



Kevin Reichart, Mayor

PO Box 340
Greensboro, MD 21639
410-482-6222

DEPARTMENT OF PLANNING & ZONING

The following information is required when submitting a building permit application:

1. A Completed building permit application
2. Provide four (4) sets of plot plans showing property lines, dimensions, and locations of all roads, acreage, driveways and the location of existing and proposed structures.
3. Provide two (2) complete sets of building plans or blueprints with floor plan, door and window sizes, foundation plans, cross section details, elevations and locations of sprinkler system.
4. Site plans are required for all commercial, industrial and multi-family units.
5. Site plans must be signed and sealed by an engineer.
6. All building plans for any building, other than a one or two family dwelling, must be stamped and signed by a Maryland Registered Architect and/or Engineer.
7. Completed water/sewer connections permit application.

The Following fees may apply at the time the permit it approved:

- | | |
|---|------------------------|
| 1. The building permits fee | \$ 300 plus sq ft fees |
| 2. Guaranty Fee | \$ 50 |
| 3. Water Allocations | \$1,500 |
| 4. Sewer Allocations | \$9,525 |
| 5. Water and Sewer Connections | \$3,000 |
| 6. Caroline County School Impact Fees | |
| New single-family dwelling | \$5,000 |
| New multi-family-dwelling | \$5,000 per unit |
| 7. Fire Protection & Emergency Medical Service Impact Fee | \$2,000 (55+) |

As well as other required fees as determined by the town staff.

Town of Greensboro uses the following codes:

- 2021 International Building Code**
- 2021 International Residential Code**
- 2021 International Energy Conservation Code**

BUILDING PERMIT APPLICATION
Town of Greensboro
Residential Permit Application

Permit #: _____
Application Date: _____
Application Fee: \$ _____
MDIA Fee: \$ _____
Date Paid: _____

1. **Flood Plain:** Yes ___ No ___ **Critical Area:** Yes ___ No ___ **Wetlands:** Yes ___ No ___

2. **Building Location:** _____

3. **Owner's Name:** _____

Owner's Address: _____

Phone Number: _____ (home/cell) _____ (work)

4. **Property Description:**

Tax Map # _____ Parcel # _____ Lot # _____

Lot Frontage: _____ Lot Depth: _____ Zoning: _____

Subdivision Name (if any): _____

Current Use: _____ Proposed Use: _____

5. **Type of Work:**

Residential _____ Multi-family _____ Commercial _____ Industrial _____ Other _____

If other, please explain: _____

6. **Total Construction Cost:** \$ _____

7. **As show on Plot Plans:**

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

of Entrances _____ Width of Entrances _____ Height of Building _____

Square Footage of Building: _____

8. **Type of Road:** _____ (state, town, county, other)

9. **Type of Construction:**

Masonry _____ Modular _____ Wood Frame _____ Structural Steel _____

Reinforced Concrete _____ Other _____

10. **Improvements:**

Electrical _____ Plumbing _____ HVAC _____ Exterior _____ Interior _____ Other _____

11. **Contractor Information:**

Name: _____ License #: _____

Address: _____

Telephone #: _____ (home/cell)

You must list all contractors, electricians, plumbers, etc. For additional space, please use the back of the 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 four (4) plot plans showing the property lines, dimensions, and location of all roads, acreage, driveways, and the location of existing and proposed structures. Provide two (2) complete sets of building plans or blue prints which include a floor plan, door and window sizes, foundation plans, cross section details and elevations. Site plans are required for multi-family dwellings, commercial and industrial projects. All site plans must be signed by an engineer or architect.

Obtaining a Building Permit

All 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 structure. The bulletin outlines the requirements you must meet to adhere to the code and obtain a permit.

A building permit must be applied for when undertaking:

1. A new structure
2. An addition to an existing structure
3. An accessory building over 200 square feet

Step One:

Complete a building permit application form available by request from Town hall. You will need the following:

1. Flood plain, critical area and wetlands information as it pertains to the property.
2. The location of the proposed or existing building
3. The owner's name, address and phone number. If you are applying for a permit and are not the owner of the property both applicant and owner information will be required.
4. Property description: tax map and parcel information, lot size, zoning classification and subdivision name if any. (Town Hall can help you obtain this information)
5. The type of work you are proposing.
6. Total construction cost.
7. Plot plan information including setbacks, entrances, building heights and square footage
8. The type of road your project will be abutting.
9. The type of construction material to be used.
10. Any improvements such as electric, plumbing etc.
11. Contractor information if any
12. Engineer and/or Architect approved site plans and building plans are required for industrial, commercial, sub-divisions and multi-family units

Step Two:

When you have completed the application return it to town hall for review. The towns staff will check for completeness, compute all fees, and begin the permit process. Additional fees beyond the permit fee may be assessed during the building permit process depending on the nature and location of the project. All your property boundaries and proposed building corners should be visibly staked at this time so the property can be inspected for compliance.

Step Three:

1. The application is reviewed for compliance with applicable building codes.
2. The application is reviewed for compliance with all zoning, storm water management, sediment control, fire codes, sewer and water allocations, the flood plain ordinance, forest conservation requirements, and critical area and wetland regulations. If additional permits or certificates are required you will be notified to submit them prior to the building permit being issued.
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 building plans, a site plan, copies of any other applicable forms and a signed 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 12months. If construction is not started within this period, the permit becomes null and void. Permit extensions must be requested in writing prior to the expiration and will only be granted if work has shown progression.

Step Five:

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

Step Six:

Occupancy inspections must be completed prior to occupants moving into the building. Occupancy inspections are done on Tuesdays and Fridays by request. It is the owner's responsibility to call and schedule the inspection. Failure to obtain an occupancy permit will result in fines being issued. To schedule your occupancy inspection call 410-482-6222 at least 24 -hours prior to the date you are requesting the inspection.

Basic 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 or questions that may arise.

Lot Sizes

| Zone | Lot Minimum Area Square Foot | Sizes Minimum Width Feet | Maximum % of lot area that may be covered by buildings |
|-------------------------|--|---|--|
| Residential (R1) | 75% of lots 12,000 sq ft 25% of lots 10,000 sq ft | 12,000 sq ft Lots - 80 ft 10,000 sf Lots - 75 ft | 50% |
| Residential (R2) | 12,000 sq ft | 65 ft | 40% |
| Residential (R3) | 7,500 sq ft | 65 ft | 30% |
| Light Commercial (LC) | 8,000 sq ft | | 50% |
| Highway Commercial (HC) | 10,000 sq ft | | 25% |
| Central Commercial (CC) | None | | 100% |
| Industrial 1 (I-1) | 20,000 | | 50% |
| Industrial 2 (I-2) | 40,000 | | 50% |

Setback and Height Requirements

| Zone | Front Setback | Side Setback | Rear Setback | Max Heights | Max # of Stories |
|------|---------------|--------------|--------------|-------------|------------------|
| R1 | 25 ft | 8 ft | 10 ft | 35 ft | 2 1/2 |
| R2 | 25 ft | 8 ft | 10 ft | 35 ft | 2 1/2 |
| R3 | 25 ft | 8 ft | 40 ft | 35 ft | 3 |
| LC | 25 ft | 8 ft | 10 ft | 35 ft | 3 |
| CC | 0 | 0 | 10 ft | 40 ft | 3 |
| I-1 | 25 ft | 8 ft | 10 ft | 45 ft | 3 |
| I-2 | 50 ft | 25 Ft | 50 ft | 45 ft | 3 |

Builder/Contractor Information

Silt fencing must be installed prior to the start of any work.

New home construction, as well as, any other construction as deemed necessary by the Code Enforcement Officer, will require a dumpster be on premises and the contractor will be responsible for dumping the contents as needed. Failure to do so will result in a municipal infraction for the contractor and property owner.

Separate electrical, plumbing and entrance permits may be required. Contact MDIA at 410-822-8300 for these permits. Inspections can be called directly into MDIA for electric and plumbing.

The following fees must be paid before the building permit will be issued:

| | |
|---|--------------------|
| 1. Building Permits | \$300 + sq ft fees |
| 2. Guaranty Fee | \$50.00 |
| 3. Water and Sewer Allocations | \$4,500 |
| 4. Water and Sewer Connections | \$3,000 |
| 5. Caroline County School Impact Fee | \$5,000 |
| 6. Fire Protection and Emergency Medical Services Impact Fees (55+) | \$2,500 |

*Other fees may apply as determined by the Town of Greensboro



**Town of Greensboro
Required Inspections**

| Inspections | When |
|--------------------------------|---|
| 1. Zoning Inspection | Following stake out |
| 2. Sediment Control | Following stake out (as required) |
| 3. Footing – Concrete | Following trench excavation and prior to pouring |
| 4. Foundation – Framing | After completion of foundation and prior to backfill |
| 5. Framing – Roughing approval | Prior to insulation and after plumbing and electric |
| 6. Insulation | Prior to closing |
| 7. Water/Sewer Connection | Following installation of meter pit |
| 8. Sprinkler | Must obtain certificate from Fire Marshall prior to final |
| 9. Final – Electrical/Plumbing | Prior to receiving a Certificate of Occupancy |

A certificate of occupancy must be received by the applicant from the Town of Greensboro following the final inspections and prior to use of the property.

By signing this page, the applicant (or authorized representative) signifies that he/she has read and understands these regulations.

Signature of applicant/Authorized Representative

Date

All Electric and Plumbing permits/inspections must be done by Middle Department Inspection Agency (MDIA). Other company inspections or permits will not be accepted. MDIA Phone No. (410) 822-8300

For manufactured homes, please contact Greensboro Police Department 24-hours prior to delivery at (410) 482-6771.



Building permits # _____ Connection Permit # _____

Fee Paid _____ Check # _____ Date Issued _____

Location _____

Owner _____

Owner's Current Address: _____

Owner's telephone # _____

General Contractor: _____ Telephone # _____

Licensed Plumber: _____ License # _____

Plumber's Telephone # _____

It is the responsibility of the property owner to install water connections from the road to the dwelling. All equipment and fittings must be approved by the Greensboro Public Works Department prior to installation.

The Town of Greensboro requires 24-hour notice before any connections are made; Monday through Friday excluding holidays. All connections must be inspected prior to backfilling. In the event that the asphalt needs to be cut the property owner will be required to hire a responsible contractor to make the cut and fill any trench. The trench must be filled according to Town of Greensboro Standards. The asphalt that is removed must be replaced to the standards of the Greensboro Public Works Department.

Failure to obtain an inspection from the Greensboro Public Works Department will prevent a Certificate of Occupancy from being issued.

A licensed plumber must make all connections.

I acknowledge that I have read and agree to the above.

Applicant Signature

Date

Issued by

Date

Date: _____

COPIES OF THE FOLLOWING ARE TO BE SUBMITTED WITH THIS APPLICATION:

1. A COPY OF THE RECORDED PLAT SHOWING MAP, GRID AND PARCEL NUMBER
2. A SITE PLAN SHOWING THE PROPOSED DRIVEWAY IN RELATION TO STAT HIGHWAY

Applicants applying for an entrance permit within SHA Right-of-Way must contact:

Jay Schmick, Resident Maintenance Engineer
State Highway Administration
Denton Maintenance Facility
508 Caroline Street
Denton, MD 21629
Phone: 410-479-0770

Applicants applying for an entrance permit WITHIN THE LIMITS OF AN INCORPORATED TOWN shall notify the Town Office and have the application reviewed and signed below by the Town Manager PRIOR to submittal to Maryland State Highway Administration.

| | | |
|-------|--------------|-------|
| _____ | _____ | _____ |
| Town | Town Manager | Date |

TO BE COMPLETED BY APPLICANT:

Applicant's Name:

| | |
|---------|-------------|
| _____ | _____ |
| (Print) | (Signature) |

Applicant's Phone: _____ (home/cell) _____ (work)

Applicant's COMPLETE Address:

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.