



HOME IMPROVEMENT SUBMITTAL GUIDE/FEEs – EFFECTIVE 07/01/08

TYPES	SITE PLAN • (2 COPIES)	CONSTRUCTION DRAWINGS ♦ (2 COPIES)	BROCHURE ♦ (2 COPIES)	ENERGY WORKSHEET & INFORMATION (2 COPIES)	DRAINAGE PLANS (2 COPIES)	ELEVATIONS	MNCPPC SITE PLAN ZONE MINIMUM FEE ⁸ ♥♦♥♦	MNCPPC SITE PLAN ZONE MINIMUM FEE ¹ (Well & Septic) ♥♦♥♦	DPS SITE PLAN ZONE MINIMUM FEE ¹ ♥♦♥♦	DPS SITE PLAN ZONE MINIMUM FEE ¹ (Well & Septic) ♥♦♥♦		
Addition – Attached SFD/TH	X	X ¹		X	X ⁹	X ⁶	\$341.00	\$374.00	\$209.00	\$242.00		
Addition – Detached SFD	X	X ¹		X	X ⁹	X ⁶	\$341.00	\$374.00	\$209.00	\$242.00		
Interior Alteration		X					\$341.00	\$374.00	\$209.00	\$242.00		
Basement Renovation		X ⁶					\$341.00	\$374.00	\$209.00	\$242.00		
Bay Window	X	X				X ⁶	\$341.00	\$374.00	\$209.00	\$242.00		
Attached Carport	X	X			X ⁹		\$341.00	\$374.00	\$209.00	\$242.00		
Deck - less than 500 sq.ft.	X	X ⁷					\$203.50		\$121.00			
Deck	X	X ⁷					\$341.00		\$209.00			
Driveway Application (LD)	X						\$148.50 (Min. Filing Fee or 14.93% of Est. of Work)					
Dumpster in Street/ROW (LD)							\$192.50 (Min. Filing Fee or 14.93% of Est. of Work)					
Electrical Permit							\$99.00 (Minimum Filing Fee)					
Mechanical Permit							\$71.50 (Minimum Filing Fee)					
Fence	X						\$85.80		\$51.70			
Fireplace (Masonry)	X	X	X				\$341.00	\$374.00	\$209.00	\$242.00		
Fire Alarm/Sprinkler							\$170.50					
Garage	X	X			X ⁹	X ⁶	\$132.00		\$83.60			
Gazebo	X	X					\$132.00		\$83.60			
Hot Tub	X		X ²				\$132.00		\$83.60			
Patio/Slab (w/footings)	X	X ³					\$341.00	\$374.00	\$209.00	\$242.00		
Porch	X	X			X ⁹	X ⁶	\$341.00	\$374.00	\$209.00	\$242.00		
Breezeway	X	X				X ⁶	\$341.00	\$374.00	\$209.00	\$242.00		
Retaining Wall	X	X ³					\$203.50		\$121.00			
Roof (structural)		X ^{4 & 5}				X ⁶	\$341.00	\$374.00	\$209.00	\$242.00		
Swimming Pool (including fence, if applicable)	X	X					Above ground = \$275.00 In-ground = \$528.00		Above ground = \$170.50 In-ground = \$324.50			
Shed (1 sq.ft. to 200 sq.ft.) Shed (201 sq.ft. or greater)	X X	X					\$132.00 \$341.00 or \$0.38885/ Sq.Ft.		\$83.60 \$209.00 or \$0.24299/Sq.Ft.			
Small Land Disturbance (LD)							≤10,000-sqft = \$693.00 ≥10,001-sqft to ≤20,000-sqft = \$1,391.50					
WORK WITHOUT A PERMIT							\$121.00					
Well Permit							\$160.00 (10% A.E.F. will not be charged)					

ALL FEES SHOWN INCLUDE A 10% AUTOMATION ENHANCEMENT FEE

- 1 Higher fees may be required depending on the type and square footage of the building or structure.
 - 2 Showing manufacturer's installation requirements, U.L. listing and if hot tub, weight of tub filled.
 - 3 Cross Sectional Views. All retaining walls over 48" from footing to top of the grade on the highest side of the wall require stamped drawings from a Maryland Professional Engineering.
 - 4 Replacing existing shingles or adding a second layer does not require a permit.
 - 5 Elevations and framing details.
 - 6 Architectural drawings with floor plans to include location of: the furnace, water heater, electrical panel, smoke detectors, stairs and provide ceiling heights including the height under beams and pipes, size of windows and size and use of rooms.
 - 7 Plastic/Vinyl decking and or railings require an Evaluation Services (ES) report that shows the approved current code. Reports can be found at www.icc-es.org.
 - 8 On November 8, 2005, the County Council approved a special appropriation to the FY06 Operating Budget for the Department of Permitting Services for the creation of site plan enforcement inspection and review process. This special appropriation was needed to ensure that the Department of Permitting Services has sufficient resources to conduct height and setback inspections related to building permits for properties in zones that require site plan approval by the MNCPPC.
 - 9 If the lot size is 15,000 sqft. or less and the addition is 400 sqft or more.
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MUST SUBMIT:

- Two copies of a site plan, drawn to scale (1"=30'; 1"=20'), showing the size and location of all new construction and all existing structures on the site, distances from lot lines and established street grades, drawn in accordance with an accurate boundary line survey.
- ♠ Two copies of construction plans drawn to scale (1/4"=1'; 1/2"=1'), with sufficient clarity and detailed dimensions to show the nature and character of the work to be performed, including floor plans, cross sections and window and door schedules.
- ♣ Two copies of manufacturer's installation instructions and requirements.
- ♥ If property is located within Barnesville, Brookeville, Laytonsville, Poolesville or Washington Grove, a letter of approval or copy of permit must be submitted at time of application.
- ♦ If property is in a Municipality, Special Taxing District or Common Ownership Community, contact them to assure that you are in compliance with their process/requirements.
- ♪ If you are in a Home Owners Association (HOA), you must get approval from that organization, prior to construction.
- ♪ If the HOA you are in is part of the Churchill Town Sector or Montgomery Village Foundation, then approval from that organization is required prior to submission of application with Montgomery County.

Fees effective July 1, 2008