



MEMORANDUM

STEPHANIE
RAWLINGS-BLAKE,
Mayor

PAUL T. GRAZIANO,
Executive Director, HABCD
Commissioner, HCD

To: Chairman Kraft, Vice Chairwoman Clarke, and Members of the Baltimore City Council Judicial and Legislative Affairs Committee
c/o Marguerite Murray, *Legislative Policy Analyst and Committee Staff*

From: Michael Braverman, *Deputy Commissioner, Permits & Code Enforcement*

Date: February 22, 2012

Re: **City Council Bill 12-0009 - Building, Fire, and Related Codes - Application Fees Proposed Amendment**

In response to questions raised by the Judiciary and Legislative Investigations Committee during its hearing on City Council Bill 12-0009 on Tuesday February 21, 2012, the Department of Housing and Community Development (HCD) respectfully submits the following answer.

Currently, the categories of 1- and 2-family dwelling unit permit requests that would be subject to the fee increase proposed by this bill fall into four (4) situations: (i) new construction or an addition greater than 600 sq. ft.; (ii) construction of retaining walls greater than five feet; (iii) construction of in-ground swimming pools; and (iv) construction of above-ground swimming pools more than 24 inches deep. The permit table attached to this memorandum, located on the Baltimore Housing Website under the link "Do I Need Drawings? Get requirements here" (located at: http://static.baltimorehousing.org/pdf/permits_accepted.pdf), explains the submissions requirements for permit requests in even further detail.

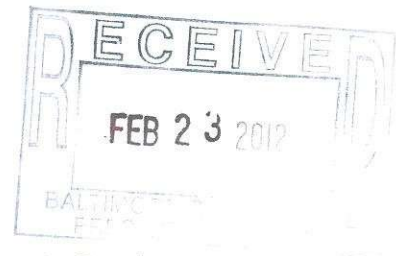
Additionally, HCD recommends that City Council Bill 12-0009 be **amended** to improve the clarity of the intended purpose of this legislation, as follows:

1. In **Section 109.5.7 Application fee** on page 2, at line 1-2, strike the words "PLANS OR DRAWINGS" and insert the words "CONSTRUCTION PLANS"; and
2. In **Section 109.5.7 Application fee** on page 2, line 5, strike the words "PLANS OR DRAWINGS" and insert the words "CONSTRUCTION PLANS"

Should the committee require any additional information, please contact Nicholas Blendy, Legislative Liaison, at Nicholas.Blendy@baltimorecity.gov.

MB:nb

cc: Ms. Angela Gibson, *Mayor's Office of Government Relations*
Ms. Kaliopé Parthemos, *Deputy Mayor*
Mr. Avery Aisenstark, *Department of Legislative Reference*
Mr. Paul Graziano, *Commissioner, Department of Housing and Community Development*
Mr. Victor Tervalá, *Department of Law*
Mr. Andrew Kleine, *Department of Finance*



F/A

Getting a Building Permit: Plan and Drawing Requirements*

Permit Type	Required # of 18x18 (min) Construction Plans	Required # of 8 1/2x11-11x17 Construction Drawings	Required # of 18x18 (min) Site/Plot Plans	Required # of 8 1/2x11-11x17 Site/Plot Plans	Can Permit Be Issued Over the Counter?
Antennas on Roof or Existing Towers	4	0	0	0	NO
Awnings	0	3	0	3	YES
Canopies	0	3	0	3	YES
Cell Towers, Equipment Cabinets, Antennas NEW	4	0	10	0	NO
Decks	0	3	0	3	YES
Electrical Alteration (As per OTC Guidelines)	0	0	0	0	YES
Elevators	0	3	0	0	YES
Fence for properties other than 1 & 2 Family Dwellings	6	0	14	0	NO
Fence for 1 & 2 Family Dwellings < 6ft.	0	0	0	3	YES
Fire Alarm Systems	2	0	0	0	NO
Fire Escapes	4	0	4	0	NO
Grading or Paving for properties other than 1 & 2 Family Dwellings (i.e. Parking Lots)	6	0	14	0	NO
Grading or Paving 1 & 2 Family Dwelling (i.e. Driveways). Site Plan not needed if replacement is same size/same location.	0	0	0	3	YES
Gut Rehab, 1 & 2 Family Dwelling (structural & non-structural)	0	3	0	0	YES
Interior / Exterior Alterations for properties other than 1 & 2 Family Dwellings (including structural demolition) Area > 200 sq ft	6	0	6	0	NO
Interior / Exterior Alterations for properties other than 1 & 2 Family Dwellings (non-structural) Area < 200 sq ft - Floor plan required	0	3	0	3	YES
Interior Alteration 1 & 2 Family Dwelling (structural & non- structural) *Non-structural only requires floor plan.	0	3	0	0	YES
New Construction & Addition for properties other than 1 & 2 Family Dwelling	6	0	14	0	NO
New Construction and Addition 1 & 2 Family Dwellings < 600 sq. ft.	0	3	0	3	YES

*This matrix provides information about plan and drawing requirements for the most common types of building permits issued in Baltimore.
Have questions about a specific project? Call our One-Stop Shop (410) 396-3360.

Getting a Building Permit: Plan and Drawing Requirements*

Permit Type	Required # of 18x18 (min) Construction Plans	Required # of 8 1/2x11-11x17 Construction Drawings	Required # of 18x18 (min) Site/Plot Plans	Required # of 8 1/2x11-11x17 Site/Plot Plans	Can Permit Be Issued Over the Counter?
New Construction and Addition 1 & 2 Family Dwellings > 600 sq. ft.	4	0	10	0	NO
Plumbing / Mechanical Alteration (As per OTC Guidelines)	0	0	0	0	YES
Ramps for properties other than 1 & 2 Family Dwellings	4	0	4	0	NO
Ramps - 1 & 2 Family Dwellings	0	3	0	3	YES
Retaining Walls for properties other than 1 & 2 Family Dwellings	6	0	14	0	NO
Retaining Walls - 1 & 2 Family Dwelling < 5ft.	0	3	0	3	YES
Retaining Walls - 1 & 2 Family Dwelling > 5 ft.	4	0	10	0	NO
Signs - Wall Mounted - Site Plan not required unless projected from wall or in right-of-way	0	3	0	3	YES
Signs, Free Standing < 6 ft.	0	3	0	3	YES
Signs, Free Standing > 6 ft.	4	0	4	0	NO
Sprinklers (New Over 10 Heads)	2	0	0	0	NO
Swimming Pool - 1 & 2 Family Dwellings Above Ground > 24 inches deep	4	0	10	0	NO
Swimming Pool - 1 & 2 Family Dwellings Inground	4	0	10	0	NO
Swimming Pool - Inground for properties other than 1 & 2 Family Dwellings	6	0	14	0	NO
Tanks - NEW < 660 Gallons	0	3	0	3	YES
Tanks - NEW > 660 Gallons	4	0	10	0	NO
Tanks - Removing & Filling for 1 & 2 Family Dwellings	0	3	0	3	YES
Tanks - Removing & Filling for properties other than 1 & 2 Family Dwellings	0	3	0	3	YES
Interior Demolition (As per Interior Demolition Guidelines)	0	0	0	0	YES
Razing	0	0	0	3	YES

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