

Town of Garrett Park



Town Office

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Garrett Park, MD 20896-0084

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Building Permit Application Instructions

1. Complete the Town Permit Application online at garrettparkmd.gov, or download, complete, and email the application with attachments, or mail the application with attachments to the Town Office.
2. Pay the applicable fee online, or by check:

Building Permit fees:

- \$75 for decks, stoops, and porch additions.
- \$.50 per SQ FT for accessory building (min - \$25, max - \$250).
- \$250 for an addition or reconstruction, \$500 for new home.

Credit card payments are accepted for Permit Fees online, in person, or by phone. Contact Town Office at 301-933-7488. Include a check if applying by mail.

3. Attach the required documents outlined below electronically to the online application, or in email if using downloaded forms. If you are submitting in paper form, include:

Two (2) copies of a site plan showing the size and the relationship of the existing and proposed structures to the property lines including: dimensions of all yards; all existing and proposed structures. This plan should be drawn on a copy of a house location survey, plat, or other similar document prepared by a Maryland licensed land surveyor. This plan must clearly show:

- Square footage of any proposed addition, including any proposed covered porches and decks elevated above the ground.
- Square footage of any existing building footprint, including any proposed covered porches and decks elevated above the ground.
- Distance of proposed new construction from lot lines.
- Distance of any existing structures from lot lines.

- a) If proposed construction extends into front yard, submit copies of surveys of adjacent properties showing distance of houses from street right of way.
- b) Photographs or measured drawings of all affected elevations of existing structures.
- c) New Residence: Off-street parking:
 - Evidence of compliance with Chapter 7, Section 712 of the Garrett Park Code of Ordinances
 - Evidence of compliance with Chapter 8, Section 801 of the Garrett Park Code of Ordinances
 - Application for Parking Pad or Driveway, if required

4. Is a Historic Area Work Permit (HAWP) required?

Provide the County Application/Permit # _____

5. Have you applied for a Montgomery County Building Permit?

If 'Yes,' Application/Permit # _____

If 'No,' state reason for not filing: _____

In some cases, the Town may require additional information before your application is accepted as complete, including, but not limited to:

Required:

Construction drawings of proposed new work.

All floor plans of existing structures (Minimum scale: 1/8 in. = 1 ft.).

All elevations of existing structures (Minimum scale: 1/8 in. = 1 ft.).

Property line survey stamped and signed by a Maryland registered land surveyor (minimum scale: 1 in. = 20 ft.), showing relationship of existing structures, if any, to property lines.

APPLICATION CHECKLIST

Required Documents for all Applications:

- 2 Copies of site plan, or an electronic copy
 Site plan shows:
 - Area of lot in square feet (SF).
 - Square footage of all existing buildings' footprints.
 - Square footage of any proposed addition, including porches and decks.
 - Distance of existing structures from lot lines.
 - Distance of proposed new construction from lot lines.
- Copies of surveys of adjacent properties, if required: Yes No (Circle one)
- Photographs/Measured Drawings (Circle one) of all affected elevations of existing structures.

Additional Documents that may be required:

- Construction drawings of proposed new work.
- All floor plans of existing structures (Minimum scale: 1/8 in. = 1 ft.).
- All elevations of existing structures (Minimum scale: 1/8 in. = 1 ft.).
- Property line survey stamped and signed by a Maryland registered land surveyor (minimum scale: 1 in. = 20 ft.), showing relationship of existing structures, if any, to property lines.
- Parking Pad or Driveway Permit Application (see attached Code excerpts)
- Other documents (Please list, as needed)

Calculations:

Total Lot Area: _____ SF
Lot Coverage (All structures - 20% max (County Ord.)): _____ SF _____ %
Lot Coverage (Main building only - 18% max (GP Ord.)): _____ SF _____ %

Set backs in feet: Front: _____ Left: _____ Right: _____ Rear: _____
 Building envelope indicated on plan?

Building height (measured from the existing grade prior to any alteration for construction to highest point of roof): _____ ft.

Floor Area Ratio (FAR): _____
 Areas excluded (Must be indicated on plan) :
 Garage (Area: _____ SF)
 Loft (Area: _____ SF)
 Other (Please list)