctr 100,001-200,000 sf | 1.35 \$                     | 0.68 \$   | 1.02   |
| Comm/Shop Ctr over 200,000 sf    | 1.21 \$                     | 0.60 \$   | 0.91   |
| Office 25,000 sf or less         | 2.44 \$                     | 1.22 \$   | 1.83   |
| Office 25,001-50,000 sf          | 2.31 \$                     | 1.15 \$   | 1.73   |
| Office 50,001-100,000 sf         | 2.17 \$                     | 1.09 \$   | 1.63   |
| Office over 100,000 sf           | 2.05 \$                     | 1.02 \$   | 1.54   |
| Business Park                    | 1.89 \$                     | 0.95 \$   | 1.42   |
| Light Industrial                 | 1.40 \$                     | 0.70 \$   | 1.05   |
| Warehousing                      | 0.79 \$                     | 0.39 \$   | 0.59   |
| Institutional                    | 0.48 \$                     | 0.24 \$   | 0.36   |





DEPARTMENT OF PLANNING & ZONING  
(ZONING & PERMITS DIVISION)  
ADOPTED THE FOLLOWING CODES:  
EFFECTIVE DATES AS NOTED

- 2015 INTERNATIONAL BUILDING CODE (APRIL 1, 2015)
- 2015 INTERNATIONAL RESIDENTIAL CODE (APRIL 1, 2015)
- 2012 INTERNATIONAL MECHANICAL CODE (MAY 8, 2013)
- 2015 LIFE SAFETY CODE NFPA 101
- 2013 LIFE SAFETY CODE - NFPA 72
- 2013 LIFE SAFETY CODE - NFPA 13
- 2015 LIFE SAFETY CODE - NFPA 1
- 2015 INTERNATIONAL ENERGY CONSERVATION CODE (APRIL 1, 2015)
- 2012 NATIONAL STANDARD PLUMBING CODE ILLUSTRATED (MAY 13, 2013)
- 2017 NATIONAL ELECTRICAL CODE NFPA 70 (APRIL 1, 2017)
- 2015 NATIONAL GAS CODE NFPA 54 (MAY 13, 2013)
- 2014 NATIONAL LP GAS CODE NFPA 58 (APRIL 1, 2015)

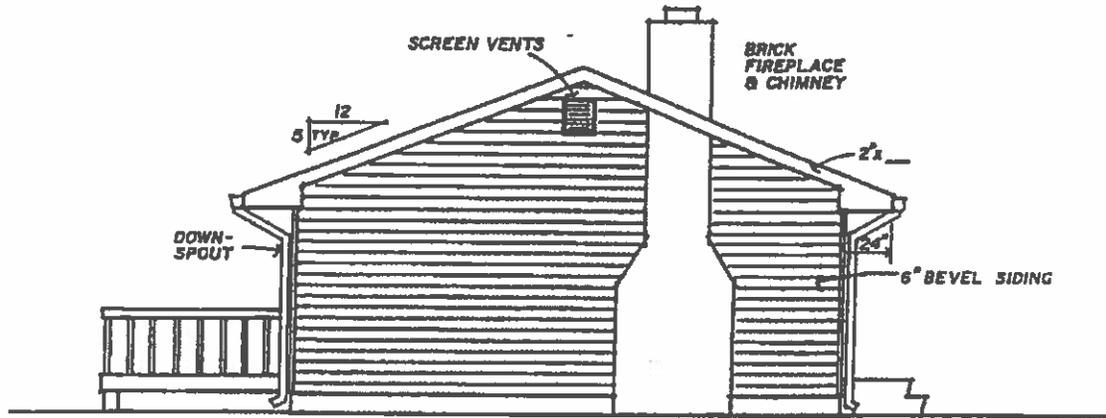
CONTACT THE DEPARTMENT OF PLANNING & ZONING PERMIT DIVISION  
@ 410-758-4088 WITH ANY QUESTIONS.



# MINIMUM REQUIREMENTS FOR BUILDING PLANS

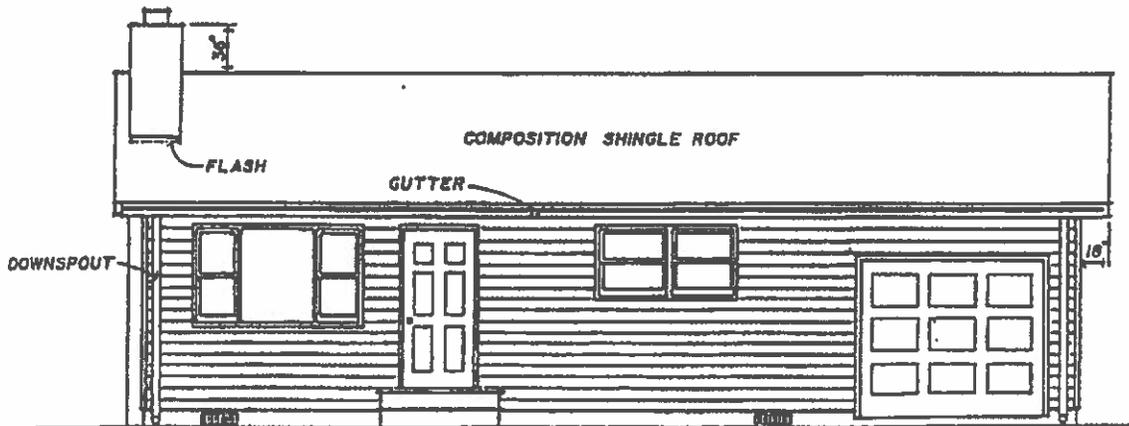
## ELEVATION VIEWS SHOWING THE FOLLOWING:

- Front, rear and side elevations, with final grades.
- Roof overhangs and chimney clearances.
- Exterior siding and roof covering
- Sliders or other types of openable vents or windows.



### LEFT ELEVATION

Suggested scale - 1/4" = 1'-0"



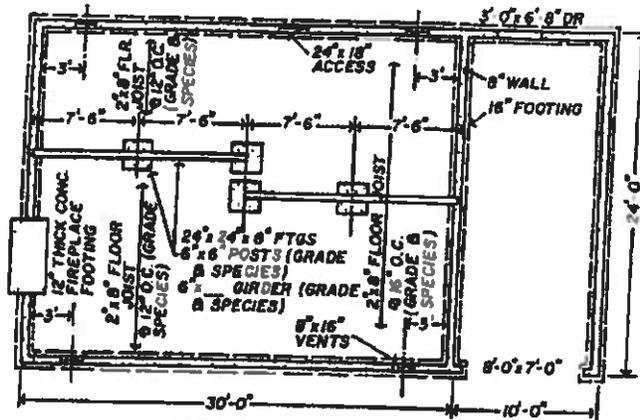
### FRONT ELEVATION

Suggested scale - 1/4" = 1'-0"



**WORKING PLANS:** Must be in compliance with current issue of applicable codes.  
Two (2) Complete Sets

**FOUNDATION PLANS THAT SHOW:**



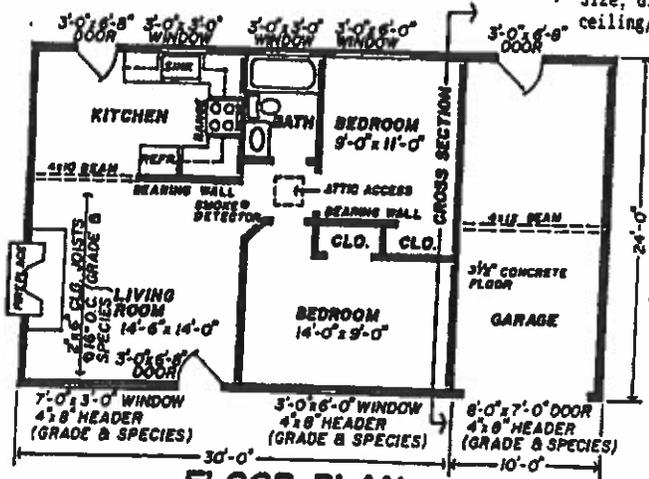
**FOUNDATION PLAN**  
Suggested scale - 1/4" = 1'-0"

- Shape and dimensions of the foundation wall.
- Location and size of columns, posts and interior footings.
- Grade and species of all lumber to be used.
- If crawl space - indicate location and size of all vents, access holes, and insulation value.
- Floor joist sizes, spacing, direction, support, hangers, solid blocking under bearing partitions.
- If usable space - provide information required for Floor Plans below.
- Show vent size & locations if house is in Flood Plain - 1 sq.in. vent area/1 sq.ft. floor area

**FLOOR PLANS THAT SHOW (FOR EACH FLOOR ELEVATION OR LEVEL):**

- The arrangement of partitions and rooms, use of all areas, and dimensions of wall locations.
- Location of plumbing fixtures, hot water tank (indicate how heated), laundry fixtures requiring vents, appliances, cabinets, and smoke detectors.

- Access to attic spaces or unoccupied storage areas.
- Location and dimensions of all windows and doors (indicate opening direction and header sizes).
- Size, direction, spacing and support of ceiling/floor joists and beams.

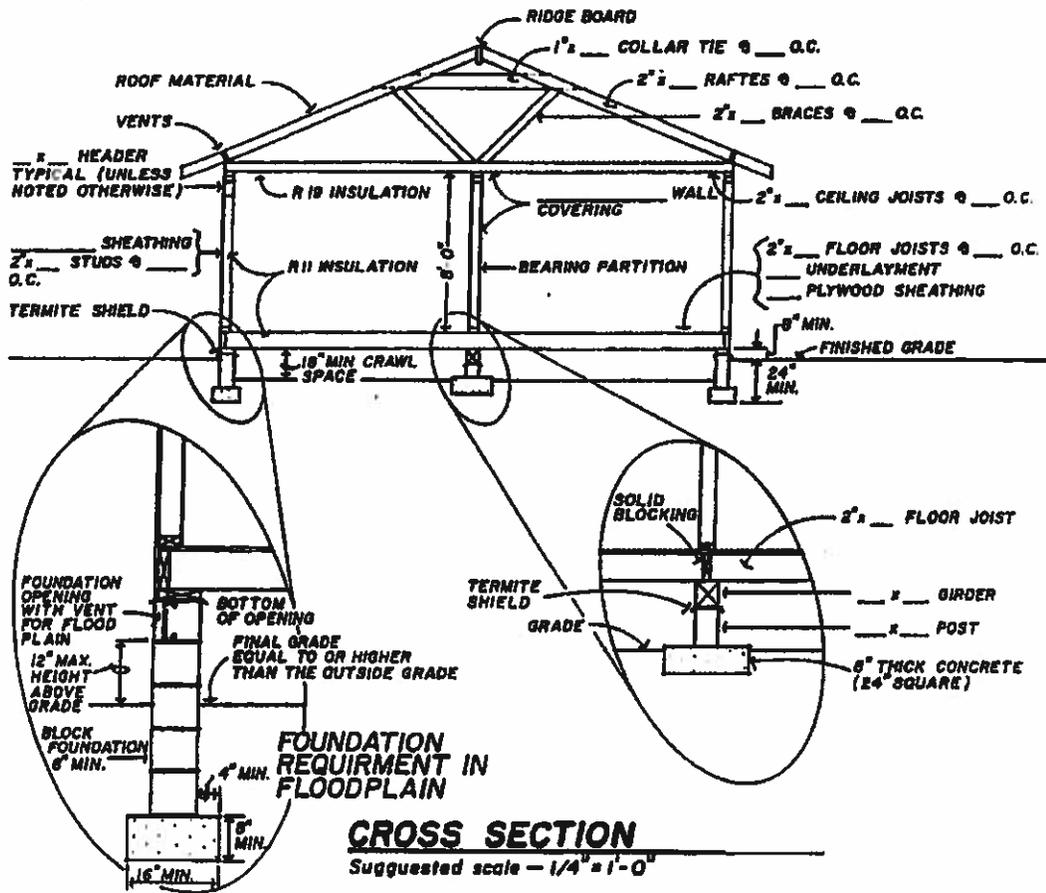


**FLOOR PLAN**  
Suggested scale - 1/4" = 1'-0"

- Indicate grade and species of all framing and structural lumber.
- Plan view of fireplace and hearth and furnace locations, flue sizes, chimney construction, materials, clearance from combustibles, height above roof and lateral support.
- Show egress windows sizes in bedrooms.

**STRUCTURAL CROSS SECTION DRAWINGS THAT SHOW:**

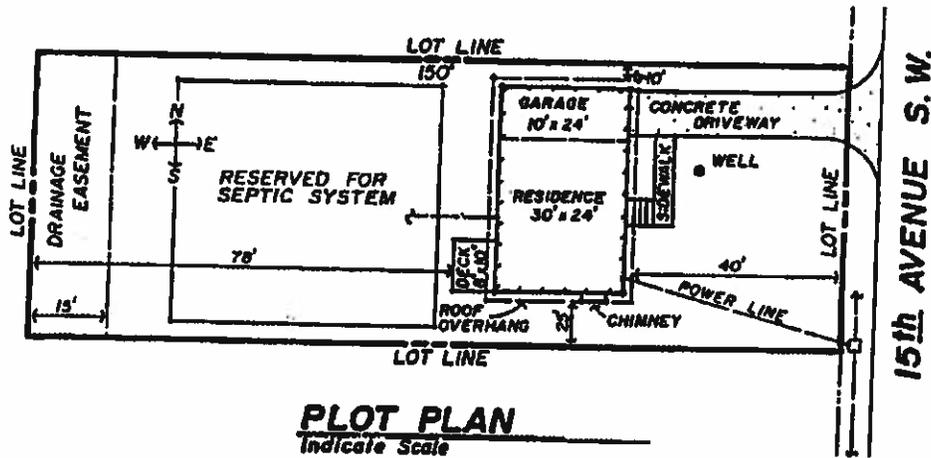
- Footing: minimum 24" below finished grade
- Footing sizes, foundation wall thicknesses, and maximum fill against wall
- Start and Finish Grade
- Bearing posts, columns, supporting footing sizes, and beam sizes under uniform and concentrated loads.
- Sill plates and anchorage method; allow minimum 8" clearance from sill plate to earth. Must install a termite shield under header plate at top of foundation wall.
- 12" minimum from beams to the ground (or crawl spaces, and 18" minimum clearance under floor joists.
- Size and spacing of studs and roof rafters, noting maximum span of rafters and method of bracing to bearing partitions. (If stamped engineered trusses are used, submit stress analysis and joint details, when requested).
- Sole plates, top plates, and ceiling joists.
- Sheathing, liner, and covering of roof and walls, floor and ceiling.
- All "R" values of insulation installed in the ceilings, walls, floors on the perimeter and on all ducting.
- Indicate grade and species of all lumber



To complete your application for a Residential Building Permit,  
You must have the following documents and information:

**PLOT PLAN:** Four (4) copies\* on at least, an 8 1/2 x 11 inch paper size to include the following information:

- Scale used and a marker showing a direction of North.
- Location and dimension of all property lines.
- Location, dimensions and use of all existing and proposed buildings and structures on the site and distances from property lines, or setback zones (wetlands, buffers, etc.)
- Location of underground power lines and all other utility lines.
- Location of well
- Location, name or number of all streets and alleys adjacent to the site. Show any offsite easements or private roads that provide access between the site and public road.
- Location of on-site parking and driveways (provide space for at least two cars).
- Proposed or existing location of septic tank and drainfield (and reserve drainfield), as required by the Health Department.



- \* One (1) Copy of the Plot Plan shall be submitted to the Health Department (Environmental Health Section) in application for a Sanitary Construction Permit, if applicable. This permit will give the specifications for the septic system to be installed.

**QUEEN ANNE'S COUNTY LAND USE – SETBACKS LISTED IN FEET**

| <u>AG</u>                          |                   | <u>FRONT</u> | <u>SIDES</u><br>Min/Total | <u>REAR</u> | <u>HEIGHT</u> |
|------------------------------------|-------------------|--------------|---------------------------|-------------|---------------|
|                                    | 20 acre lot       | 50           | 50/100                    | 50          | 40            |
| Neighborhood Conservation District |                   |              |                           |             |               |
| NC-1                               | 1 acre lot        | 35           | 20                        | 50          | 40            |
| NC-2                               | 2 acre lot        | 35           | 20                        | 50          | 40            |
| NC-5                               | 5 acre lot        | 35           | 20                        | 50          | 40            |
| NC-8                               | 8,000 sq. ft lot  | 25           | 8/18                      | 35          | 40            |
| NC-15                              | 15,000 sq. ft lot | 35           | 8/18                      | 50          | 40            |
| NC-20                              | 20,000 sq. ft lot | 35           | 15/35                     | 50          | 40            |
| Other Residential Districts        |                   |              |                           |             |               |
| CS                                 | 20 acre lot       | 50           | 50/100                    | 50          | 40            |
| E                                  | 2 acre lot        | 50           | 25/55                     | 100         | 35            |
| SE                                 | 1 acre lot        | 50           | 20/45                     | 75          | 35            |
| SR                                 | 30,000 sq. ft lot | 40           | 15/35                     | 50          | 35            |
| <u>VC w/sewer</u>                  | 10,000 sq. ft lot | 35           | 8                         | 40          | 40            |
| <u>VC w/o sewer</u>                | 20 000 sq. ft lot | 35           | 8                         | 40          | 40            |

**Special Setback Information**

In all zoning districts: A one hundred (100) foot setback is required from mean High Water Line or edge of tidal marsh/wetlands; except for properties mapped buffer exempt. A 50 ft setback may be allowed. Please call the zoning office for information. A twenty-five (25) foot setback is required from all non-tidal wetlands.

**Residential Accessory Structures Requirements**

1. A residential accessory structure must be located in rear or side yard. Corner lots and waterfront lots have greater restrictions. Call the office for setbacks.
2. It shall be located at least three (3) feet from any property line and at least six (6) feet from the closest point of the principle building.
3. Pools may be exempt from the setback from principle structure requirements under paragraph B (1)(b) [2] of this section, provided that the pool has a perimeter walkway of at least four (4) feet.
4. When the rear lot line abuts tidal wetlands, a residential accessory structure may be located in that portion of a front yard that is not within the front setback required by this subtitle.

5. Except in the AG and CS districts, all buildings on a residential lot of between two (2) acres and five (5) acres, other than the principle building, may not cover an area of the lot greater than 80% of the area covered by the existing principle building.
6. In all districts, all buildings on a residential lot of less than two (2) acres, other than the principle building, may not cover an area of the lot greater than 60% of the area covered by the existing principle building.
7. In the AG and CS Zoning Districts on lots between two (2) and five (5) acres, all buildings on the lot, other than the principle building may not cover an area of the lot greater than 200% of the area covered by the principle building; and the total square footage of all accessory structures shall not exceed 5,000 square feet.
8. A building on a residential lot less than two (2) acres may not exceed 20 feet in height.
9. A building on a residential lot greater than two (2) acres and less than five (5) acres may not exceed the greater of 20 feet in height or the height of the principle building.

**Accessory structure**, such as barns, stables and sheds may be located on existing large lots in the CS district outside building pads, provided the accessory structures shall have a pitched roof and meet all requirements of this subsection.

## Contact Information

**MDIA Inspection Agency** (inspections, building, electric, plumbing, gas & mechanical)  
8673 Commerce Drive, Unit 2  
Easton, MD 21601  
Hours of Operation: 8:00 a.m. to 4:00 p.m.  
Phone: 410-822-8300 or 1-800-242-6342 Fax: 410-820-4197

**Zoning Office** (permits & zoning information & sediment control)  
Queen Anne's County Planning & Zoning  
160 Coursevall Drive  
Centreville, MD 21617  
Hours of Operation 8:00 a.m. to 4:30 p.m.  
Phone: 410-758-4088 Fax: 410-758-3972

**Planning Department** (site plans, subdivision & bonding & surety requirements)  
Queen Anne's County Planning & Zoning  
160 Coursevall Drive  
Centreville, MD 21617  
Hours of Operation 8:00 a.m. to 4:30 p.m.  
Phone: 410-758-1255 Fax: 410-758-2095

### Additional Resources

**Department of Public Works** (county roads, storm water management, floodplain)  
312 Safety Drive - Centreville, MD 21617 Phone: 410-758-0920 Fax: 410-758-3341

**Environmental Health** (well & septic permits, perk tests, food service & water test)  
208 N. Commerce St - Centreville, MD 21617 Phone: 410-758-2281 Fax: 410-758-6602

**Plumbing Board** (plumbing permits, mechanical permits & licenses, gas permits)  
208 N. Commerce St. - Centreville, MD 21617 Phone: 410-758-1271 Fax: 410-758-6602

**Sanitary District** (sewer allocations, public water & sewer connections)  
310 Bateau Drive - Stevensville, MD 21666 Phone: 410-643-3535 Fax: 410-643-7364

**Electrical Board** (electrical & low voltage licenses)  
160 Coursevall Drive - Centreville, MD 21617 Phone: 410-758-3133 Fax: 410-758-8473

**Office of the Fire Marshal** (residential sprinkler, home occupation reviews & inspections)  
100 Communications Drive - Centreville, MD 21617 Phone: 410-758-4500 ext 1144 Fax: 410-758-2086

### Maryland Department of labor, Licensing and Regulation

[www.dlfr.state.md.us](http://www.dlfr.state.md.us)

**Smart Codes** - links to the new Maryland Building Rehabilitation Code  
[www.dhcd.state.md.us/smartcodes/index.cfm](http://www.dhcd.state.md.us/smartcodes/index.cfm)

### Maryland Home Builders Registration

[www.oag.state.md.us/homebuilder](http://www.oag.state.md.us/homebuilder)

## LOT COVERAGE SURFACE LIMITATIONS

|                                    | Existing     | To Be Removed | New          |
|------------------------------------|--------------|---------------|--------------|
| House                              | _____sq. ft. | _____sq. ft.  | _____sq. ft. |
| Detached/Attached Garage           | _____sq. ft. | _____sq. ft.  | _____sq. ft. |
| Paved Driveways/Sidewalks          | _____sq. ft. | _____sq. ft.  | _____sq. ft. |
| Paved Patios/Decks                 | _____sq. ft. | _____sq. ft.  | _____sq. ft. |
| Outbuildings                       | _____sq. ft. | _____sq. ft.  | _____sq. ft. |
| Swimming Pools                     | _____sq. ft. | _____sq. ft.  | _____sq. ft. |
| Other Lot Coverage Surfaces        | _____sq. ft. | _____sq. ft.  | _____sq. ft. |
| <b>Total Lot Coverage Surfaces</b> | _____sq. ft. | _____sq. ft.  | _____sq. ft. |

**GRAND TOTAL** \_\_\_\_\_ **SQ.FT.**

**Total Lot Coverage Surface allowed on the Lot** \_\_\_\_\_% or \_\_\_\_\_sq. ft.

-No Lot Coverage surface limit in IDA

-15% Lot Coverage surface limitation in LDA/RCA, except:

A parcel or lot one-half acre (1/2) or less in was a lot of record on or before December 1, 1985 Lot Coverage surfaces on the lot are limited to 25 percent of the parcel or lot

A parcel or lot 8,000 sq. ft. or less in size was a lot of record on or before December 1, 1985 Lot Coverage surfaces on the lot are limited to 25 percent of parcel or lot plus 500 sq. ft. Must meet 14-138(d)(8), I ii, and iii are met.

A parcel or lot 8,000 sq. ft. but less than or equal to 21,780 sq. ft. was a lot of record on or before December 1, 1985 Lot Coverage surfaces on the lot are limited to 31.25 percent. Must meet 14-138(d)(8), I ii, and iii are met.

A parcel or lot 21,780 sq. ft. but less than or equal to 36,300 was a lot of record on or before December 1, 1985 Lot Coverage surfaces on the lot are limited to 5,445 sq. ft. Must meet 14-138(d)(8), I ii, and iii are met.

**Compliance with 14-138(d)i, ii, & iii**

1. Did applicant minimize new Lot Coverage surfaces on the parcel or lot? \_\_\_\_\_

2. Did applicant minimize stormwater quality impact through site design and/or use of best management practices agreed on by County & the Critical Area Commission? \_\_\_\_\_

3. Mitigation requirements=I.S. \_\_\_\_\_sq. ft. X2= \_\_\_\_\_/43,560sq. ft. X70= \_\_\_\_\_ 4'-6' native trees. Note: All trees to be planted must be container grown. No bare root stock will be accepted.

Is Lot Coverage Surface on lot equal to or less than amount listed above? \_\_\_yes\_\_\_no

**EFFECTIVE 7/1/08 - LOT COVERAGE WILL INCLUDE GRAVEL DRIVEWAYS, PAVERS IN SAND & DECKS THAT DO NOT HAVE SPACING BETWEEN THE FLOOR BOARDS.**

Updated 7/1/16

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Clerk Signature

\_\_\_\_\_  
Date

Inspector's Signature

Date