

DO I NEED A BUILDING PERMIT?



● Don't begin your next house project until you've reviewed the type of permit the work may require. ●

NO PERMIT

Small repairs such as:

- Replacement shingles or siding.
- Non-structural roof repairs.
- Replacement windows and exterior doors – no size change.
- Tree removal on homeowner's property.
- Replacement gutters and downspouts.
- Exterior painting.
- Landscaping with no grading.

TOWN ONLY

Generally, smaller projects affecting only the exterior of a property.

Examples:

- Fences - 4 feet high and under (new or replacement).
- Patios - 500 square feet or less (new or replacement).
- Sheds - 150 square feet or less (new or replacement).
- Drainage systems or structure.
- Any POD or Dumpster (no fee) on public or private property.

COUNTY ONLY

- Certain interior work, including, but not limited to, structural, safety, electrical, plumbing, and sometimes utility work.

Check with the County (see County Resources on page 2).

TOWN AND COUNTY

All exterior, larger projects which involve pouring concrete, grading, structural changes, and those projects which have specific code and safety requirements.

- Fences taller than 4 feet (new or replacement).
Also requires a Variance Request.
- Sheds larger than 150 square feet (new or replacement).
- Driveways or walkways (new, expanded or replacement).
- Decks; privacy walls; garages or carports; stoops, porches or porticos; patios larger than 500 square feet; tubs/spas/pools; fixed standby generators; and exterior stairs and/or steps (new or replacement).
- New addition or exterior alteration.
- New windows and exterior doors or changes to the existing opening.
- Solar panels.
- Grading.
- Exterior waterproofing including installing a sump pump with exterior drainage discharge pipe.

PERMITS CANNOT BE ISSUED FOR THE FOLLOWING:

- 1 Projects that encroach on a neighbor's property, even if a replacement.
- 2 Installing a drainage pipe of any kind that redirects water onto Town sidewalks, streets or neighboring properties.
- 3 Driveways or parking pads constructed in front of the house.
- 4 Outbuildings (sheds, garages, etc.) may not contain living space or be more than one story high.

BUILDING PERMITS THINGS TO CONSIDER



SPECIAL EXCEPTION - VARIANCES REQUIRED

- Fences over 4 feet in height.
Requires County and Town permit.
- Lot coverage exceeding 30 percent.
County variance required.
- Garages more than 15 feet in height.

The list is not exhaustive. Call the Town Hall for more information.

COUNTY RESOURCES

Contact the County's Information and Permits Section at (301) 636-2050 for County permitting questions or visit www.princegeorgescountymd.gov/1581/Building-Permits.

For information on zoning and permitted uses, contact Planning Information Services at Maryland National Capital Park and Planning Commission at (301) 952-3208.



PLAN AHEAD

It can take up to two weeks to receive a Town permit, and longer if a County permit is required.



STOP WORK ORDERS

Failure to obtain a required Town building permit shall be subject to a \$200 penalty. You can avoid Stop Work Orders with a little planning.



QUESTIONS

Call Town Hall about your project if you have any doubt. **DO NOT** rely solely on your contractor for this information, verify their assertion. Read Chapter 4 of Town Code titled "Building and Construction" at upmd.org/Code.

I NEED A BUILDING PERMIT - WHAT DO I DO NEXT?

STEP 01

Obtain a County permit, if needed.

STEP 02

Complete Town building permit application. Visit the Town's website at upmd.org/BuildingPermitApp.

STEP 03

Submit application with supporting documents and fee to the Town Clerk's office no later than 5 p.m. on the Wednesday before the Council meeting. Applications can be emailed or submitted at Town Hall.

Note: Property owners or their designee should plan to attend the Council meeting and be prepared to discuss their application. If you have any questions or are unable to attend the meeting, contact the Town Clerk.

