



## NOTICE

### **BUILDING PERMIT REQUIREMENTS**

A Town building permit is required for almost all construction projects affecting the exterior of a property or structure. THE FOLLOWING IS A LIST OF SOME, BUT NOT ALL, OF THE PROJECTS FOR WHICH A PERMIT IS REQUIRED:

- a new shed or a replacement shed,
- a new or expanded driveway or a replacement driveway,
- a new or expanded sidewalk or replacement sidewalk,
- a new or replacement deck,
- a new or replacement fence,
- a new addition or exterior alteration,
- a new or replacement retaining wall,
- a new or replacement privacy wall,
- a new or replacement drainage discharge pipe,
- a new or replacement garage or carport
- a new or replacement stoop, porch or patio,
- a new or replacement tub/spa/pool,
- a new or replacement fixed standby generator
- a new or replacement dog run,
- a new or replacement freestanding radio or TV dish or antenna,
- installation of solar panels
- substantial grading, and
- any work beyond the front property line within the public right-of-way

The list is not exhaustive, and residents are urged to contact Town Hall (301-927-4262) to inquire whether a permit is required.

PRINCE GEORGE'S COUNTY also requires a building permit for most all of the projects listed above. Residents are urged to contact the County's Information and Permits Section (301-883-5776) to inquire whether a County permit is required.

PRINCE GEORGE'S COUNTY requires permits for certain interior work, including, but not limited to, structural, safety, electrical, plumbing, etc. projects.

#### **REQUIRED DOCUMENTS FOR BUILDING PERMIT APPLICATION**

Building permit applications must have the following documents:

- **Copy of the property plat**-mark on the plat where proposed structure or modification is to be placed.
- **Copy of county permit, if applicable**
- **Copy of county receipt of payment, if applicable**
- **Copy of building/design plans, if applicable**

*Applicants are encouraged to attach pictures and/or other documents to better describe their application.*

**\*FAILURE TO OBTAIN A REQUIRED TOWN BUILDING PERMIT SHALL CONSTITUTE A MUNICIPAL INFRACTION SUBJECT TO A \$200.00 PENALTY.**

**\*WHENEVER ANY WORK FOR WHICH A TOWN PERMIT IS REQUIRED HAS BEEN STARTED PRIOR TO OBTAINING A PERMIT, A SPECIAL REVIEW SHALL BE MADE AND A REVIEW FEE OF \$100.00 SHALL BE PAYABLE IN ADDITION TO ANY OTHER BUILDING PERMIT FEES.**