

DO I NEED A BUILDING PERMIT?

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 (301-636-2050) to inquire whether a County permit is required.

PLEASE NOTE, PRINCE GEORGE'S COUNTY requires permits for certain interior work, including, but not limited to, structural, safety, electrical, plumbing, etc. projects. Interior work does not require a Town building permit.

REQUIRED DOCUMENTS FOR BUILDING PERMIT APPLICATION

A building permit application must be submitted along with the following documents:

- **Copy of the property survey/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. We cannot accommodate plans larger than 11"X 17". Plans may be emailed to the Town Clerk at townhall@upmd.org.**

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.**