



**BUILDING PERMIT APPLICATION REQUIREMENTS FOR  
NEW CONDOMINIUM / APARTMENT DWELLINGS**

(Effective July 1, 2017)

- Completed Commercial Application for the SHELL building + Residential Application for **each** dwelling unit.
- Four (4) sets of construction plans (for building). These construction plans must be signed and sealed by a MD registered Architect or Engineer, **unless the plans are for the developer's, builder's or contractor's own construction.** (However, any elements of construction that are beyond the scope of the building code must still be designed, sealed and signed by a MD licensed Engineer).
- Five (5) copies of site plan showing grades, water and sewer connections/cleanout, house setbacks, driveway location, sidewalks (for building).
- Two (2) copies of REScheck.
- New Residential Dwelling Assessment Worksheet.
- One (1) copy of **recorded** plat.
- Residential Water and Sewer Allocation Application (w/copy of approved Exhibit #1 of Water Service Contract if applicable).
- Adequate Public Facilities Ordinance (APFO) Exemption Form **OR** Certificates of Approval.
- Print out from the Maryland Department of Assessments and Taxation website [www.dat.state.md.us](http://www.dat.state.md.us) from [Real Property Data Search](#) (if the ownership is different, you will need to provide Proof of Ownership with signature (i.e. recorded deed or HUD1 closing statement).
- Monocacy Sewer System County Form – **REQUIRED ONLY IF ON COUNTY SEWER** (see \*Note below).

**(Please consult with the Permits Coordinator at 301-600-3829 PRIOR to submitting payment and applications)**

**NOTE: FEES ARE PAYABLE BY CASH OR CHECK ONLY TO THE CITY OF FREDERICK**

TYPE OF FEES COLLECTED FOR APTS/CONDOS	SHELL – COMMERCIAL APPLICATION	RESIDENTIAL APPLICATION EACH Dwelling Unit
BUILDING APPLICATION FEE - ( <b>\$200.00 minimum</b> ) (SHELL APPLICATION – Include only common areas + any square footage not reflected in individual units.	\$0.19/sq. ft. – <b>TOTAL</b> Space	\$ 400.00
FIRE CODE REVIEW FEE* ( <b>\$80.00 minimum</b> ) ** If dwelling is arranged as townhouse, then this fee does not apply.	\$0.16/sq. ft. – <b>TOTAL</b> Sq. Footage**	\$0.16/per <b>TOTAL</b> Sq. Ft. **
MARYLAND HOME BUILDER GUARANTY FUND ***This fee does not apply to Apartment Buildings or Apartment units.	\$50.00 per Shell ***	\$50.00 per unit***
<b>THE ABOVE CITY OF FREDERICK FEES ARE REQUIRED WITH SUBMITTAL OF APPLICATION</b>		

YOU WILL RECEIVE A STATEMENT FOR ALL OTHER FEES DUE THAT ARE REQUIRED TO BE PAID PRIOR TO PERMIT ISSUANCE		
ELECTRICAL APPLICATION FEE	SHELL – Refer to Commercial Schedule (requires separate permit)	\$ 300.00 <b>EACH</b> Dwelling Unit
PLUMBING / GAS (combined) APPLICATION FEE	SHELL – Refer to Commercial Schedule (requires separate permit)	\$ 300.00 <b>EACH</b> Dwelling Unit
WATER IMPACT FEE	\$ 4,186.00 x number of dwelling units	
SEWER IMPACT FEE (*if on COUNTY sewer system, refer to note below)	\$ 3,675.00 x number of dwelling units	
PARK FACILITIES DEVELOPMENT IMPACT FEE (HOA = Home Owner's Association)	\$ 868.00 not under HOA or HOA with <b>NO</b> swimming pool <b>OR</b> \$ 568.00 for HOA <b>WITH</b> swimming pool	
WATER CONNECTION	Refer to Water Connection Fee schedule	
SEWER CONNECTION	Refer to Sewer Connection Fee schedule	
WATER METER	Refer to Water Meter Fee Schedule	

**\*NOTE:** If the property is located in Ballenger Creek, Cannon Bluff, Clover Ridge, Dearbought, Main Farm, North Crossing, Tuscarora Creek, Tuscarora Knolls, Willowbrook, Worman's Mill (or on Frederick County Sewer System), this fee **will not** be charged by the City of Frederick. Contact Lauren Englar with the Frederick County Division of Utilities at 301-600-1179. Please complete and submit the **Monocacy Sewer System Form** with your building application packet.

**FREDERICK COUNTY FEES ARE PAID DIRECTLY TO FREDERICK COUNTY PRIOR TO PERMIT ISSUANCE**

A REQUIRED PAYMENT FORM WILL BE PROVIDED WITH PAYMENT INSTRUCTIONS WHEN REVIEWS ARE APPROVED.

FREDERICK COUNTY SCHOOL IMPACT FEE (per dwelling unit)	\$ 6,291.00
FREDERICK COUNTY LIBRARY IMPACT FEE (per dwelling unit)	\$ 385.00
<b>TOTAL COUNTY IMPACT FEES</b>	<b>\$ 6,676.00</b>



The City of Frederick, Maryland  
**Building Department**  
 140 W. Patrick St., Frederick MD 21701 / 301-600-3808 / FAX 301-600-3826  
 www.cityoffrederick.com  
**BUILDING / ZONING PERMIT APPLICATION**  
**MULTI-FAMILY UNITS**  
**(Condominiums / Apartments)**

<i>FOR OFFICE USE ONLY</i>	
Appl. # _____	
Appl. Type Code _____	
Tax ID 02- _____	
Appl. Date _____	

**SECTION 1 – Complete in its entirety. Application will NOT be accepted unless all spaces are FULLY completed.**

<b>Location of Work</b>	Address:	Bldg. #	Unit #
	Subdivision:	Lot #	Zoning

<b>Builder Applicant</b>	Contact Person:		
	Contractor:		MHBR #
	Address:		
	Phone:	Fax:	E-Mail:

<b>Sub Contractors</b>	<b>Electrical</b>		City Registration #
	<b>Plumbing</b>		City Registration #
	<b>Gas</b>		City Registration #

<b>IMPROVEMENT COST = \$</b>		<i>(DO NOT include plumbing, electric or land)</i>	
Production #		Model Type:	
TOTAL SF of UNIT:	CONDO <input type="checkbox"/>	OR	APT. <input type="checkbox"/>
Description of Work:			
<b>Fire Protection Summary</b>		Comments <i>(Check responses or provide information where requested)</i>	
Sprinkler - <i>(requires separate permit)</i>		<input type="checkbox"/> NFPA13 <input type="checkbox"/> NFPA-13D <input type="checkbox"/> NFPA-13R <input type="checkbox"/> Complete <input type="checkbox"/> Partial	

The City of Frederick, Maryland  
**BUILDING / ZONING PERMIT APPLICATION**  
**MULTI-FAMILY UNITS**  
**(Condominiums / Apartments) (Page Two)**

FOR OFFICE USE ONLY

Appl. # \_\_\_\_\_

**APPLICANT/OWNER CERTIFICATION: The Applicant/Owner hereby certifies and agrees as follows:**

That I am the owner, or authorized by the owner to act in their behalf as the owner's agent to make this Application. That the information given herein is true and correct and that all work being done under this application will comply with all applicable Federal, State and Local regulations. That work will be in accordance with and as indicated on the approved site and building plans, review comments, agreements, specifications, etc. unless otherwise approved by the Division Manager of the Building Department. That the Division Manager of the Building Department can revoke the building permit or stop work being done under the building permit for non-compliance with this agreement in part or in whole. Please be advised if the Building Permit is revoked **all fees are non-refundable and non-transferable**. I further understand and agree that plans will be reviewed, inspections made and occupancy certificates issued, however, I assume ultimate responsibility for compliance of all codes, regulations, etc.

**PROPERTY OWNER** (not tenant/leasee):

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Title (if Corp. /Bus.) \_\_\_\_\_  
*You **MUST PROVIDE AGENT LETTER FROM PROPERTY OWNER** if signed by anyone other than Property Owner listing your name.*

**Property Owner Name** (as listed on Deed): \_\_\_\_\_ **Date** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **Apt. /Suite #** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**Cell #** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**105.3.2 Time limitation of application.** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

**SECTION II - (for OFFICE USE ONLY)**

Building Permit Fee	\$ _____	Date Paid: _____	Rec'd by: _____
Fire Code Review Fee	\$ _____	Date Paid: _____	Rec'd by: _____
MD Guaranty Fund	\$ _____	Date Paid: _____	Rec'd by: _____
Other _____	\$ _____	Date Paid: _____	Rec'd by: _____
Other _____	\$ _____	Date Paid: _____	Rec'd by: _____

**Frederick County Fees:**

Excise Tax \$ \_\_\_\_\_ ( \_\_\_\_\_ ) Receipt Due / Date Rec'd: \_\_\_\_\_ Rec'd by: \_\_\_\_\_  
 School/Library Impact Fees \$ \_\_\_\_\_ ( \_\_\_\_\_ ) Receipt Due / Date Rec'd: \_\_\_\_\_ Rec'd by: \_\_\_\_\_  
 (Paid on Shell Permit # \_\_\_\_\_)

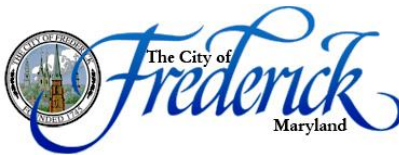
**SECTION III (For Staff Use Only) - REVIEW COMMENTS (Please write legibly)**

- Revised Site Plan Attached    - Revised Construction Plan Attached    - Fee Calculations attached    - \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_ **APPROVAL DATE:** \_\_\_\_\_

Building (Blue)     Planning (Green)     Engineering (Salmon)     Fire Code Review (Yellow)     Other \_\_\_\_\_     Other \_\_\_\_\_

Applicant/Owner Initial: \_\_\_\_\_ Date: \_\_\_\_\_



Building Department  
140 West Patrick Street, Frederick, MD 21701  
301-600-3812 / Fax 301-600-3826 www.cityoffrederick.com

**NEW RESIDENTIAL DWELLING ASSESSMENT WORKSHEET**  
**(Form must be typed and completed in its entirety)**

Company Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Model Name / Designation: \_\_\_\_\_

Street Address of Project: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot No: \_\_\_\_\_ Square Footage of Lot: \_\_\_\_\_

Type of House:  Detached Single Family  Townhouse  Duplex  
 Condo Unit  Other \_\_\_\_\_

Number of Stories Above Grade:  1  1.5  2  2.5  3

Square Footage of Finished Space: \_\_\_\_\_sf

Square Footage of Unfinished Space : \_\_\_\_\_sf

Total Square Footage of Structure: \_\_\_\_\_sf

Number of Bedrooms: \_\_\_\_\_

Number of Bathrooms: \_\_\_\_\_

Exterior Wall Covering:  Siding  Brick  Stone  Other \_\_\_\_\_

Foundation:  Full Basement  Full Crawl  
 Partial Basement/Crawl  Slab on Grade

Square Footage of Covered Porch/Stoop (with roof): \_\_\_\_\_sf

Square Footage of Open Porch/Stoop (no roof): \_\_\_\_\_sf

Square Footage of Sun Deck: \_\_\_\_\_sf

Garage:  Integral  Attached  Detached  N/A

Square Footage of Garage: \_\_\_\_\_sf Number of Cars: \_\_\_\_\_



# Residential Water and Sewer Allocation Application

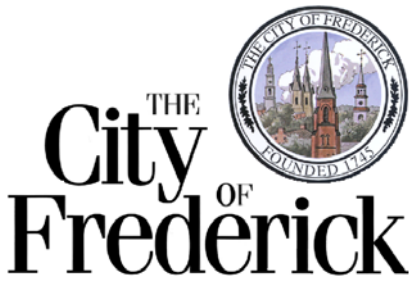
Please provide the following information to request water and sewer allocation for one or more new residential units as provided in the City Code Chapter 25 - Article IX, Water and Sewer Allocation and Impact Fees. Note: This application form is to be used for new Residential projects only.

Information is required for boxes marked with an \* below:

<b>Project Information</b>					
*Development or Subdivision Name/Section:					
*Project Address:				* Lot Number:	
*Contact Name:		*Phone:		Email:	
*Unit Type	Single Family:	Townhouse:		Multi-Family/Condo:	
Give a brief description of the proposed project:					
*Does the property have an active water/sewer contract (prior to July 2010) on file?				Yes	No
*If yes, please provide the contract number:					
<b>Property Owner Information</b>					
*Property Owner's Name:					
*Property Owner's Mailing Address:					
*City:		*State:		*Zip Code:	
Phone:		Email:			
As legal owner of the above property, I (we) certify, by signature below that: 1.) the information provided on this form is correct; 2.) I (we) authorize the requested allocation amount as above; and 3.) I am (we are) fully aware of and shall comply with all requirements, including payment of fees, as found in Chapter 25 - Article IX, Water and Sewer Allocation and Impact Fees, of the City Code.					
*Owner's Signature(s): _____				*Date _____	
<b>For Official Use Only</b>					
Building Permit # _____					
Allocation Granted: _____ GPD		Allocation Fee Due: \$ _____			
Water IF Due: \$ _____		Sewer IF Due: \$ _____			
Total Due: \$ _____					
Approval: Utility Eng. Tech: _____				Date: _____	

### Standard Residential Allocation Amounts

TYPE OF DEVELOPMENT	Flow Factor Unit of Meas.		Flow Factor		Calc. Flow, gpd
Single Family (SF)	1 SF Dwelling	X	250	=	
Town House (TH)	1 TH Dwelling	X	225	=	
Multi Family (MF) Apt./Condo	1 MF Dwelling	X	175	=	



For Official Use Only	
PC Case Number:	
Hearing Date:	
DRC Date:	
Amount Paid:	\$
Date Paid:	

Planning Department \* 140 W. Patrick Street \* Frederick, Maryland 21701 \* 301.600.1499

## ADEQUATE PUBLIC FACILITIES ORDINANCE EXEMPTION APPLICATION

**Two (2)** copies of the application and supporting documentation, if applicable, must be submitted with all Final Site Plan, Final Subdivision Plat, Preliminary Subdivision, and Master Plan applications. **One (1)** copy must be provided with Building Permit applications. If the proposed development project does not qualify for an exemption under Chapter 4 of the City Code, the *Adequate Public Facilities Ordinance*, an **Application for APFO Testing** must be completed. Please legibly print or type the following application in its entirety.

<b>APPLICANT INFORMATION</b>	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
<b>OWNER INFORMATION</b>	
Name:	
Firm/Company:	
Address:	
Phone:	email:
<b>DEVELOPER INFORMATION</b>	
Name:	
Firm/Company:	
Address:	
Phone:	email:

All correspondence will be sent to the Applicant. If the owner also wishes to receive a copy, please check box:

<b>PROJECT INFORMATION</b>	
Project Name:	Tax ID:
Project Location/Address:	
Site Size (acres):	Project Size (acres or sq. ft.):
Existing # of Lots:	Proposed Number of Lots:

<b>SEC. 4-5 GENERAL EXEMPTIONS</b>			
<input type="checkbox"/> Any project to be undertaken by the City			
<input type="checkbox"/> Any residential project that does not create any additional dwelling units			
<input type="checkbox"/> Any residential project that creates five (5) or fewer dwelling units			
<input type="checkbox"/> Any nonresidential project for which a final site plan has been unconditionally approved (UA) and which has received an allocation through a water contract before April 15, 2007			
<b>Project #</b>	<b>Project Name</b>	<b>Approval Date</b>	<b>Water Allocation Contract #</b>
<input type="checkbox"/> Any residential project that has received an allocation for all its units through one or more water contracts executed before April 15, 2007. If through a water contract executed before April 15, 2007, an allocation has been assigned to specific lots within a residential subdivision, or to a certain number of units within a multi-family structure, then that portion of the residential project that has received the allocation is exempt.			
<b>Project #</b>	<b>Project Name</b>	<b>Approval Date</b>	<b>Water Allocation Contract #</b>
<i>Internal Use Only:</i> Approved by: _____ Date: _____			

<b>SEC. 4-9 CERTIFICATE FOR WATER LINE CAPACITY (CAPF-WL)</b>		
<input type="checkbox"/> Preliminary Plat, Final Subdivision Plat, Final Site Plan, or Master Plan unconditionally approved prior to April 15, 2007		
<b>Project #</b>	<b>Project Name</b>	<b>Approval Date</b>
<input type="checkbox"/> Construction on a lot of record that does not result in more than 20% increase in water line capacity over the existing development and consists of one of the following:		
<input type="checkbox"/> Change of use of a structure existing as of April 15, 2007 <input type="checkbox"/> Renovation of a structure existing as of April 15, 2007 <input type="checkbox"/> Construction of an addition 5,000 square feet or less to a structure existing as of April 15, 2007 <input type="checkbox"/> Demolition of an existing structure as of April 15, 2007 and replacement with a structure no more than 5,000 square feet larger than the one demolished		
<b>Existing Structure Square Footage</b>	<b>Proposed Square Footage</b>	<b>Estimated Increase in Capacity*</b>
List supporting documentation included:		
<i>Internal Use Only:</i> Approved by: _____ Date: _____		

**SEC. 4-10 CERTIFICATE FOR SEWER LINE CAPACITY (CAPF-SL)**

Preliminary Plat, Final Subdivision Plat, Final Site Plan, or Master Plan unconditionally approved prior to April 15, 2007.

Project #	Project Name	Approval Date

Construction on a lot of record that does not result in more than 20% increase in sewer line capacity over the existing development and consists of one of the following:

- Change of use of a structure existing as of April 15, 2007
- Renovation of a structure existing as of April 15, 2007
- Construction of an addition 5,000 square feet or less to a structure existing as of April 15, 2007
- Demolition of an existing structure as of April 15, 2007 and replacement with a structure no more than 5,000 square feet larger than the one demolished.

Existing Structure Square Footage	Proposed Square Footage	Estimated Increase in Capacity*

List supporting documentation included:

*Internal Use Only:*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**SEC. 4-11 CERTIFICATE FOR ROADS (CAPF-R)**

Preliminary Plat, Final Subdivision Plat, Final Site Plan, or Master Plan unconditionally approved prior to April 15, 2007 (UA)

Project #	Project Name	Approval Date

Project generates no more than 15 peak hour trips

Construction on a lot of record that does not result in more than 20% increase in road capacity over the existing development and consists of one of the following:

- Change of use of a structure existing as of April 15, 2007
- Renovation of a structure existing as of April 15, 2007
- Construction of an addition 5,000 square feet or less to a structure existing as of April 15, 2007
- Demolition of an existing structure as of April 15, 2007 and replacement with a structure no more than 5,000 square feet larger than the one demolished.

Existing Structure Square Footage	Proposed Square Footage	Estimated Increase in Capacity*

List supporting documentation included:

*Internal Use Only:*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



<b>SEC. 4-12 CERTIFICATE FOR SCHOOLS (CAPF-SCH)</b>		
*For residential or mixed use projects only		
<input type="checkbox"/> Preliminary Subdivision Plat, Final Site Plan, or Final Plat approved with unconditional approval		
<b>Project #</b>	<b>Project Name</b>	<b>Approval Date</b>
<input type="checkbox"/> Master Plan approved with conditions		
<b>Project #</b>	<b>Project Name</b>	<b>Approval Date</b>
<input type="checkbox"/> Projects which qualify as "Housing for Older Persons" per Section 4-12(F)		
<i>Internal Use Only:</i>		
Approved by: _____ Date: _____		

"I hereby attest that the information provided on and attached to this application is complete and correct."

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date



## WATER / SEWER TAPS and WATER METER CHARGES

Water METER Fees			
Meter Size	Meter Cost	6% Tax	Total Charge
3/4" Meter/Kornerhorn	\$306.00	\$18.36	\$324.36
Anti-Theft	\$306.00	\$18.36	\$324.36
1" Meter/Kornerhorn	\$523.00	\$31.38	\$554.38
1-1/2" Meter/Flange	\$536.00	\$32.16	\$568.16
2" Model 170 Meter	\$719.00	\$43.14	\$762.14
2" Compound Meter	\$1,787.00	\$107.22	\$1,894.22
3" Compound Meter	\$2,191.00	\$131.46	\$2,322.46
4" Compound Meter	\$3,294.00	\$197.64	\$3,491.64
4" Fire Flow Meter	\$5,870.00	\$352.20	\$6,222.20
6" Fire Flow Meter	\$9,108.00	\$546.48	\$9,654.48
8" Fire Flow Meter	\$11,759.00	\$705.54	\$12,464.54
10" Fire Flow Meter	\$15,510.00	\$930.60	\$16,440.60
10" x 12" Fire Flow Meter	\$16,535.00	\$992.10	\$17,527.10
12" Fire Flow Meter	*Market Cost		
<b>*MARKET COST:</b> Contact Purchasing at 301-600-1907 <b>ABOVE PRICES EFFECTIVE TO 12-31-18</b> Prices subject to change without notice			

** WATER TAP Fees	
(Does not include Meter Fees)	
Size TAP ONLY	Total Charge
3/4"	\$ 400.00
1"	\$ 400.00
1-1/2"	\$ 400.00
2"	\$ 400.00
4"	\$1,800.00
6"	\$2,200.00
8"	\$2,800.00
10"	\$3,400.00
12"	\$3,400.00
Prices subject to change without notice	

** SEWER TAP Fees	
6" or 8" TAP ONLY	\$500.00
Prices subject to change without notice	

**\*\*If the water & sewer lines have been installed in the right-of-way to the property lines, NO Tap fee needs to be collected.**

**Fees:**

1. All tap fees shall be paid prior to permit issuance.
2. All meter/detector check fees shall be paid prior to permit issuance.

**Pick up of Meters:**

1. Meters and meter settings that are to be installed by the developer/contractor are to be picked up at the:  
 Department of Public Works located at: **111 Airport Drive, East. (Receipt of payment must be presented at time of pick up)**

**Prior to picking up meters or meter settings call the Purchasing Dept. (301-600-1164 or 301-600-1196) to confirm availability**

**Water Taps:**

1. The City must make all taps 3/4" through and including 12".
2. Taps larger than 12" (contact your assigned City Project Inspector or the Project's Department Office Manager (301-600-6288).
3. Prior to requesting a tap be made, developer/contractor shall have excavation complete, tapping sleeve and valve installed and tested. This must be witnessed and approved by the City Project Inspector prior to tap being made.

**Sewer Taps:**

1. The City must make all sewer taps.
2. Prior to requesting a tap be made, developer/contractor shall have excavation complete.

**General Notes:**

1. Work within The Right-of-Way shall be in compliance with The City of Frederick Manual of Standard Details for Construction. Questions can be directed to your assigned City Project Inspector or the Project's Department Office Manager (301-600-6288).
2. Work on Private Property shall be in compliance with The City Plumbing Code. Questions can be directed to the City Plumbing Inspector (301-600-3820 or 301-600-3821).
3. Contact Miss Utility 1-800-257-7777, missutility.net , at least 2 full business days prior to starting work.



DATE: \_\_\_\_\_

TO: Lauren Englar / Frederick County Division of Utilities  
DUSWMSubmittals@frederickcountymd.gov

FROM: Building Department – Permits Coordinator

SUBJ: Wastewater Allocation Form - CITY ANNEXED PROPERTY

An application has been submitted for a Frederick City building permit that requires the use of the Ballenger McKinney Wastewater Treatment Plant. Please collect the sewer capacity fees and confirm when the fees have been paid.

Building Type: Commercial \_\_\_\_\_ Single Family \_\_\_\_\_ Townhouse \_\_\_\_\_ Condo \_\_\_\_\_

Property Account ID # 02- \_\_\_\_\_ City Permit # \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_

Property Street Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

\* \* \* \* \* OFFICE USE ONLY BELOW \* \* \* \* \*

DATE APPROVED: _____	BY: _____
	Engineering Department

CAPACITY FEES PAID: _____	_____
	Frederick County Division of Utilities

The above property has been issued a Certificate of Use and Occupancy.	
DATE: _____	_____
	City Building Department