



## July 30th Flood Repair Permitting Process

**All Building permits for flood damage repair will be expedited by appointment at the George Howard Building at 3430 Court House Drive in Ellicott City. Call Elaine Hauck at 410-313-2433 for scheduling. Please follow instructions below.**

- Department of Inspections, Licensing and Permits (DILP) accepting four (4) appointments per day at 10 a.m., 11 a.m., 1 p.m., and 2 p.m. on Mondays and Tuesdays. (subject to change based on volume of requests)
- Process available until Dec. 31, 2016 while fee waivers for flood damage repair in effect
- To schedule appointment, all involved agents or parties need to be available to attend, including owner, tenant, contractors (General Contractor (GC), Electrical, Plumbing, Mechanical, etc.), and design professionals (Architect and/or Engineers). By having all in attendance, any questions may be answered with the goal of issuing a permit the same day.
- Owner must provide signed letter stating pre-flood fair market value of building (structure only, not including land value) along with cost estimate for proposed construction.
- Applicant must bring two (2) copies of plans with original seals and signatures (3 copies for Food Service Facilities requiring a Health Department review), completed application, and supplemental (water and sewer) information form.
- For exterior building repair items that may involve Historic Preservation Commission (HPC) approval, HPC approval should be obtained prior to submitting construction drawings. For assistance, contact Beth Burgess or Samantha Holmes at 410-313-2350.
  - Grant / tax credit opportunities available, but require Maryland Historical Trust approval
  - In-kind repairs (meaning same design and materials must be used) do not require approval, but will not qualify for financial assistance
- For Food Service Facilities needing Health Department Food Protection Program approval, contact Health Department at 410-313-1772. Prior Food Protection Program approval before submitting construction drawings is encouraged to make appointments more efficient.
- Following items do not require permit and can be completed at owner convenience:
  - General Clean up
  - Replacing drywall for Non-Load Bearing walls including adding or replacing insulation (If you discover framing needing repair once drywall is removed, then permit is required.)
  - Replacing any finishes like floor finishes, wall finishes, or lay-in ceilings. (Food service facilities should contact Health Department at 410-313-1772 before beginning work to discuss regulatory requirements for floors, ceilings, and walls.)
  - Repairing or replacing any “in kind” doors and windows with no new rough-opening framing. (In kind replacement/repair that does not use same design or materials may require Historic Preservation Commission approval - see above)

**For permit forms, go to [www.howardcountymd.gov/Departments/Inspections-Licenses-and-Permits/Forms-and-Fees](http://www.howardcountymd.gov/Departments/Inspections-Licenses-and-Permits/Forms-and-Fees)**