

# CITY OF SALISBURY

Department of Infrastructure & Development  
125 N. Division St., Rm. #202  
Salisbury, MD 21801  
Ph: 410-548-3130 Fax: 410-548-3107  
[www.salisbury.md](http://www.salisbury.md)

Building Permit #: \_\_\_\_\_

## ACCESSORY BUILDING PERMIT APPLICATION

(Accessory structure includes sheds, garages, decks, swimming pools, roof replacements, etc...)

### PROJECT INFORMATION

Application Date: \_\_\_\_\_ Est. Cost of Construction: \$ \_\_\_\_\_

Project Address: \_\_\_\_\_

Type of Improvement:  Garage  Shed  Deck  Swimming Pool  Re-Roof  Other: \_\_\_\_\_

Is the improvement located in a Historic District?  Yes  No

Is the improvement located in a Home Owner's Association?  Yes  No

If Yes, which Neighborhood Association? \_\_\_\_\_

Property Use:  Single Family Dwelling  Duplex  Townhouse  Apt. Bldg  Commercial

### PROPERTY OWNER INFORMATION

Name of Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### CONTRACTOR'S INFORMATION

Contractor's Name: \_\_\_\_\_ MHIC License #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Business Phone: ( ) - \_\_\_\_\_

**SWIMMING POOLS** - shall have a barrier/fence not less than 48-inches above finish grade with vertical openings not allowing passage of a 4-inch diameter sphere. Access gates shall open outwards away from the pool and shall be self closing and have a self locking device.

**DETACHED STRUCTURES** (*garages, sheds and carports*) - shall have minimum rear and side yard set backs of five feet (interior lots). A site/plot plan should accompany the building plans showing the location of the structure and the correct set backs. If the proposed structure is located on a corner lot with two street frontages, two front yard set backs of twenty-five feet are required and two side yard set backs of ten feet.

**DECKS/UNENCLOSED PORCHES** - may project not more than ten (10) feet in the required rear yard. Steps for entrance to the first floor may project into side and rear yards.

Applicant's Name: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Applicant's Email: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Plan Review Fee: \$ \_\_\_\_\_ Ck # \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Ck # \_\_\_\_\_

### Required Approvals Date/Initials

**Building** \_\_\_\_\_  
 **Historic** \_\_\_\_\_  
 **Zoning** \_\_\_\_\_

## RIGHT OF WAYS AND EASEMENTS

**This building permit authorizes the builder/contractor to construct the structure only within the foot print of the submitted plans. This permit DOES NOT give authorization to construct or install utilities in the City of Salisbury right-of-ways or easements. If any construction or installation of utilities is to be done in the City of Salisbury right-of-ways or easements, you MUST FIRST obtain written authorization from the Department of Public Works.**

### REQUIRED INSPECTIONS

! **Footing Inspection** - Footings/foundations shall be inspected before concrete is poured.

***Note:** The bottom of all footings shall be 24" below finish grade except accessory buildings under 600 square feet. Accessory buildings shall be a minimum of 12" below finish grade.*

! **Foundation/Floor Joist/Girders** - The foundation shall be inspected when the foundation, floor joist and girders are in place without sheathing.

! **Framing Inspection** - A framing inspection shall be made when the building has been completely roughed-in and when the plumbing, mechanical and electrical work has been inspected and approved. Proof of the plumbing, electrical and mechanical approved inspections shall be posted with the inspector's date and signatures.

! **Final** - A final inspection shall be made only after plumbing, electrical, mechanical, gas installations have been completed and approved. All final certificates of approval shall be made available to the Building Inspector prior or during the final inspection. No building shall be occupied until a Certificate of Occupancy has been issued.

***Note:** Final grading and drainage from the building shall be completed and in accordance with the Building Code and submitted site plans submitted and approved by the Department of Public Works.*

### PERMIT FEE SCHEDULE

| <b>Calculated Cost of Construction</b> | <b>Plan Review</b> | <b>Permit Fee</b>  |
|--|--------------------|--|
| Up to \$3,000                          | \$45               | \$50   |
| \$3,001 - \$100,000                    | \$80               | \$50 + .0165 calculated cost of construction                           |
| \$100,001 - \$500,000                  | \$200              | \$1,100 for the 1st \$100,000 plus \$10/\$1,000 additional or fraction |
| \$500,001 - \$1,000,000                | \$250              | \$4,400 for the 1st \$500,000 plus \$9/\$1,000 addition or fraction    |
| \$1,000,000 - Plus                     | \$300              | \$8,000 the 1st \$1,000,000 plus \$6/\$1,000 additional or fraction    |