

## Residential Building Permit Submittals

1. **Building Permit Application:** Complete and sign the application for building permit.
2. **Plot plan:** Include (3 copies) of the Maryland Registered Land Surveyors property plan, showing all improvements and the location of the proposed structure, drawn TO SCALE. If a garage or carport will be constructed, show the location of the driveway and drive apron and indicate if they are existing or will be constructed.
3. **Structural drawings:** (3 sets) drawn TO SCALE showing:
  - a. Dimensioned foundation plan;
  - b. Dimensioned plan of each floor level, with the use of each area designated;
  - c. Cross section of exterior wall: Show footing, foundation wall, crawl space or basement, floor, wall, ceiling, attic and roof framing. Designate all the materials, and sizes to be used;
  - d. Indicate the scale that was used on the drawings.
4. Approval from Homeowners Association, if applicable.
5. Filing fee made payable to City of Rockville (25% of estimated building permit fee, minimum \$115.00).
6. **Additions MUST have Energy Code information included.**
7. **For garages or carports:** Contact the Department of Public Works at 240-314-8500 to obtain a PWK permit if constructing a new drive apron or widening an existing drive apron in Rockville's right-of-way. DPW approval is required prior to building permit issuance.
8. **Building additions and related improvements that result in more than 2,000 square feet of impervious area must provide for storm water management.** Contact the Department of Public Works at 240-314-8500 to obtain information about storm water management permits and requirements. DPW approval if applicable, is required prior to building permit issuance.
9. Plans should also contain foundation footprint calculation (all measurements shall be made between exterior faces of walls, piers or other means of support). Contact the Planning Division at 240 314-8200 for additional assistance.

For More Information Call: 240 314-8240