

Development and Construction Process For Garrett County, Maryland

This guide is intended to provide direction in the development process in Garrett County. Whether building a new house, adding an addition or deck, renovating an existing building including finishing a basement, opening a new business or expanding an existing one, a permit or series of permits and/or approvals may be required. Proper planning at the beginning of a project will go a long way in navigating through the process and help you achieve your goal.

Based on the type of development you propose, one of the first steps is to evaluate what agencies may be involved in your project. This will depend largely on the location of your property and the scope of your project. It is recommended that you call the Permits and Inspections Office to review your project and provide an understanding of the regulatory process to secure a permit.

Once all relevant agencies have been determined for the project, the next step is to develop a site plan of the property that depicts where you wish to place an improvement (i.e. new structure, driveway, etc.) on the property. If the land has been recently subdivided (new plat) or there is a survey available, a copy of the plat is very useful in developing a site plan. If the property is located in a zoned area of the County or a municipality, a surveyed site plan (by surveyor) may be required (See Agencies).

For projects that require a large amount of earthwork and for all commercial projects, an engineered plan must be developed that provides proper sediment and erosion control during construction and addresses stormwater management. Additionally, for projects along any state highway or for commercial projects with access from County roads an engineered access plan shall be required.

Along with the site plan, a building plan needs to be developed that clearly indicates what is to be built. For most small projects (i.e. garages, outbuildings, decks, etc.) a hand drawn set of plans will be sufficient. For larger projects, floor plans and elevation plans will be required. If the project proposes any new construction activity beyond single family or duplex development, building plans are required to be prepared by a licensed architect and/or engineer and properly sealed. Two sets of building plans are required to be submitted to the Permits Office. Keep in mind that swimming pools require a building permit.

Upon completion of site and building plans, a permit application can be initiated by the owner, authorized agent of the owner or contractor. The permit application is made at the Permit and Inspections Office. Garrett County currently administers the 2015 International Building Code, 2015 International Residential Code, and the 2015 International Energy Conservation Code. Additionally, all codes adopted by the Maryland Codes Administration through the Maryland Building Performance Standards are in force in the County. They can be researched at the following website: mdcodes.umbc.edu/

The following is a list of agencies that may be involved in any construction project in Garrett County (www.garrettcountry.org):

1. MD State Fire Marshal's Office

Office Location:

67 Friendsville Road
McHenry, Maryland 21541
Telephone: 301-387-0437
Fax: 301-387-0438

Plans Review:

Maryland State Police
Western Operations Center
18345 Colonel Henry K. Douglas Drive, Suite 240
Hagerstown, Maryland 21740

Website: www.firemarshal.md.us

Telephone: 301-766-3888 or 877-890-0199 Fax: 301-766-3889

If you are planning on constructing any building other than a single or double family dwelling, you will need to review your plans with the Fire Marshal's Office. This would include any addition to any existing building or conversion of an existing building to another use. The Fire Marshal's office in Hagerstown shall review sprinkler plans for all new single family dwellings.

2. Garrett County Health Dept. – Environmental Health Services

Office Location:

1025 Memorial Drive Rm 102
Oakland, Maryland 21550

Website: www.garretthealth.org

Email: environmental.health@maryland.gov

Telephone: 301-334-7760 Fax: 301-334-7701
301-895-3111

Before constructing any building (including mobile homes) for human occupancy or use, a permit is required for a sewage disposal system and water supply system; review and sign-off of construction permits are required if public water and/or public sewerage is available. This office must review any addition or alteration to an existing building or septic system. Before subdividing land or offering lots for sale, it is necessary to have the lots evaluated for sewage disposal and have a plat prepared. A permit is required for a public swimming pool, food service facility, bathing beach, camp ground, or mobile home park and plans must be submitted for approval before construction begins. Proposed businesses which may be a source of air or water pollution must comply with all MDE requirements (i.e. an air quality permit to construct for fuel burning equipment, paint spray booths, chemical processing, etc.). Also, any commercial or residential open burning activity requires an air quality control permit.

3. Garrett County Department of Public Works – Public Utilities Division

Office Location:

2008 Maryland Highway, Ste. 2

Mt. Lake Park, Maryland 21550

Email: publicutilities@garrettcountry.org

Telephone: 301-334-6983 Fax: 301-334-6984

The Garrett County Department of Public Utilities (DPU) owns and operates the following water and sewer systems: Bloomington water & sewer, Carmel Cove water, Chestnut Ridge sewer, Crellin water & sewer, Deep Creek Lake sewer, Deer Park water & sewer, Friendsville water & sewer, Gorman water & sewer, Hutton sewer, Jennings sewer, Keyser Ridge water, Kitzmiller water & sewer, McHenry water, Thayerville water Mt. Lake Park – Loch Lynn Heights water, Shady Acres sewer, Shallmar water.

If your proposed construction requires water and/or sewer service and is located within one of the above service areas, prior approval must be obtained from DPU. All applicable fees must be paid prior to construction permit approval. The municipalities of Accident, Grantsville and Oakland must be contacted directly for water and sewer service within those towns. Mtn. Lake Park and Loch Lynn must be contacted directly only for sewer services.

4. Garrett County Department of Permits & Inspection Services

Office Location:

203 South 4th Street Room 208

Oakland, Maryland 21550

Email: permitsandinspections@garrettcountry.org

Telephone: 301-334-7470 Fax: 301-334-7469

The following services are offered under this division:

- *Building* - If you plan to erect, construct, reconstruct, alter, demolish or move a structure (including signs) or change the use of a building, a building permit is required countywide from the Office of Permits & Inspections. Plans may be required to be submitted detailing construction techniques and materials. Inspections are required at six (6) construction intervals including footer, foundation, framing, insulation, close-in and final approval for occupancy.
- *Electrical* – A permit is required beginning Jan. 1, 2010 countywide for all electrical work with some exceptions. Inspections are required through approved private electrical inspection agencies
- *Plumbing* – A permit is required countywide for all plumbing work except replacement of fixtures and appliances in the same location and repairs of leaks and stoppages except for replacement of drain traps. Inspections are required through an approved third party inspection agency.
- *Stormwater Management* – Prior to the start of any grading, clearing, filling or other earth change including timber harvesting which may: (1) introduce sediment into any natural or artificial drainage way or (2) move more than 100 cubic yards of earth, or (3) disturb more than 5,000 sq. ft. of surface area, a Garrett County Grading Permit must first be obtained. The permit application should include the Stormwater Management Plan along with an Erosion & Sediment Control Plan, depending on the project. The erosion and sediment control plan must be approved by the Garrett Soil Conservation

District, and the Garrett County Office of Stormwater Management must approve the stormwater management plan.

- *Floodplain* – A permit is required for any construction activity, grading and/or filling within the Federally delineated 100 year Floodplain of all streams in Garrett County. Maps showing these Floodplain areas are available for review at the Permits and Inspections Office.

5. Garrett County Department of Planning & Land Management

Office Location:

Courthouse
203 S. Fourth Street, Rm 210
Oakland, Maryland 21550

Email: planninglanddevelopment@garrettcounty.org

Telephone: 301-334-1920 Fax: 301-334-5023

The following services are offered under this division:

- *Zoning* – A zoning permit is required for development within the Deep Creek Watershed & incorporated towns of Accident, Friendsville, Grantsville, Loch Lynn Heights, Mt. Lake Park & Oakland. Please call to determine whether a zoning permit application is needed from the local town hall.
- *Addresses* – The Planning Office is responsible for assigning new addresses countywide as well as within the Town of Deer Park and the Town of Kitzmiller.
- *Subdivision* – All newly created lots and all new lot line adjustments must be reviewed and approved by the Planning Office for conformance to the Garrett County Subdivision Ordinance.
- *Licensing and Enforcement* - The Office of Licensing and Enforcement Management is responsible for the implementation and enforcement of various codes, ordinances and licensing regulations adopted by the Board of Garrett County Commissioners, including the Transient Vacation Rental Ordinance, Junkyard Ordinance, Livability Code, Mobile Home, Park Tax, Special Event Licensing and other property maintenance codes.

6. Garrett County Department of Public Works – Roads Division

Central Office Location:

2008 Maryland Highway, Ste. #3
Mt Lake Park, Maryland 21550

Email: roadsdepartment@garrettcounty.org

Telephone: 301-334-7488 Fax: 301-334-7489

If you plan on constructing a new commercial or residential driveway access onto a County Road, a County Entrance Permit will be needed. County Entrance Permit Applications are secured through the Permits and Inspections Office (See #4). A permit may also be needed if you propose a change in use on the property.

7. MD State Highway Administration

Office Location:

1251 Vocke Road

LaVale, Maryland 21502

Telephone: 301-729-8400 Fax: 301-729-6968

Commercial Access Permits:

Phone: 301-729-8400 Fax: 301-729-6968

If you plan on constructing a new commercial or residential driveway access onto a state highway, you will need an access permit from the respective State Highway Administration. A permit may also be needed if you propose a change in use on the property.

8. MD Dept. of Environment

Office Location:

160 South Water Street

Frostburg, Maryland 21532

Website: www.mde.state.md.us

Telephone: 301-689-8150

Fax: 301-689-6543

A permit (Non-tidal Wetlands and Waterway Construction Permit) is required from the Water Management Administration prior to: (1) changing, in any manner, the course, current or cross-section of any stream or body of water within the State, including changes to all 100 year floodplains (mapped as well as unmapped); and (2) undertaking regulated activities in a non-tidal wetland or within 25 to 100 feet of these areas. Property owners who want to be certain whether an activity is regulated or whether non-tidal wetlands exist on their property should consult the Department or a professional wetlands delineator. The Garrett County Permits and Inspections Office have guidance maps showing many of the larger wetlands in Garrett County.