

ST. MARY'S COUNTY PERMIT REVIEW PROCESS

SUBMIT PERMIT APPLICATION TO PERMITS AND INSPECTIONS DIVISION

IS THE APPLICATION COMPLETE?

YES

NO

DISTRIBUTION FOR REVIEW

CORRECT DEFICIENCIES AND RESUBMIT

1. BUILDING PERMIT

2. CHANGE OF OCCUPANCY PERMIT

SITE PLAN REQUIRED

PLANNING AND ZONING

SOIL CONSERVATION:
EROSION AND SEDIMENT CONTROL

HEALTH DEPARTMENT:
WELL, SEPTIC, FOOD

METCOM:
PUBLIC WATER & SEWER

STATE HIGHWAY:
ENTRANCE PERMIT

PUBLIC WORKS AND TRANSPORTATION:
STORMWATER MANAGEMENT

PERMITS AND INSPECTIONS:
STATE FIRE MARSHAL PLAN REVIEW

BUILDING PERMIT ISSUED

CONCURRENT AGENCY REVIEW

IS THIS A CHANGE OF USE?

NO

YES

EXTERIOR IMPROVEMENTS?

ZONING, HEALTH DEPARTMENT, METCOM, FIRE MARSHAL PLAN REVIEW

NO

YES

MAY REQUIRE SITE PLAN REVIEW

RENOVATION?

SITE PLAN REQUIRED

EXTERIOR IMPROVEMENTS?

NO

YES

NO

YES

ZONING, HEALTH DEPARTMENT, METCOM REVIEW

HEALTH DEPARTMENT, METCOM REVIEW

ZONING, HEALTH DEPARTMENT, METCOM REVIEW

SITE PLAN REQUIRED

FIRE MARSHAL INSPECTION

FIRE MARSHAL PLAN REVIEW

FIRE MARSHAL INSPECTION

CERTIFICATE OF OCCUPANCY ISSUED

CONSTRUCTION PERMIT ISSUED

CERTIFICATE OF OCCUPANCY ISSUED

CONSTRUCTION INSPECTED

CERTIFICATE OF OCCUPANCY ISSUED

- FOR ALL SITE PLAN REVIEWS SEE DEVELOPMENT SERVICES
- ALL FIRE MARSHAL PLAN REVIEWS WILL REVIEW ARCHITECTURAL DRAWINGS