

Town of Greensboro 113 S. Main
Street
P.O. Box 340 Greensboro, MD 21639
410-482-6222
www.greensboromd.org



The following information is needed when applying for a Garage/Addition Permit:

1. A completed Garage/ Addition Permit application.
2. Four (4) sets of plot plans showing property lines, dimensions, location of all roads, parking spaces and location of existing and proposed buildings.
3. Two (2) complete sets of building plans or blueprints with a floor plan, door and window sizes, foundation plans, cross section details and elevations.
4. **A filing fee of \$120.75 plus \$.14 per square foot inspection charge.**

Checks should be made payable to the Town of Greensboro.

If you have any questions please contact the Planning and Zoning Office at the above listed phone number.



Garage/Addition Permit Application

Town of Greensboro
Residential permit application

Permit # _____
App. Date _____
App. Fee _____ MDIA fee _____
Date Paid _____

Email: _____

Flood Plain: Yes ___ No ___ Critical Area: Yes ___ No ___ Wetlands: Yes ___ No ___

Building Location _____

Owner's Name _____

Owner's Address _____

Phone Number _____ (home) _____ (work)

Property Description:

Lot frontage _____ Lot Depth _____

Current Use _____ Proposed Use _____

Type of Work:

Garage _____ Addition _____ Rehab _____ Other _____

Total Construction Cost \$ _____

As shown on Plot Plans:

Setbacks: Front Yard _____ Rear Yard _____ Side Yard _____ Side Yard _____

of Entrances _____ Width of Entrances _____ Height of Building _____

Square Footage of building _____

Type of Road _____ (state, town, county , other)

Type of Construction: Masonry ___ Modular ___ Wood Frame ___ Structural Steel ___

Reinforced Concrete ___ Other ___

Improvements:

___ Electrical ___ Plumbing ___ Hvac ___ Exterior ___ Interior ___ Other ___

Contractor Information:

Name _____ License # _____

Address _____

Telephone # _____ (Work) _____ (Cell)

You must list all contractors, electricians, plumbers etc. For additional space please use the back of this form.

The applicant hereby certifies and agrees as follows:

- 1- That he/she is authorized to make this application.
- 2- That the information is correct.
- 3- That he/she will comply with all regulations applicable hereto.
- 4- That no work will be performed on the above property not specifically described in the application.
- 5- That he/she grants Town Officials and agents of the town the right to enter the property for the purpose of inspecting the work permitted and posting notices.

Property Owner's Signature _____

Applicant's Printed Name _____

Applicant's Signature _____ Date _____

See attached inspection and information sheets. Inspections must be requested 24 hours in advance Monday through Friday.

Plans: Provide 4 plot plans showing the property lines, dimensions, location of all roads, acreage, driveways, and the location of existing and proposed structures. Provide 2 complete sets of building plans or blueprints which include a floor plan, door and window sizes, foundation plans, cross section details and elevations. Site plans are required for multi-family dwellings.

Obtaining a Residential Building Permit

Residential construction must conform to the Code of the Town of Greensboro and a building permit is required for new construction or significant alteration of any residential or accessory residential structure. This bulletin outlines the requirements you must meet to adhere to the code and obtain a permit..

A residential building permit must be applied for when undertaking:

- A. New residential construction
- B. An addition to an existing residence.
- C. An accessory building over 200Sf.

Step One:

Complete a residential building permit application available at Town Hall. You will need the following:

1. Property Owners Name. Fill in the current property owner's name, mailing address and telephone number.
2. Property Location. Provide the street name, parcel and lot number, and the subdivision name (if any). All of this information is included on your tax bill and is also available from Town Hall.
3. Lot Information. Provide the acreage of the lot, zoning classification, the street frontage, in feet and the depth of the lot in feet.
4. Critical Area, Floodplain, Wetlands. Check if the property is in the 1000ft. Chesapeake Bay Critical Area, in a floodplain, or contains wetlands.
5. Current Use/Proposed Use. Describe how the property is now used and how the property will be used after the improvements.
6. Proposed Work. Clearly describe what is to be built e.g. new home, addition etc.
7. Estimated value of new work. What is the value of the construction after it is completed?
8. Number of families, bedrooms, and bathrooms. How many families will be occupying the completed project and how many new bedrooms and bathrooms will be provided.
9. Setbacks and Height. Indicate the distance from the proposed construction to all property lines and the height of the structure in feet and the number of stories.
10. Other Improvements. Indicate if one of the listed improvements is involved.
11. Entrances. Indicate the number and width of any entrances proposed and the type of road on which your entrance will be located.
12. Type of Construction. Check the type of construction you will be using.
13. Contractors. Fill in the proposed builder, plumber and electrician, their address, license number and telephone number.
14. Plans Required. See Plot Plan and Construction Plan information sheets. Site Plans are required for multifamily construction. See Article XIV of the zoning regulations for site plan requirements.

Step Two:

When you have completed the application, bring it to Town Hall and the staff will check the information, compute all fees, and begin permit processing. Additional fees (other than the permit fee) may be assessed during the building permit process, depending on the nature and location of your project. All your property boundaries and proposed building corners should be visibly staked at this time so the property can be inspected.

Step Three:

1. The application is reviewed for compliance with applicable building codes.
2. The application is reviewed for compliance with all applicable zoning, storm water management, sediment control, fire codes, sewer and water allocations, the flood plain ordinance, forest conservation requirements, critical area, and wetlands regulations. If additional permits or certificates are required, you will be notified to submit them prior to issuance of the building permits.
3. Once the review process and approvals are completed, the Zoning Inspector will issue the permit. With the approved permit you will receive one set of approved plans, a site plan, copies of other applicable forms signed at the application stage and a building permit. The building permit must be posted on the site, in a weather proof jacket close to where the work is being performed.

Step Four:

You may commence work. Building permits are valid for 12 months. If construction is not started within this period, the permit becomes null and void. Permit extensions must be requested in writing prior to the date of expiration.

Step Five:

It is the responsibility of the applicant or their appointed agent to call for required inspections. Inspections are performed every other day by MDIA. Call Town Hall at 410-482-6222 and schedule an appointment at least 24 hours prior to requested inspections. Please see the attached sheet for a list of required inspections.

Step Six:

Occupancy inspections must be completed prior to occupants moving into the residence. Occupancy inspections are done on Tuesdays and Fridays by request. It is the owner's responsibility to call and schedule an appointment for the occupancy inspection. Call Town Hall at 410-482-6222.

Basic Residential Zoning Information

The following information is provided as basic assistance only. Details and exceptions are found in the Zoning Regulations and they are used as the final authority. Town staff will help you work through any complications that may arise.

Lot Sizes

| Zone | Lot Minimum Area St. Ft. | Sizes - Minimum Width Ft. | Maximum percentage of Lot Area that may be covered by buildings |
|--------------------|--|--|---|
| Residential (R1) | 75% of lots 12000Sf 25% of lots 10000Sf | 12000sf lots - 80Ft. 10000sf lots - 75Ft. | 50% |
| Residential (R2) | 12000sf | 65Ft | 40%. |
| Residential (R3) | 7500sf | 65Ft | 30% |
| Central Commercial | None | 0 | 100% |
| | | | |

Setbacks

| Zone | Front Setback | Side Setback | Rear Setback | Max. Height (Ft.) | Max. # of stories |
|--------------------|---------------|--------------|--------------|-------------------|-------------------|
| Residential (R1) | 25 Ft. | 8Ft. | 10Ft. | 35Ft. | 2 1/2 |
| Residential (R2) | 25 Ft. | 8Ft. | 10Ft. | 35Ft. | 2 1/2 |
| Residential (R3) | 25 Ft. | 8Ft. | 40Ft. | 35Ft. | 3 |
| Central Commercial | 0 | 0 | 10Ft | 40Ft. | 3 |

FOR OFFICE USE ONLY

BUILDING PERMIT NUMBER _____

DATE ISSUED _____

MINIMUM YARD REQUIREMENTS:

| SIDE SETBACK | FRONT SETBACK | REAR SETBACK | SIDE ST. | HEIGHT |
|--------------|---------------|--------------|----------|--------|
| | | | | |
| | | | | |

APPROVALS:

| TYPE | APPROVED | DENIED |
|---------------|----------|--------|
| BUILDING | | |
| ZONING | | |
| SEDIMENT | | |
| SWR & WTR | | |
| SW MANAGEMENT | | |
| CRITICAL AREA | | |
| FLOOD PLAIN | | |
| ENTRANCE | | |
| WETLANDS | | |
| OCCUPANCY | | |
| OTHER | | |

Application having been made for a building permit and the proposed structures and usage being in conformity with the Code of the Town of Greensboro, Maryland, I hereby issue this building permit for a period of 12 months from the date hereof or upon prior completion of work and issuance of a Zoning Occupancy Permit.

Subject to the following conditions :

Date _____ Zoning Inspector _____

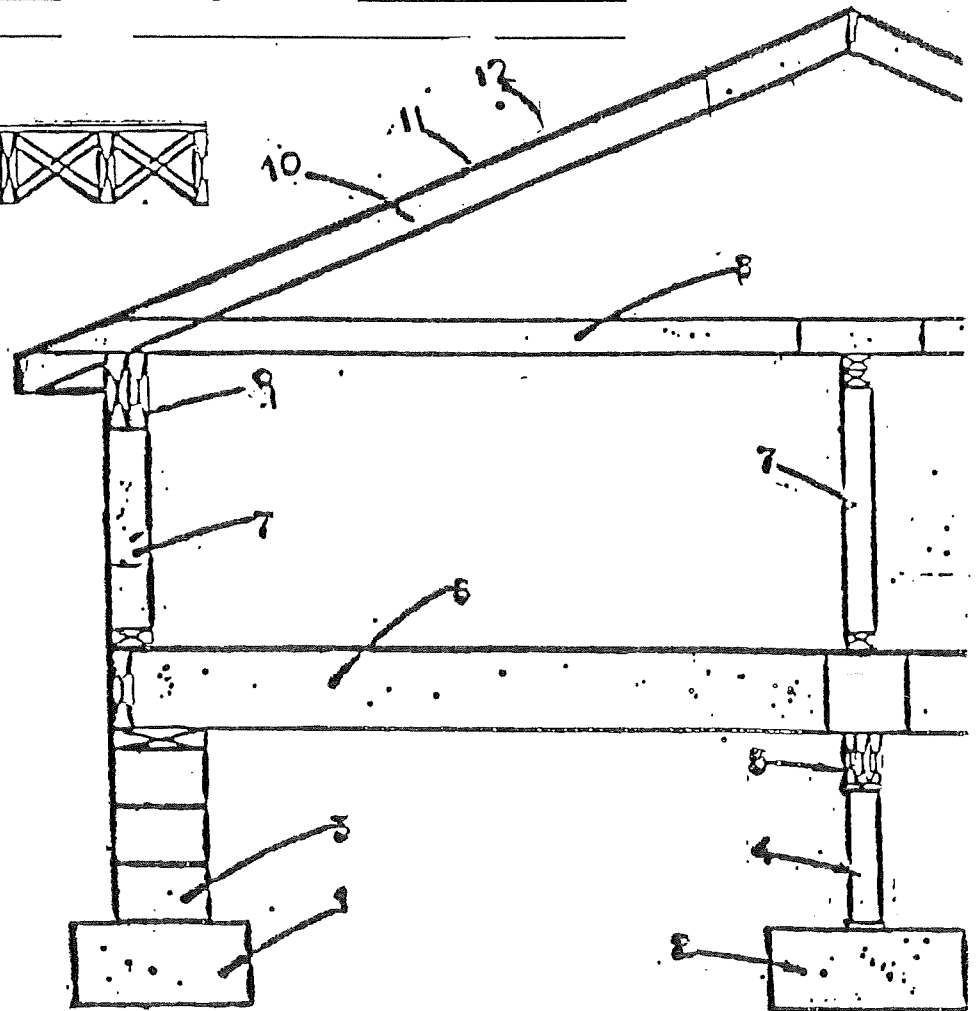
An occupancy permit is to be obtained prior to use of the structure for which this permit is issued. Please notify the Zoning Office when ready for final inspection.

BUILDING DETAIL SHEET

This form may be used in place of construction drawings for small additions or alterations to existing buildings. Provide the necessary dimensions for the items listed below.

- | | |
|-------------------------------------|----------------------------|
| 1. Footings _____ | 7. Partition _____ |
| 2. Pier Footing _____ | 8. Ceiling Joist _____ |
| 3. Wall thickness _____ | 9. Header _____ |
| 4. Column or Pier _____ | 10. Roof Rafter _____ |
| 5. Beam _____ | 11. Plywood _____ |
| 6. 1st. Floor Joist _____ | 12. Roofing Material _____ |
| 2 nd . Floor Joist _____ | |

Typical method of Bridging Joists



Owner _____

Builder _____