



PREFACE

The purpose of this manual is to provide an overview of the procedures to apply for and obtain a building permit. This information is intended to be inclusive of the information needed, although, department procedures are subject to change without notice. **A permit is required for any construction that physically changes or adds any structure to your property.** Examples of property changes or additions are as follows:

- NEW BUILDINGS:** Dwellings, storage sheds, barns, carports, or garages.
- ADDITIONS:** Buildings, swimming pools, decks, family rooms, enclosed porches, basement remodeling, adding a bedroom.
- ALTERATIONS:** Beyond cosmetic such as converting a garage into a family room.
- DEMOLITION/MOVING:** Garages and houses.
- REPAIRS:** Any repair involving structural members (i.e. walls, girders, floor joists, etc).

WHERE TO APPLY / BUSINESS HOURS / PHONE NUMBERS:

The Department of Building, Permits & Inspections is located in the Government Office Building at 125 N. Division St., which is located on the corner of Rt. 50 East and N. Division St. The department is located in the basement. Business hours are 8:30 - 4:30 Monday through Friday. All permits are available to download from the departments' home page. If you have any questions, you may call (410)548-3130. Any correspondence may be faxed at (410)548-3183.

YOU SHOULD CALL TO SCHEDULE AN APPOINTMENT AND ENSURE SOMEONE WILL BE PRESENT TO ISSUE YOUR PERMIT.

GENERAL INFORMATION

PERMITS ARE REQUIRED FOR:

- A. The construction, reconstruction, renovation, remodeling, moving, demolition, structural alteration or change in the use of a building or a structure affixed into the ground.
- B. Any change in the bulk of the building or structure affixed into the ground, or a non-building use, but not including ordinary repairs which are not structural in nature.

APPLICATION PROCEDURES:

Applications for building permits shall be presented by the owner or lessee, (or agent of either), architect, engineer or builder employed in connection with the proposed work being authorized on the application. All required information and building plans and specification shall be presented at the time of completing a permit application. The review of your submitted plans will be evaluated in relationship to the compliance of the Building Code legally adopted by the City of Salisbury, Maryland.

SPECIFICATIONS ON PLANS:

Construction documents, special inspections and structural observation programs, and other data shall be submitted in one or more sets with each application for a permit. Construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a State of Maryland registered design professional.

SUSPENDED SLABS:

If a suspended slab is included in the construction, sealed plans and specifications for the suspended slab need to be submitted to the Building Department and approved prior to construction. Inspections of the suspended slab are required to be performed by a Maryland licensed architect or engineer.

ADOPTED CODES:

International Building Code - 2009 Edition
International Residential Building Code - 2009 Edition
National Standard Plumbing Code (Maryland State Plumbing Code) - 2006 Edition
International Mechanical Code - 2006 Edition
Fuel Gas Code - NFPA 54, 2006 Edition
Maryland Accessibility Code/Federal ADAAG Regulations
International Existing Building Code - 2009 Edition
State of Maryland Fire Prevention Code/NFPA Life Safety Code - 2006 Edition
National Electric Code - 2005 Edition
City of Salisbury Zoning Code (includes Historic District requirements and regulations)

EXPIRED PERMITS:

Once a permit is issued, construction must begin within 180 days. Construction may not cease for more than 180 days. If this time period is exceeded, the permit will automatically expire and a new building permit application will be required.

INSPECTIONS:

Every permit requires specific inspections: Most projects require several inspections. The type and number of inspections varies depending upon each individual project. Specific inspections can be discussed when the permit is issued. As an example, the inspections may follow this pattern for a new residence:

- A. **Footing Inspection:** To be inspected after trenches are excavated, forms erected, rebar is in place, but prior to pouring any concrete. In such case, if you are constructing a deck, the holes for the supporting columns will need inspected prior to placement of concrete and the supporting columns.
- B. **Suspended Slabs:** Must be inspected by a third party inspection agency and reports approved and signed by a State of Maryland Licensed Engineer and all reports forwarded to the Building Department.
- C. **Foundation Inspection:** Is required prior to the installation of sheathing or pouring of a slab.
- D. **Under Ground Inspection:** All under slab sewer lines are connected and pressure tested/head test approved prior to the placement of concrete.
- E. **Framing Rough-In:** Done after electrical, plumbing and mechanical installations have been completed and approved.
- F. **Gas Inspection:** Is required if new gas service is being installed.
- G. **Final Inspection:** Performed upon completion of all work and approved final plumbing and electrical inspections.

CERTIFICATE OF OCCUPANCY:

After all inspections have been completed and approved, the building official will issue a Certificate of Occupancy. No building, structure or addition may be lawfully used or occupied until the Certificate of Occupancy is issued.

TEMPORARY CERTIFICATE OF OCCUPANCY:

A temporary Certificate of Occupancy may be issued for the use of a portion or portions of a building or structure prior to completion pending various all other compliance issues are met. A temporary Certificate of Occupancy may be issued up to one to six months by the Director of Building, Permits & Inspections for cause shown by the building permit applicant.

SINGLE FAMILY DWELLING / TWO-FAMILY DWELLINGS

BUILDING PERMIT PROCEDURES

1. A legal description, street number and name of the parcel on which the proposed work is to be done and the owners name, address and phone number.
2. The owner/applicant must provide Contractor information and license or elect to represent themselves "Work by Owner."
3. A brief description of the work proposed.
4. Provide a copy of a water/sewer application from the Department of Public Works.
5. Provide a receipt from Wicomico County of paid "Development Impact Fees."
6. Submit two sets of "scaled" drawings showing the use or occupancy of rooms, dimensions, exits, foundation plan, roof plan, header/girder size, exterior elevations and spacing of structural members.
7. A site plan prepared by a Maryland licensed Surveyor showing the foot print of the structure and location on site in relation to set-back requirements. If total site area disturbance is greater than 5,000 sq ft, you will need a sediment/erosion control permit from the Wicomico County Soil Conservation (410)546-4777.
8. Total square footage of heated and unheated floor space.
9. If a truss is used in the construction of the roofing or floor system, a sealed drawing of the truss will be required. The drawing and specifications must be sealed by a Maryland licensed Engineer.
10. Elevations to indicate the story height, window size, exterior finish, etc.
11. Any amendments to the application plans or drawings must be filed with and approved by the Building Official, Zoning Administrator or Plans Examiner.

No construction is allowed until the permit is issued. Certain conditions may allow the department to issue a "foundation" or "grading" permit.

COMMERCIAL BUILDING PERMIT APPLICATION REQUIREMENTS

1. Legal description, street number and name of parcel on which the proposed work is to be done and the owners name, address and phone number.
2. The name of the general contractor and general contractor's license number with phone number.
3. A brief description of work proposed.
4. Provide a water/sewer application from the Department of Public Works.
5. Provide a waste water discharge application from the Department of Public Works.
6. Submit two sets of "sealed" drawings from a Maryland licensed architect or engineer. **All new projects are required to have a "code summary page" identifying the "Use Group", gross square footage, construction type, allowable height and area, open perimeter, occupant load, egress requirements, fire suppression requirements, zoning classification, required parking, accessibility requirements, landscaping, etc.**
7. Plans for all new projects and major renovations are required to be submitted to the Wicomico County Fire Protection Division. If you have any questions, you may call the Fire Protection Division at (410)548-994.
8. Prior to the issuance of a grading/building permit, an approved site plan must be approved by the Department of Public Works and prepared by a Maryland licensed engineer or Maryland licensed surveyor, a sediment and erosion control plan approved by the Maryland Department of Environment.

9. Floor plans that show the usage and occupancy or rooms, room dimensions, exits, etc.
10. Engineered structural details of footings, type/strength of concrete, rebar layout design, structural steel and any other important details related to the structural integrity of the building.

RENOVATION/ADDITION RESIDENTIAL PERMIT PROCEDURES

1. Legal description, street number and street name on which the proposed work is to be done and the owners name, address and phone number.
2. The name of the home improvement contractor and a copy of an active Maryland Home Improvement license.
3. A brief description of the nature of the proposed work.
4. An approved site plan including the dimensions from all property lines, the site plan must be completed by a Maryland Licensed Surveyor.
5. Two sets of plans drawn to scale showing the foundation plan, floor plan, roof/ceiling construction plan, and finish elevations.
6. Roof trusses must have a sign and sealed document for mechanical uplift and bracing requirements.

SWIMMING POOL PERMIT PROCEDURES

1. Legal description, street number and street name on which the proposed work is to be done and the owners name, address and phone number.
2. Name and address of the contractor. A current copy of the license must be on file with this office.
3. An applicable site plan including the dimensions from all property lines must be completed by a surveyor.

General building procedures for a pool:

Pools must have a 4 foot barrier that entirely surrounds the pool.

If your pool is built with a gate, they require a self latching gate which swings away from the pool. The latch must be on the inside of the gate.

All electrical outlets and other electrical fixtures shall be in accordance with the National Electric Code, and inspected by a licensed electrical inspector.

A final inspection is required by this department and all required barriers and a final electrical inspection is required.

DECK PERMIT PROCEDURES

1. Legal description, street number and street name on which the proposed work is to be done.
2. Name and address of contractor; the contractor must be a current licensed Maryland Home Improvement Contractor.
3. An applicable site plan including the dimensions from all property lines and showing where the deck is to be constructed.
4. A two copies of a construction plan drawn to scale and indicating all materials to be used.

General building procedures for a deck:

All supporting posts and/or piers must be at least 24 inches deep.

Stairs must be a minimum of 36 inches in clear width.

Stair treads must have a minimum depth of 10 inches with a maximum riser height of 7

3/4inches

Guardrails must be at least 36 inches tall if the deck is 30 inches or more above finish grade.

Guardrails must have vertical rails/pickets that does not allow the passage of a sphere 4 inches in diameter.