

WHEN DRAWINGS/SKETCHES ARE REQUIRED FOR OVER-THE-COUNTER PERMITS

Over-the-counter permits drawings sizes are minimum 8 1/2" x 11" to maximum 11" x 17".

Three sets of the drawings to scale are required.

A site plan, drawn to scale, must accompany any applications for an addition, new construction, deck, driveway, sign, ramp, masonry fence or any accessory structure.

- ✓ When five (5) or more **floor joist** are being added or replaced floor plan details to scale are required.
- ✓ Drawings showing the footing are required for residential **masonry fences**.
- ✓ Drawings are required for residential **retaining walls**. (Residential retaining walls over five (5) feet require signed and sealed drawings and are not issued over the counter).
- ✓ Drawings showing floor plans, elevations, cross sections, foundation and fire rating if party line construction are required for single-family **additions** or **new construction < 600 square feet**.
- ✓ Drawings that are signed and sealed by a Professional Engineer or Architect registered in the State of Maryland are required for **rooftop decks**.
- ✓ Structural drawings that indicate the exact sequence of operation and are signed and sealed by a Structural Engineer registered in the State of Maryland are required for **underpinning**.
- ✓ **Temporary trailers** require a site plan, and a model number or State certification number.
- ✓ Drawings showing floor plans are required for single-family **gut rehab** structural or non-structural work.
- ✓ Drawings are required for **wall-mounted signs** and should be drawn to scale and show entire width of wall on which sign is to be mounted; this includes window signs.
- ✓ Drawings for **decks** must include extension of deck, height limitations and side elevation.

Depending on the type of permit you are applying for other documentation may be required.