



St. Mary's County  
Department of Land Use and Growth Management  
**Customer Assistance Guide**

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## **How to Apply for a Residential Building Permit**

There are two ways to have your Building Permit application handled, the “On Demand” process and the “Drop Off” process. Use the lists below to determine which process to use.

PLEASE NOTE: Detached accessory buildings, such as storage sheds, are exempt from building permits if they are not in the Chesapeake Bay Critical Area, are smaller than 300 sq. ft., are 10 ft. from any existing building, are 5 ft. from side and rear lot lines and do not need plumbing. They are subject to the same setback from the front lot line as your house. Applications are available from the Department of Land Use & Growth Management, phone 301 475-4200, Ext. 1500.

### **“DROP OFF” PROCESS**

Use this procedure to obtain a Building Permit on Residential land if the following kind of development is proposed:

- Construction of a single or two family dwelling (stick built, modular, mobile home)
- Adding additional living space to a single family detached dwelling
- Creating an Accessory Apartment
- Creating a detached accessory structure larger than 300 sq. ft.
- Construction of townhouses
- Installing or erecting a swimming pool
- Construction of a pier, bulkhead or revetment
- Clearing your land
- Applying for a perc test
- Any activity if your property is located in the Chesapeake Bay Critical Area (all land within 1,000 ft. of any tidal water or wetland) which involves removal of vegetation, disturbance of land, addition of impervious surface cover, or a new land use.

**If the “Drop Off” process applies to you, pick up Customer Assistance Guide #2.**

### **“ON DEMAND” PROCESS**

Use this procedure to obtain a Building Permit on Residential land if the following kind of development is proposed:

- Addition of a breezeway, attached garage or carport
- Addition of an open or screened porch or a deck
- Renovation of an unfinished basement or other floor without increasing number of bedrooms
- Renovations to a single family dwelling without increasing number of bedrooms

Additional requirements of permit review may mean that the “On Demand” procedure might not be available, such as existence of a floodplain or some other environmental feature.

**If the “On Demand” process applies to you, pick up Customer Assistance Guide # 3.**