



HOWARD COUNTY DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

3430 Courthouse Drive

■ Ellicott City, Maryland 21043

■ 410-313-2433

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Residential Walk Through Building Permit Process Licenses and Permits Division

The residential walk through building permit process applies to miscellaneous residential permits including garages and additions less than 600 square feet total. This procedure will allow the same day issuance of building permits in this category only.

NOTE: Effective October 1, 2004, properties served by well and septic require prior approval by Environmental Health Department before starting the walk-through process. (see below)

Who is eligible to apply?

- Homeowners/contractors/owner's agent

When are applications accepted?

- **Wednesdays and Thursdays only between the hours of 1:00 p.m. to 3:00 p.m.**
- All applications must be made in person

Where do you apply?

- Front Counter
Licenses and Permits Division
3430 Court House Drive; Ellicott City, MD 21043
Telephone #: (410) 313-2455, option #4

NOTE: Contact Environmental Health Department at (410) 313-1771 for information concerning required signature approval before starting the walk-through process.

What is required?

- A completed building permit application
- Plot plans drawn to scale, except plot plans are not required for interior work
- All additions require construction drawings
- Payment of fees, payable to the Director of Finance
****CHECK, CASH OR MONEY ORDER ONLY ACCEPTED AT THIS TIME****

Typical miscellaneous residential building permits include but are not limited to the following:

Arbor over 200 sq. ft.	Fireplace and/or Woodstove	Tower
Chimney	Gazebo over 200 sq. ft.	Tents over 120 sq. ft.
Playhouse over 200 sq. ft.	Hot tubs (framing plans required)	Antenna over 12'
Demolition	Shed over 200 sq. ft.	Dish antenna over 3' diameter
Detached kiosk over 200 sq. ft.	Above ground pools	Inground swimming pool
Fences over 7' high	Detached freestanding deck over 25	Solar collector (roof or
(Less than 7' high subject to Zoning	sq. ft. and over 30" above grade and	ground mounted)
Regulations)	Attached deck any size	

Typical additions:

Garages	Screened porches	Additions under 600 sq. ft. (one story only and
Carports	Sunrooms	NO 2 nd story additions allowed through walk-through)

Building permit fee* based on \$0.18 per square foot, plus the \$25.00 non-refundable filing fee.
Excise tax and school surcharge will be applied to new construction areas only.

Typical residential alterations:

Finished basements
Interior alteration work throughout dwelling
Roof replacements
Damage repair in kind

Building permit fee* based on the following:

Filing fee (non-refundable)	\$25
Single/small room or area (200 square feet or less)	\$50
Larger area of alteration (over 200 square feet)	\$100

*Plus 10% technology fee added on total building permit fee

REQUIRED INFORMATION FOR PLOT PLANS

Street address and name of abutting street.

Property lines and lot dimensions.

Lot/Parcel number and square footage.

Building Restriction Lines (setback) and easement lines.

Show existing improvements (footprint), distances
to property lines and dimensions or square footage.

Show proposed improvements, distances to property
lines and dimensions.

Driveway or access.

Subdivision name, section and area.