

BUILDING PERMIT APPLICATION REQUIREMENTS FOR NEW TOWNHOUSE / DUPLEX DWELLINGS

(Effective September 22, 2021)

- Completed Residential Application.
- Three (3) sets of construction plans (for building). These construction plans must be signed and sealed by a MD registered Architect or Engineer, **unless the plans are for the developer's, builder's or contractor's own construction.** (However, any elements of construction that are beyond the scope of the building code must still be designed, sealed and signed by a MD licensed Engineer).
- Five (5) copies of site plan showing grades, water and sewer connections/cleanout, house setbacks, driveway location, sidewalks (for building).
- Two (2) copies of REScheck.
- New Residential Dwelling Assessment Worksheet.
- One (1) copy of **recorded** plat.
- Residential Water and Sewer Allocation Application (w/copy of approved Exhibit #1 of Water Service Contract if applicable).
- Adequate Public Facilities Ordinance (APFO) Exemption Form **OR** Certificates of Approval.
- Print out from the Maryland Department of Assessments and Taxation website www.dat.state.md.us from [Real Property Data Search](#) (if the ownership is different, you will need to provide Proof of Ownership with signature (i.e. recorded deed or HUD1 closing statement)).
- Monocacy Sewer System County Form – **This is ONLY REQUIRED IF ON COUNTY SEWER** (see *Note below).

NOTE: FEES ARE PAYABLE BY CASH OR CHECK ONLY TO THE CITY OF FREDERICK

BUILDING APPLICATION FEE	Per Dwelling Unit Less than or Equal to 2500 Sq. Ft. = Greater Than 2500 Sq. Ft. – Less than or Equal to 4000 Sq. Ft. = Greater Than 4000 Sq. Ft. – Less than or Equal to 6000 Sq. Ft. = Greater Than 6000 Sq. Ft. =	\$ 500.00 \$ 800.00 \$ 950.00 \$1,200.00
MARYLAND HOME BUILDER GUARANTY FUND		\$ 50.00
THE ABOVE CITY OF FREDERICK FEES ARE REQUIRED WITH SUBMITTAL OF APPLICATION		

YOU WILL RECEIVE A STATEMENT FOR ALL OTHER FEES DUE THAT ARE REQUIRED TO BE PAID PRIOR TO PERMIT ISSUANCE		
ELECTRICAL APPLICATION FEE	Per Dwelling Unit Less than or Equal to 2500 Sq. Ft. = Greater Than 2500 Sq. Ft. – Less than or Equal to 4000 Sq. Ft. = Greater Than 4000 Sq. Ft. – Less than or Equal to 6000 Sq. Ft. = Greater Than 6000 Sq. Ft. =	\$ 300.00 \$ 350.00 \$ 400.00 \$ 500.00
PLUMBING/ GAS (combined) APPLICATION FEE	Per Dwelling Unit Less than or Equal to 2500 Sq. Ft. = Greater Than 2500 Sq. Ft. – Less than or Equal to 4000 Sq. Ft. = Greater Than 4000 Sq. Ft. – Less than or Equal to 6000 Sq. Ft. = Greater Than 6000 Sq. Ft. =	\$ 400.00 \$ 450.00 \$ 500.00 \$ 600.00
WATER IMPACT FEE		\$ 5,620.00
SEWER IMPACT FEE (*if on COUNTY sewer system, refer to note below)		\$ 4,933.00
PARK FACILITIES DEVELOPMENT IMPACT FEE (HOA = Home Owner's Association)		\$ 868.00 not under a HOA or HOA with NO swimming pool OR \$ 568.00 for HOA WITH swimming pool
WATER CONNECTION		Refer to Water Connection Fee schedule
SEWER CONNECTION		Refer to Sewer Connection Fee schedule
WATER METER / 1" Standard w/Sprinkler Requirement		Refer to Water Meter Fee Schedule

***NOTE:** If the property is located in Ballenger Creek, Cannon Bluff, Clover Ridge, Dearbought, Main Farm, North Crossing, Tuscarora Creek, Tuscarora Knolls, Willowbrook, Worman's Mill (or on Frederick County Sewer System), this fee will not be charged by the City of Frederick. Contact Lauren Englar with the Frederick County Division of Utilities at 301-600-1179. Please complete and submit the **Monocacy Sewer System Form** with your building application packet.

FREDERICK COUNTY FEES ARE PAID DIRECTLY TO FREDERICK COUNTY PRIOR TO PERMIT ISSUANCE

A REQUIRED PAYMENT FORM WILL BE PROVIDED WITH PAYMENT INSTRUCTIONS WHEN REVIEWS ARE APPROVED.

FREDERICK COUNTY SCHOOL IMPACT FEE (per dwelling unit)	\$17,389.00
FREDERICK COUNTY LIBRARY IMPACT FEE (per dwelling unit)	\$ 659.00
TOTAL COUNTY IMPACT FEES	\$18,048.00



The City of Frederick, Maryland
Building Department
 140 W. Patrick Street, Frederick MD 21701 / 301-600-3812 / FAX 301-600-3826
 www.cityoffrederick.com

BUILDING / ZONING PERMIT APPLICATION

NEW DWELLING UNIT
Single Family, Townhouse, Two Family, Duplex

<i>FOR OFFICE USE ONLY</i>	
Appl. # _____	
App. Type Code _____	
Tax ID 02 - _____	
App. Date _____	

SECTION I – Complete in its entirety. Application will NOT be accepted unless all spaces are FULLY completed.

Location of Work	Address: _____	Zoning: _____
	Subdivision: _____	Lot No.: _____ Sq. Ft. Of Lot: _____

Builder Applicant	Contact Person: _____	
	Contractor: _____	MHBR # _____
	Address: _____	
	Phone: _____	Fax: _____ E-Mail: _____

Sub Contractors	Electrical	_____	City Registration # _____
	Plumbing	_____	City Registration # _____
	Gas	_____	City Registration # _____

Description of Work	Production Number: _____	Model Type: _____
	Total Sq. Ft. of Dwelling : _____	Is there a Home Owner's Association community swimming pool? <input type="checkbox"/> Yes <input type="checkbox"/> No

IMPROVEMENT COST = \$ _____ (DO NOT include Plumbing, Electric, Land)

Water	Connections are: <input type="checkbox"/> Existing <input type="checkbox"/> *Proposed IF PROPOSED , what size line? _____ Is this Tap Only? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Water Meter Required? <input type="checkbox"/> No <input type="checkbox"/> Yes IF YES , what size and type Domestic ; _____
Sewer	Is Sewer Served by: <input type="checkbox"/> Frederick City <input type="checkbox"/> Frederick County <input type="checkbox"/> Septic
	If on City sewer, connections are: <input type="checkbox"/> Existing <input type="checkbox"/> *Proposed IF PROPOSED , what size: <input type="checkbox"/> 6" or <input type="checkbox"/> 8"

***NOTE: Fees will be charged unless connection has been previously paid for by Owner/Developer. (Attach copy of receipt with this application)**

*Final Site Plan Case #: _____ Date of Approval: _____
 *Final Subdivision Case # _____ Date of Approval: _____ Book/Page No: _____
 Improvement Plan Case # _____ Date of Approval: _____

***(NOTE: Unconditionally approved, final site plan and recorded plat must be provided along with the permit application. Application will not be accepted if approvals have not been received prior to submission.)**

Yes No **Public Right-of-Way** Will any work associated with this permit be performed within the City's Right-of-Way?
Is Public Works Agreement & Surety in Place? Yes No **If YES**, provide Grading / Public Improvement Permit #:

Water Service Contract # _____

Is Property located in the Historic District? Yes No **If YES**, provide Historic Preservation Case # : _____

Is Property located in the Flood Plain? Yes No **Is Property owned by Frederick County?** Yes No

The City of Frederick, Maryland
 BUILDING / ZONING PERMIT APPLICATION
**NEW DWELLING UNIT(s) – Single Family, Townhouse, Two Family, Duplex
 (Page Two)**

FOR OFFICE USE ONLY
 Appl. # _____

APPLICANT/OWNER CERTIFICATION: The Applicant/Owner hereby certifies and agrees as follows:

That I am the owner, or authorized by the owner to act in their behalf as the owner's agent to make this Application. That the information given herein is true and correct and that all work being done under this application will comply with all applicable Federal, State and Local regulations. That work will be in accordance with and as indicated on the approved site and building plans, review comments, agreements, specifications, etc. unless otherwise approved by the Division Manager of Permits and Inspections. That the Division Manager of Permits and Inspections can revoke the building permit or stop work being done under the building permit for non-compliance with this agreement in part or in whole. Please be advised if the Building Permit is revoked ***all fees are non-refundable and non-transferable***. I further understand and agree that plans will be reviewed, inspections made and occupancy certificates issued, however, I assume ultimate responsibility for compliance of all codes, regulations, etc.

***PROPERTY OWNER SIGNATURE:** _____ **PRINT** _____ **TITLE** _____
****MUST PROVIDE AGENT LETTER FROM PROPERTY OWNER if signed by anyone other than Property Owner***

Property Owner Name: _____ Date: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Cell # _____ E-mail Address: _____

105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

SECTION II (For Office Use Only)

Building Permit Fee	\$ _____	Date Paid: _____	Rec'd by: _____
MD Guaranty Fund	\$ _____	Date Paid: _____	Rec'd by: _____
Electrical Permit Fee	\$ _____	Date Paid: _____	Rec'd by: _____
Plumbing/Gas Permit Fee	\$ _____	Date Paid: _____	Rec'd by: _____
Park Facilities Dev Impact Fee	\$ _____	Date Paid: _____	Rec'd by: _____
Water Impact Fee	\$ _____	Date Paid: _____	Rec'd by: _____
Sewer Impact Fee	\$ _____	Date Paid: _____	Rec'd by: _____
Water & Sewer Allocation Fee	\$ _____	Date Paid: _____	Rec'd by: _____
Water Connection Fee	\$ _____ Size _____	Date Paid: _____	Rec'd by: _____
Meter/Kornerhorn & Console	\$ _____ Size: _____	Date Paid: _____	Rec'd by: _____
Other _____	\$ _____	Date Paid: _____	Rec'd by: _____
Other _____	\$ _____	Date Paid: _____	Rec'd by: _____

Frederick County Fees:

Excise Tax \$ _____ Receipt Due - Date Rec'd: _____ Rec'd by: _____
 Impact Fee - (School/Library) \$ _____ Receipt Due - Date Rec'd: _____ Rec'd by: _____

SECTION III (For Staff Use Only) - REVIEW COMMENTS (Please write legibly)

Rev. Site Plan Attached Rev. Construction Plan Attached Fee Calculations attached _____

REVIEWED BY: _____ APPROVAL DATE: _____

Building (Blue) Planning (Green) Engineering (Salmon) Fire Code Review (Yellow) Other _____ Other _____

Applicant/Owner Initial: _____ Date: _____



Building Department

140 West Patrick Street, Frederick, MD 21701
301-600-3812 / Fax 301-600-3826 www.cityoffrederick.com

NEW RESIDENTIAL DWELLING ASSESSMENT WORKSHEET
(Form must be typed and completed in its entirety)

Company Name: _____

Applicant's Name: _____ Phone No: _____

Email: _____

Model Name / Designation: _____

Street Address of Project: _____

Subdivision: _____

Lot No: _____ Square Footage of Lot: _____

Type of House: Detached Single Family ___ Townhouse ___ Duplex
___ Condo Unit ___ Other _____

Number of Stories Above Grade: ___ 1 ___ 1.5 ___ 2 ___ 2.5 ___ 3

Square Footage of Finished Space: _____sf

Square Footage of Unfinished Space: _____sf

Total Square Footage of Structure: _____sf

Number of Bedrooms: _____

Number of Bathrooms: _____

Exterior Wall Covering: ___ Siding ___ Brick ___ Stone ___ Other _____

Foundation: ___ Full Basement ___ Full Crawl
___ Partial Basement/Crawl ___ Slab on Grade

Square Footage of Covered Porch/Stoop (with roof): _____sf

Square Footage of Open Porch/Stoop (no roof): _____sf

Square Footage of Sun Deck: _____sf

Garage: ___ Integral ___ Attached ___ Detached ___ N/A

Square Footage of Garage: _____sf Number of Cars: _____



Residential Water and Sewer Allocation Application

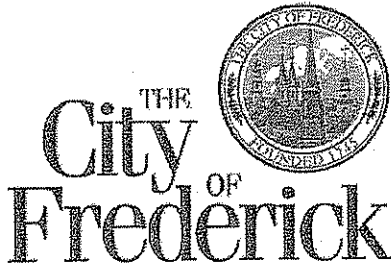
Please provide the following information to request water and sewer allocation for one or more new residential units as provided in the City Code Chapter 25 – Article IX, Water and Sewer Allocation and Impact Fees. Note: This application form is to be used for new Residential projects only.

Information is required for boxes marked with an * below:

Project Information					
*Development or Subdivision Name/Section:					
*Project Address:				* Lot Number:	
*Contact Name:		*Phone:		Email:	
*Unit Type	Single Family:		Townhouse:		Multi-Family/Condo:
Give a brief description of the proposed project:					
*Does the property have an active water/sewer contract (prior to July 2010) on file?				Yes	No
*If yes, please provide the contract number:					
Property Owner Information					
*Property Owner's Name:					
*Property Owner's Mailing Address:					
*City:		*State:		*Zip Code:	
Phone:		Email:			
As legal owner of the above property, I (we) certify, by signature below that: 1.) the information provided on this form is correct; 2.) I (we) authorize the requested allocation amount as above; and 3.) I am (we are) fully aware of and shall comply with all requirements, including payment of fees, as found in Chapter 25 - Article IX, Water and Sewer Allocation and Impact Fees, of the City Code.					
*Owner's Signature(s): _____				*Date _____	
For Official Use Only					
Building Permit # _____					
Allocation Granted: _____ GPD		Allocation Fee Due: \$ _____			
Water IF Due: \$ _____		Sewer IF Due: \$ _____			
Total Due: \$ _____					
Approval: Utility Eng. Tech: _____ Date: _____					

Standard Residential Allocation Amounts

TYPE OF DEVELOPMENT	Flow Factor Unit of Meas.		Flow Factor		Calc. Flow, gpd
Single Family (SF)	1 SF Dwelling	X	250	=	
Town House (TH)	1 TH Dwelling	X	225	=	
Multi Family (MF) Apt./Condo	1 MF Dwelling	X	175	=	



For Official Use Only	
PC Case Number:	
Hearing Date:	
DRC Date:	
Amount Paid:	\$
Date Paid:	

Planning Department * 140 W. Patrick Street * Frederick, Maryland 21701 * 301.600.1499

ADEQUATE PUBLIC FACILITIES ORDINANCE EXEMPTION APPLICATION

Two (2) copies of the application and supporting documentation, if applicable, must be submitted with all Final Site Plan, Final Subdivision Plat, Preliminary Subdivision, and Master Plan applications. One (1) copy must be provided with Building Permit applications. If the proposed development project does not qualify for an exemption under Chapter 4 of the City Code, the *Adequate Public Facilities Ordinance*, an **Application for APFO Testing** must be completed. Please legibly print or type the following application in its entirety.

APPLICANT INFORMATION	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
OWNER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:
DEVELOPER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:

All correspondence will be sent to the Applicant. If the owner also wishes to receive a copy, please check box:

PROJECT INFORMATION	
Project Name:	Tax ID:
Project Location/Address:	
Site Size (acres):	Project Size (acres or sq. ft.):
Existing # of Lots:	Proposed Number of Lots:

SEC. 4-5 GENERAL EXEMPTIONS

- Any project to be undertaken by the City
- Any residential project that does not create any additional dwelling units
- Any residential project that creates five (5) or fewer dwelling units
- Any nonresidential project for which a final site plan has been unconditionally approved (UA) and which has received an allocation through a water contract before April 15, 2007

Project #	Project Name	Approval Date	Water Allocation Contract #

- Any residential project that has received an allocation for all its units through one or more water contracts executed before April 15, 2007. If through a water contract executed before April 15, 2007, an allocation has been assigned to specific lots within a residential subdivision, or to a certain number of units within a multi-family structure, then that portion of the residential project that has received the allocation is exempt.

Project #	Project Name	Approval Date	Water Allocation Contract #

Internal Use Only:

Approved by: _____ Date: _____

SEC. 4-9 CERTIFICATE FOR WATER LINE CAPACITY (CAPF-WL)

- Preliminary Plat, Final Subdivision Plat, Final Site Plan, or Master Plan unconditionally approved prior to April 15, 2007

Project #	Project Name	Approval Date

- Construction on a lot of record that does not result in more than 20% increase in water line capacity over the existing development and consists of one of the following:
 - Change of use of a structure existing as of April 15, 2007
 - Renovation of a structure existing as of April 15, 2007
 - Construction of an addition 5,000 square feet or less to a structure existing as of April 15, 2007
 - Demolition of an existing structure as of April 15, 2007 and replacement with a structure no more than 5,000 square feet larger than the one demolished

Existing Structure Square Footage	Proposed Square Footage	Estimated Increase in Capacity*

List supporting documentation included:

Internal Use Only:

Approved by: _____ Date: _____

SEC. 4-10 CERTIFICATE FOR SEWER LINE CAPACITY (CAPF-SL)		
<input type="checkbox"/> Preliminary Plat, Final Subdivision Plat, Final Site Plan, or Master Plan unconditionally approved prior to April 15, 2007.		
Project #	Project Name	Approval Date
<input type="checkbox"/> Construction on a lot of record that does not result in more than 20% increase in sewer line capacity over the existing development and consists of one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Change of use of a structure existing as of April 15, 2007 <input type="checkbox"/> Renovation of a structure existing as of April 15, 2007 <input type="checkbox"/> Construction of an addition 5,000 square feet or less to a structure existing as of April 15, 2007 <input type="checkbox"/> Demolition of an existing structure as of April 15, 2007 and replacement with a structure no more than 5,000 square feet larger than the one demolished. 		
Existing Structure Square Footage	Proposed Square Footage	Estimated Increase in Capacity*
List supporting documentation included:		
<i>Internal Use Only:</i> Approved by: _____ Date: _____		

SEC. 4-11 CERTIFICATE FOR ROADS (CAPF-R)		
<input type="checkbox"/> Preliminary Plat, Final Subdivision Plat, Final Site Plan, or Master Plan unconditionally approved prior to April 15, 2007 (UA)		
Project #	Project Name	Approval Date
<input type="checkbox"/> Project generates no more than 15 peak hour trips		
<input type="checkbox"/> Construction on a lot of record that does not result in more than 20% increase in road capacity over the existing development and consists of one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Change of use of a structure existing as of April 15, 2007 <input type="checkbox"/> Renovation of a structure existing as of April 15, 2007 <input type="checkbox"/> Construction of an addition 5,000 square feet or less to a structure existing as of April 15, 2007 <input type="checkbox"/> Demolition of an existing structure as of April 15, 2007 and replacement with a structure no more than 5,000 square feet larger than the one demolished. 		
Existing Structure Square Footage	Proposed Square Footage	Estimated Increase in Capacity*
List supporting documentation included:		
<i>Internal Use Only:</i> Approved by: _____ Date: _____		

SEC. 4-12 CERTIFICATE FOR SCHOOLS (CAPF-SCH)

*For residential or mixed use projects only

Preliminary Subdivision Plat, Final Site Plan, or Final Plat approved with unconditional approval

Project #	Project Name	Approval Date

Master Plan approved with conditions

Project #	Project Name	Approval Date

Projects which qualify as "Housing for Older Persons" per Section 4-12(F)

Internal Use Only:
 Approved by: _____ Date: _____

"I hereby attest that the information provided on and attached to this application is complete and correct."

 Signature of Applicant/Agent

 Date

 Signature of Property Owner

 Date



WATER / SEWER TAPS and WATER METER CHARGES

Water METER Fees			
Meter Size	Meter Cost	6% Tax	Total Charge
3/4" Meter/Kornerhorn	\$363.00	\$21.78	\$384.78
Anti-Theft	\$363.00	\$21.78	\$384.78
1" Meter/Kornerhorn	\$619.00	\$37.14	\$656.14
1-1/2" Meter/Flange	\$633.00	\$37.98	\$670.98
2" Model 170 Meter	\$845.00	\$50.70	\$895.70
2" Compound Meter	\$2,120.00	\$127.20	\$2,247.20
3" Compound Meter	\$2,558.00	\$153.48	\$2,711.48
4" Compound Meter	\$3,908.00	\$234.48	\$4,142.48
*4" Fire Flow Meter	\$6,963.00	\$417.78	\$7,380.78
6" Fire Flow Meter	\$10,802.00	\$648.12	\$11,450.12
8" Fire Flow Meter	\$13,668.00	\$820.08	\$14,488.08
*10" Fire Flow Meter	\$18,675.00	\$1,120.50	\$19,795.50
*10" x 12" Fire Flow Meter	\$19,612.00	\$1,176.72	\$20,788.72
*12" Fire Flow Meter	*Market Cost		
*Needs to be ordered: Contact Purchasing at 301-600-1907 ABOVE PRICES EFFECTIVE TO 12-31-2022 Prices subject to change without notice			

** WATER TAP Fees	
(Does not include Meter Fees)	
Size TAP ONLY	Total Charge
3/4"	\$ 400.00
1"	\$ 400.00
1-1/2"	\$ 400.00
2"	\$ 400.00
4"	\$1,800.00
6"	\$2,200.00
8"	\$2,800.00
10"	\$3,400.00
12"	\$3,400.00
Prices subject to change without notice	

** SEWER TAP Fees	
6" or 8" TAP ONLY	\$500.00
Prices subject to change without notice	

****If the water & sewer lines have been installed in the right-of-way to the property lines, NO Tap fee needs to be collected.**

Fees:

1. All tap fees shall be paid prior to permit issuance.
2. All meter/detector check fees shall be paid prior to permit issuance.

Pick up of Meters:

1. Meters and meter settings that are to be installed by the developer/contractor are to be picked up at the:
 Department of Public Works located at: **111 Airport Drive, East. (Receipt of payment must be presented at time of pick up)**

Prior to picking up meters or meter settings call the Purchasing Dept. (301-600-1164 or 301-600-1196) to confirm availability

Water Taps:

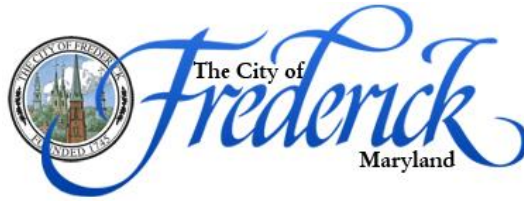
1. The City must make all taps 3/4" through and including 12".
2. Taps larger than 12" (contact your assigned City Project Inspector or the Project's Department Office Manager (301-600-6288).
3. Prior to requesting a tap be made, developer/contractor shall have excavation complete, tapping sleeve and valve installed and tested. This must be witnessed and approved by the City Project Inspector prior to tap being made.

Sewer Taps:

1. The City must make all sewer taps.
2. Prior to requesting a tap be made, developer/contractor shall have excavation complete.

General Notes:

1. Work within The Right-of-Way shall be in compliance with The City of Frederick Manual of Standard Details for Construction. Questions can be directed to your assigned City Project Inspector or the Project's Department Office Manager (301-600-6288).
2. Work on Private Property shall be in compliance with The City Plumbing Code. Questions can be directed to the City Plumbing Inspector (301-600-3820 or 301-600-3821).
3. Contact Miss Utility 1-800-257-7777, missutility.net, at least 2 full business days prior to starting work.



DATE: _____

TO: Lauren Englar / Frederick County Division of Utilities
DUSWMSubmittals@frederickcountymd.gov

FROM: Building Department – Supervisor, Permits and Licenses

SUBJ: Wastewater Allocation Form - CITY ANNEXED PROPERTY

An application has been submitted for a Frederick City building permit that requires the use of the Ballenger McKinney Wastewater Treatment Plant. Please collect the sewer capacity fees and confirm when the fees have been paid.

Building Type: Commercial_____ Single Family_____ Townhouse_____ Condo_____

Property Account ID # 02- _____ City Permit # _____

Subdivision: _____ Lot # _____

Property Street Address: _____

Property Owner's Name: _____

Applicant / Contractor / Owner - Email: _____

******* OFFICE USE ONLY BELOW *******

DATE APPROVED: _____	BY: _____ Engineering Department
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CAPACITY FEES PAID: _____	_____ Frederick County Division of Utilities
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The above property has been issued a Certificate of Use and Occupancy.	
DATE: _____	_____ City Building Department