

Building Permit Process

Following is a sequential overview of the Town's building permit and inspection process.

1. Pre-Permit Application Consultation (Pre-PAC):

Prior to filing a building permit application for a new building in excess of 500 square feet or for one or more addition(s) or alteration(s) that individually or cumulatively increases the square footage of any floor of an existing building by more than 500 square feet, the Town requires a consultation with Town officials for purposes of exchanging information, receiving feedback, and making and considering non-binding recommendations.

All persons subject to such a consultation shall file, with the Town Manager, a preliminary plan including at least the following:

- schematic (conceptual) floor plans and elevations for buildings, and for any planned decks, porches, or patios, drawn to scale;
- a preliminary site plan showing front, back and side setbacks and the location of (i) impacted trees that are regulated by Chapter 29 "Urban Forest"; (ii) existing rights-of-way; (iii) planned walkways, driveways, and other impervious surfaces; (iv) planned retaining walls; and (v) other planned structures;
- a context sketch, photograph or other image showing the planned structures and front and rear elevations in relation to existing structures on adjoining and confronting lots.
- Ten days prior to the Pre-PAC meeting, the Town will post information about the meeting on the applicant's property and on the Town website. The Town also will send a notice of the consultation to abutting and confronting neighbors.

The Pre-PAC Application Form is available in the Town Office or on the Town website.

2. Permit Application:

A town building permit application may be filed at any time following a Pre-PAC, if required; however, no town building permit shall be issued unless and until a County building permit for the same work has been issued and the applicant has held a site management meeting (see Page 3), if required.

The submittal requirements below apply only to New Construction, Addition, Demolition, Wall, Deck, Porch, Patio (over 700 s.f.), and Non-Vegetative Front Yard Surface Permits

Submittal Requirements:

- Full set of construction drawings/building plans
- Certified Gross Floor Area Calculation (New Construction, Addition Only)
- Building Site Plan (2 copies)
- Construction Management Site Plan (2 copies)
- Tree Protection supporting documents, if necessary
- Application Fee
- Performance Bond
- Signed Building Permit Conditions
- If project adds 700+ square feet of impervious surface area, you must submit a Water Drainage Application, including supporting documents (available in Town Office or online)

3. Permit Review:

Once the Town has received a complete building permit application, the Town staff performs a thorough evaluation of each element of the permit, including the construction plans, the tree protection plan and the water drainage and tree removal plans, if applicable. If any element of a building permit application does not meet Town development standards, the Town staff will notify the applicant to discuss how to bring the application into compliance with the Code.

4. **Site Management Meeting:**

Prior to issuing a building permit for a new building in excess of 500 square feet or for one or more addition(s) or alteration(s) that individually or cumulatively increases the square footage of any floor of an existing building by more than 500 square feet, the Town requires a mandatory consultation with Town officials for purposes of discussing site management issues and assisting the Town Manager in establishing site management conditions to protect the public health, safety and welfare.

Site management conditions that may be imposed include, but are not limited to:

- prohibiting or limiting the parking of contractors' or other construction-related vehicles or equipment on sidewalks or in the public right-of way;
- limiting the locations upon private property where contractors' or other construction-related vehicles or equipment may be parked;
- limiting the locations upon which construction materials may be stored;
- limiting the locations upon which portable toilets may be placed and maintained, including prohibiting the placement or maintenance of portable toilets;
- limiting the locations upon which construction debris may be stored, whether or not such debris is contained;
- such other terms or conditions as may be determined by the Town Manager to be necessary to protect the public health, safety or welfare.

Ten days prior to the site management meeting, the Town will post information about the meeting on the applicant's property and on the Town website. The Town also will send a notice of the consultation to abutting and confronting neighbors.

5. **Permit Issuance:**

The permit will be issued in the name of the property owner who may authorize, in writing, an agent to represent the owner in connection with the application and any permit issued by the Town Manager.

Once the permit has been issued, it is unlawful to modify or alter any plans or specifications without the prior approval in writing of the Town Manager. Work must be commenced within six (6) months of date the permit is issued and must be completed not later than twelve (12) months from date the permit is issued, or the permit shall be void, unless an extension is granted in writing by the manager.

6. **Inspections:**

During the course of construction, Town officials are involved in four inspections that are performed at the same intervals as those required by the Montgomery County Department of Permitting Services. All inspections shall be requested 48 hours prior to the date the inspection is needed. A set of approved plans stamped by the Montgomery County Department of Permitting Services must be available for the inspector's review.

- Pre-Construction Inspection: Made before any excavation is done to assure compliance with any conditions of permit.
- Wall Check (House Location Survey): Required at foundation completion prior to framing installation. Owner must have a plat prepared and certified by a Maryland-registered Land surveyor and furnish a copy to the Town of Chevy Chase Code Enforcement Manager.
- Framing Inspection: Made after completion of all framing, rough wiring, plumbing, and mechanical distribution systems prior to installing insulation and drywall.
- Final Inspection: Made in conjunction with Montgomery County Department of Permitting Services after all items have been completed. The purpose of this inspection is to assure that no Town right-of-way is damaged and to release permit bond.