

BUILDING



PACKET

City of Crisfield, Maryland

319 W. Main Street
Crisfield, MD 21817
410-968-1333 X18

Table of Contents

Requirements for a Building Permit

Step One	Needed before applying for a Building Permit
Step Two	Complete Building Permit Application
Step Three	Application Review
Step Four	Receive Permit
Step Five	Required Inspections
Step Six	Occupancy Permit

Technical Assistance Bulletin

Permit Application

Owner/Builder Authorization

Construction Document Requirements

Conditions and Disclaimer

Agreement to Supply an Elevation Certificate (in floodplain)

Policy regarding Non-tidal Wetlands in the permit process

Affirmation of landowner – New Home Construction

Affirmation of homeowner – Home Improvement

MD Home Improvement Commission – Services to Consumers

Stop Work Order – Procedures



CITY OF CRISFIELD

TECHNICAL ASSISTANCE BULLETIN

REQUIREMENTS FOR A BUILDING PERMIT

All construction in City of Crisfield must conform to the standards adopted by the City of Crisfield Building Code Ordinance and the Maryland Building Performance Standards also known as The International Building Codes concerning the requirements that you must meet to document your adherence to these standards.

A building permit is required whenever you construct, enlarge, alter, repair, move, remove, improve, or make any structural change to a building or other structure in City of Crisfield. A building could be anything from a tool shed to a house. If you have a question about permit requirements for your project call the Building Department at 410-968-1333.

A building permit may include zoning, building, grading, plumbing, mechanical, electrical, HVAC and gas permits. The City processes the various permits required as one total package. The permit process requires payment of fees at two different times. The initial permit fees must be paid when your permit application is accepted. All remaining fees (failed and/or missed inspection fees) must be paid before the City issues your Certificate of Occupancy.

STEP ONE - Needed before applying for a Building Permit:

1. Ground Elevation Survey (4-corner elevation if in the floodplain).
2. Name of Licensed Master Plumber to be performing work (if not owner).
3. Name of Licensed Electrician to be performing work (if not owner)
4. Name of Licensed HVAC contractor to be performing work.
5. Name of Licensed Gas Fitter.
6. Name of Licensed Contractor unless the owner is performing the work (Additions or improvements requires a Maryland Home Improvement License # and New Home construction requires a Maryland Builder Registration #).
7. Complete property address (911 address).

CITY OF CRISFIELD

PERMIT APPLICATION

Map _____ Parcel _____ Lot _____

• Residential • Non-Residential • Critical Area • Flood Plain

(above will be completed by the office)

-----SITE INFORMATION-----

Site Address: _____

-----OWNER INFORMATION-----

Owner Name: _____

Address: _____

Email: _____ Phone: _____

Applicant: _____

(if different than owner)

Address: _____

Email: _____ Phone: _____

-----PROJECT INFORMATION-----

Proposed Use: _____ Cost of Project: \$ _____

Size of Building or Structure: Length _____ Width _____ Height _____

of Stories _____ # of Buildings: _____ # of Units: _____

Description of work: _____

-----CONTRACTOR INFORMATION-----

Name _____ Phone: _____

MD Builder Registration #: _____ MD Home Improvement # _____

Business Name _____

Address: _____

Electrician: _____ License # _____

Master Plumber: _____ License # _____

HVAC Contractor: _____ License # _____

Gas Fitter _____ License # _____

-----**STRUCTURE INFORMATION**-----

Floor Area: Finished (Heated Area): _____ Garage: _____
Carport: _____ Porch: _____ Deck: _____ Patio: _____
Storage: _____ Other: _____

Total Heated SF (including baths): _____ # Bedrooms: _____ Offices _____

Baths _____ Height: _____ Stories: _____ Garage: ☐ Attached ☐ Detached

Current property use: ☐ Land ☐ Vacant ☐ Residential ☐ Commercial
☐ Agricultural ☐ Other _____

Other buildings/structures on property: _____

Will any plumbing be covered by concrete? ☐ Yes ☐ No

Will this be a monolithic slab? ☐ Yes ☐ No

Will there be a crawl space? ☐ Yes ☐ No

Have you received a variance from the zoning requirements for this project?

☐ N/A ☐ No ☐ Yes (If yes, provide variance # _____)

---NO STRUCTURES OF ANY TYPE SHALL BE CONSTRUCTED WITHIN ANY EASEMENT---

I, _____, hereby certify that the above
(Owner/Applicant printed name) information is true and correct.

Owner/Applicant Signature

Date

Attach:

- ☐ Site Plan
- ☐ Building Plans
- ☐ Description of project
- ☐ Copy of Traders License if application is for a business

**OWNER/BUILDER/APPLICANT
AUTHORIZATION**

APPLICATION FOR BUILDING PERMIT
CITY OF CRISFIELD, MARYLAND

(office use)

I hereby attest that I am the owner of the property described as:

Map: Parcel: Address: _____

***Crisfield, Maryland 21817 and shown on the final plat or tax records of
Somerset County, which is the subject matter of the attached Building
Permit Application.***

***I hereby authorize the person or organization named below to act as my
agent in the pursuit of a Building Permit for this property.***

NAME OF APPLICANT OR AGENT: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

Signature of Owner

Date

City of Crisfield

Construction Document Requirements

The purpose of a building plan review is to determine the proposed structure, as shown on the building plans and in specifications:

- Comply with applicable standards of construction.
- Use appropriate materials and methods.
- Are safe for people and property.
- Comply with code requirements.

Required building plan documents:

1. Site plan showing the size and location of new construction and existing structures on the site and distances from lot lines.
2. Two copies of Building Plans as follows:
 - a. Plans shall be drawn upon suitable material and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed. The plan will show in detail that it will conform to the provisions of the building codes.
 - b. Floor and roof live loads.
 - c. Wind loads.
 - d. Snow loads.
 - e. Detail lumber sizes for structural members, full dimensioning of floor levels, column centers and offsets.
 - f. Signature and seal of registered design professional required based on type of structure.
 - g. If Commercial building – ADA accommodations must be provided.

CITY OF CRISFIELD
CODE ENFORCEMENT DEPARTMENT

**AGREEMENT TO SUPPLY ELEVATION CERTIFICATE FOR
NEW OR IMPROVED BUILDINGS IN THE FLOODPLAIN**

This Agreement becomes part of permit # _____ issued by the City of Crisfield, Maryland.

Property Owner: _____

Location: _____

Description of Building: _____

The above construction is in the 100 year floodplain regulated by the Floodplain Ordinance of the City of Crisfield. The Base Flood Elevation (BFE) at this site is Zone AE (EL 4.5) feet NGVD, as delineated by the Floodway and Flood Insurance Rate Maps (FIRM) issued by the Federal Emergency Management Agency, Map Panel #0426, effective date March 3, 2011. The City of Crisfield Zoning Ordinance requires that the lowest floor be elevated not less than two (2) feet above the level of the 100-year base flood, referred to as the Flood Protection Elevation (FPE), which would be 6.5 feet. If the structure is in a V-Zone, the bottom of the lowest supporting member of the lowest floor must be at or above the FPE.

An Elevation certificate must be completed and signed by a registered professional engineer or surveyor and a copy returned to this office. This certificate must be completed after the lowest floor is in place and must show an elevation at least as high as the FPE. This should be done as soon as possible, since all construction prior to completion of Certificate is at applicant's risk. Correction or enforcement actions will be taken to assure compliance with the Ordinance.

Property Owner Agreement:

I agree to have the Elevation certificate completed and signed by a registered professional engineer or surveyor and return it to the local permitting office as soon as possible. I also agree to correct any deficiencies to assure that the lowest floor is at least two (2) feet above the Flood Protection Elevation. All elevations shall be mean sea level, National Geodetic vertical Datum (NGVD), or other datum if used on the City of Crisfield Floodway and FIRMs.

Date: _____ Signature: _____

Note: This form to be used for all new construction and substantial improvements. If nonresidential construction is to be floodproofed, a Floodproofing certificate must be completed.

POLICY REGARDING NON-TIDAL WETLANDS IN THE PERMIT PROCESS

Regarding building permit applications on existing lots:

The city of Crisfield does not regulate non-tidal wetlands. * The State and Federal Government have this responsibility and the authority to fine and require correction of violations.

When taking a building permit, you may be told that the area may be a non-tidal wetland based on our maps and information.

Your permit will include a “disclaimer” stating that you know that there is soil that may indicate wetlands.

It may be in your best interest to contact MDE or a private wetlands delineator for more information so that you are not in violation. This is up to you as the property owner.

The city of Crisfield will issue a building permit without a wetland determination.

*In the case of Buffer variances within the Critical Area, the presence of non-tidal wetlands may need to be addressed. This does not apply to the average building permit.



WETLANDS AND BUILDING PERMITS

There are two basic divisions of wetlands in the City of Crisfield: tidal, meaning influenced by the ebb and flow of tides and non-tidal, meaning freshwater wetlands. Sometimes the division between the two is not clear and there may be an area open to professional discretion, particularly when there is a little change in topography. However, what can usually be established is that it *is* a wetland. The U.S. Army Corps of Engineers and its partner, the Maryland Department of the Environment, oversee wetlands and issue permits. These agencies follow established guidelines in determining what constitutes a wetland. There are three characteristics, called “parameters” for wetland and all are linked together. You may still be able to build on your property, but it will require a joint permit approval from MDE.

The first characteristic calls for hydric soil. This soil in which the color has been “leached out” by the rise and fall of subsurface water over a period of time. (There are certain organic soils that are saturated and still dark in color such as muck or peat). Since approximately 80% of the soil types in the City of Crisfield are hydric, this characteristic of wetlands is often present. The presence of both hydric soil and forest on a property can often suggest the area is a wetland. The second element is hydrology. If the soil is inundated or there are soils that are saturated to the surface for a sufficient period during the growing season to develop hydric soils and vegetation, this parameter is met. Many areas of the City of Crisfield have a high-water table but may or may not be wetlands. The third element is the hydrophytic vegetation parameter. This means that a certain percentage of the vegetation on a site must fall into a category of plants that can only grow in wet conditions. These are called obligates. Other plants can grow only in uplands. In between there are varying levels of plants that can tolerate degrees of wet soils. All these are taken into consideration when a site is evaluated as a wetland and the percentages of each type are weighed. This can become complex, particularly when man has altered the vegetation.

The City maintains various maps that indicate wetland or possible wetlands. The most basic of these are the National Wetlands Inventory Maps. The state Merlin system and various aerials can also aid in this determination. If it comes to light that you may be proposing development in a wetland, this information will be brought to your attention in the building permit process. It will be suggested that you may want to have a delineation performed or you may want to contact MDE’s wetland division. This information is offered both to protect wetlands and to protect you from a violation of State and Federal law that may result in fines and corrective actions.

Your building permit includes a hydric soil disclaimer that explains that the City does not regulate wetlands but that you may be subject to Federal and State regulation. You will sign this as part of the building permit approval. We do not require delineation prior to issuing a building permit.

AFFIRMATION OF LANDOWNER - New Construction

Name of landowner: _____ Permit #: _____

Address of Property: _____

The Maryland Home Builder Registration Act, which took effect January 1, 2001, prohibits the issuance of building permits unless the Home Builder is registered with the State and the builder's registration number is included on the building permit. The purpose of this Act is to protect consumers when they are purchasing new homes. A builder can lose its registration if it violates the Act.

The Act does permit a landowner to obtain a building permit for construction to be ***performed directly by the landowner solely for the landowner's own use***. In order to obtain a permit that does not contain the registration number of a builder, the landowner has to affirm as follows:

- 1 I understand that the Maryland Home Builder Registration Act was passed to provide landowners like me with certain protections and that I could lose the benefits of those protections if I ever entered into a contract with an unregistered builder.
- 2 I understand that builders of new homes in the State of Maryland must be registered with the Home Builder Registration Unit of the Consumer Protection Division of the Office of the Attorney General.
- 3 I have title of a property located in the State of Maryland and am seeking a building permit for that land.
- 4 I am requesting this building permit for construction to be carried out directly by me on my own land, solely for my own use.
- 5 I have not entered into any contract with any company or person to erect or otherwise construct the new home covered by this permit, including a contract for somebody to manage, oversee, or supervise in any way the construction of the home. I will not enter such a contract without first notifying (the building permit office) of the name of the person or company so that its builder registration status can be determined and if registered, the builder's name and registration number can be added to the building permit. I understand that a builder cannot perform any work on the new home until this information has been added to the permit.

AFFIRMATION OF LANDOWNER - New Construction (cont'd)

- 6 I understand that I may be deemed to have violated the Home Builder Registration Act if I enter any contract for the sale of the new home covered by this permit under circumstances indicating that it was never my intention to use the completed home as my own.
- 7 To the extent known, the name of the primary subcontractors who will be working on my home and the areas in which they will be providing improvement, i.e. plumbing, electrical, roofing, etc. are as follows:

Company

Improvement

I, _____, of
[Landowner's Name(s) – print]

(Address)

hereby certify under personal knowledge and under penalty of perjury, that these affirmations are complete, accurate, and true.

Signature(s)

Date

STOP WORK ORDER – PROCEDURES

Stop Work Order

You have been given a “Stop Work Order” for work being done without a building permit or work that is in violation of Somerset County Building Codes as specified on the Stop Work Order.

What to Do Next:

Contact the City Inspector during normal working hours, (Monday – Friday 8:30am to 4:30pm) at 410-968-0045, or in person at 319 W. Main Street, Crisfield, MD, within **48 hours** to discuss this stop work order and what will be required to be done to rescind it. If no response is received within **48 hours**, the City Inspector will refer this matter to the Violations for follow-up action as deemed appropriate.

You will be required to do one of two things, either remove all work that was done without a permit and have it inspected; or take out a Building Permit to legalize all the work done and have it inspected. If you decide to legalize the work, the city will instruct you on what is required for submittal and what is required to be on a set of plans.

The following is a list of reasons stop work orders can be issued and the process and time frame that must be followed.

A Stop Work Order will be issued when:

1. The work is being done or has been done without a permit.
2. The work being done is beyond the scope of the issued permit.
3. The work being done does not match approved plans.
4. The work is in violation current adopted Building Codes
5. The work is in violation of the City of Crisfield Codes and Zoning
6. Ordinance.

A building permit application with construction plans and supporting (structural calculations, energy calculations, handicapped access) documents must be submitted for approval within fifteen working days following response to the City Inspector. Plans will be reviewed within fifteen working days and a correction letter issued or permit application approved. A response to any letter of correction must be returned within fifteen (15) working days. Up to five (5) working days will be required to review this second submission and a permit approved for issue. Permits ready for issue must be issued within five (5) working days. All construction must be inspected as work progresses and signed off by all affected departments.

An additional fee of one-half the permit fee shall be added to each permit resulting from a Stop Work Order.