

Do I Need A Building Permit?

NO PERMIT

Small repairs such as:

- Replacement shingles or siding.
- Non-structural roof repairs.
- Replacement windows and exterior doors that do not change the size of the existing opening.
- Replacement gutters and downspouts.
- Exterior painting.
- Landscaping with no grading.

TOWN ONLY

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

Examples:

- Fences - any fence (new or replacement).
- Patios - 500 sq. feet or less (new or replacement).
- Sheds - 150 sq. feet or less (new or replacement).
- Drainage systems or structure.
- Any container or dumpster (no permit 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.

www.princegeorgescountymd.gov/1581/Building-Permits.

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 require a Special Exception.
- Sheds larger than 150 sq. feet (new or replacement).
- Driveways or walkways (new, expanded or replacement).
- Decks; privacy walls; retaining walls; garages or carports; stoops, porches or porticos; patios larger than 500 sq. 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 that change the size of the existing opening.
- Solar panels
- Grading that alters drainage pattern.
- Exterior waterproofing including installing a sump pump with exterior drainage discharge pipe.



PERMITS CANNOT BE ISSUED FOR THE FOLLOWING:

- Projects that encroach on a neighbor's property, even if a replacement.
- Installing a drainage pipe of any kind that redirects water onto Town sidewalks, streets or neighboring properties.
- Driveways or parking pads constructed in front of the house, except with a county variance.
- 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

- County: fences taller than 4 ft. in front yard and six feet in side and rear yards.
- Town: front yard fences, fences taller than 4 ft. in side yard and greater than 6 ft. in rear yard require special exception.
- Lot coverage exceeding 35 percent.
- Garages more than 15 feet in height.

This 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.

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" www.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 www.upmd.org/BuildingPermitApp.
- STEP 03:** Submit application with supporting documents and fee to the Town Clerk's office.
- STEP 04:** All documentation for Special Exception permit applications must be submitted the Wednesday prior to a Council meeting. The Mayor and Council review and vote on all special exception requests.

Note: Property owners or their designee should plan to attend the Council meeting and be prepared to discuss their application.

TREE REMOVAL AND REIMBURSEMENTS

Considering removal of a tree on your property? Please review the Tree Ordinance Flow chart before proceeding at www.upmd.org/TreeOrdinanceFlowchart.

For more information visit www.upmd.org/Trees.

QUESTIONS & CONTACT INFO

Email the Town Clerk at townhall@upmd.org or call (301) 927-4262.