



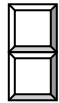
**DIVISION OF PLANNING AND PERMITTING**  
**FREDERICK COUNTY, MARYLAND**  
*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-2313 • Fax (301) 600-2309

Trailer Building Permit Application Information

*Non-Residential Temporary • Permanent • Construction • Office • Sales*

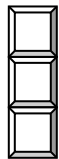
Submittal Requirements for Temporary Trailers



1. Completed Trailer Building Permit Application (ATTACHMENT A).
2. Print out from Maryland Assessments Real Property Data [www.dat.state.md.us](http://www.dat.state.md.us) for property.



3. Three (3) copies of a plot plan no larger than 8 ½ x 14. Plot plan can be hand-drawn provided it shows the entire property, well and septic locations (if the property has well or septic), the road that the access to the trailer is off of with the road name labeled, any existing and/or proposed structures, including the trailer, and most importantly, the distances from the trailer to the property lines or nearest structure in all four directions. Any distance greater than 500' may be indicated as 500'+. Clearly indicate whether the trailer is a single unit or a group of trailers connected together, and any decks or ramps. Please note that a larger size drawing, such as a site plan, may be submitted instead of a plot plan, however, five (5) copies are required.



4. Three (3) copies of tie-down drawings and floor plan.
5. When property is within an incorporated town, paperwork from the town is required before a permit application may be submitted. Contact the town for details.
6. Copy of the service agreement or contract with the portable sanitary facility company. This is a requirement of the Environmental Health Department – for additional information contact 301-600-1726.



7. Payment of fees. Check, cash or credit cards are accepted. There is a service charge for credit card transactions. All fees must be paid for at time of application.

**Additional Submittal Requirements for Permanent Trailers**



1. The Five (5) copies of the plot plan or site plan referenced in number three above must be copies of the Approved Phase 5 Site Plan for the permanent trailer with stamp of approval.



2. Portable sanitary facilities are not allowable for permanent trailers. Bathrooms must be connected to septic or community sewer.

*Fees:*

Temporary Trailer

\$ 10.00 Automation Enhancement Fee  
\$ 26.00 Filing Fee  
\$ 86.00 Building Fee  
\$ 50.00 Health Review Fee  
\$ 43.00 Zoning Review Fee  
\$115.00 Life Safety Fee  
\$330.00 Total

Permanent Trailer

\$ 10.00 Automation Enhancement Fee  
\$ 26.00 Filing Fee  
\$173.00 Building Fee  
\$ 50.00 Health Review Fee  
\$ 43.00 Zoning Review Fee  
\$115.00 Life Safety Fee  
\$414.00 Total

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## **STEP ONE – APPLY FOR PERMIT**

**Where to apply:** Applications are accepted in the Department of Permits and Inspections, at the above address.

**When Applications Are Accepted:** Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm.

## **STEP TWO – OBTAIN REVIEW APPROVALS**

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

**Plan Review Timeframes:** Review timeframe by Plan Review and the Office of Life Safety is one week for their initial review comments for this application type.

**Agency Review Status:** Review timeframes for agencies outside of the Division of Planning and Permitting may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website [www.FrederickCountyMD.gov/permit](http://www.FrederickCountyMD.gov/permit).

**Permit Issuance:** When all reviews have been approved, the issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested.

## **STEP THREE – OBTAIN INSPECTION APPROVALS**

**Inspections:** The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible. Please note that inspections *are* required for temporary trailers.

**Certificate of Occupancy:** The end result of the permitting process is the issuance of the Certificate of Occupancy. The Certificate of Occupancy allows occupancy and the use of the trailer by the occupant identified on the Building Permit, whether it was approved for permanent use or temporary use. The Certificate will be issued automatically upon approval of all required final inspections, and will be mailed to the applicant of the Building Permit, unless a request is made to hold for pick up.

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DIVISION OF PLANNING AND PERMITTING  
 DEPARTMENT OF PERMITS & INSPECTIONS  
 30 NORTH MARKET STREET  
 FREDERICK, MARYLAND 21701  
 301-600-2313 INFORMATION

**ATTACHMENT (A) - TRAILER**

|  |
|--|
| A/P #                                  |
| Process                                |
| Date:                                  |
| Application Reviewed<br>By (initials): |

**Building Permit Application for TRAILER**

**SECTION I: CONTACT INFORMATION**

| Proposed Occupant of Trailer                          |        |      | Contractor or Architect   |        |      |
|---|--------|------|---|--------|------|
| "Trading As" Name of Occupant (A/P Name):             |        |      | Contractor or Architect information should only be completed when they are applying for the permit. |        |      |
| Contact Person:                                       |        |      | Please check one: <input type="checkbox"/> Contractor <input type="checkbox"/> Architect            |        |      |
| Current mailing (street) address for above :          |        |      | Company Name:   |        |      |
| Town:   | State: | Zip: | Mailing Address for Contractor or Architect:<br>Street Address:                                     |        |      |
| Daytime Telephone Number:                             |        |      | Town:   | State: | Zip: |
| <b>Permit Service</b>                                 |        |      | Contact Person for Contractor or Architect:   |        |      |
| Name of Permit Service when applicable:               |        |      | Contractor or Architect's Telephone Number:   |        |      |
| Street (mailing address) :                            |        |      | Contractor or Architect's Fax Number:   |        |      |
| Town:   | State: | Zip: | Contractor or Architect's E-mail Address:   |        |      |
| Contact Person for Permit Service (Applicant/Contact) |        |      |   |        |      |
| Phone #   |        |      |   |        |      |
| Email Address   |        |      |   |        |      |

**SECTION II: PROPERTY INFORMATION**

|   |                                 |                                    |   |        |       |
|---|---------------------------------|------------------------------------|---|--------|-------|
| Current Property Owner(s):  |                                 |                                    | Property Address of Jobsite:  |        |       |
| Eight Digit Property Tax ID (account) # from Assessments  |                                 |                                    | Town:   | State: | Zip:  |
| Acreage or Square Footage of <b>Property</b> : _____  |                                 |                                    | Subdivision Name:   |        | Lot # |
| Complete water & sewer type in reference to property, even if not connecting trailer to supply: |                                 |                                    | Is Property Within an Incorporated Town?<br>Yes* <input type="checkbox"/> *Town paperwork must be submitted<br>No <input type="checkbox"/> with this application. |        |       |
| <u>Water Type</u> :   |                                 |                                    | Is this building situated along a State Road?   |        |       |
| <u>Sewer Type</u> :   |                                 |                                    | Y <input type="checkbox"/> N <input type="checkbox"/>   |        |       |
| Well <input type="checkbox"/>   | Septic <input type="checkbox"/> | Community <input type="checkbox"/> |   |        |       |

Is there a roadside tree that will be disturbed or removed due to the proposed construction?(A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)

Yes  No

**General Information**

Trailer Type:

|              |                          |
|--------------|--------------------------|
| Classrooms   | <input type="checkbox"/> |
| Construction | <input type="checkbox"/> |
| County       | <input type="checkbox"/> |
| Food         | <input type="checkbox"/> |
| Office       | <input type="checkbox"/> |
| Sales        | <input type="checkbox"/> |

|                                  |   |                          |   |                          |
|----------------------------------|---|--------------------------|---|--------------------------|
| Is Electrical Wiring Being Done? | Y | <input type="checkbox"/> | N | <input type="checkbox"/> |
| Is Plumbing Work Being Done?     | Y | <input type="checkbox"/> | N | <input type="checkbox"/> |
| Will Food Be Served?             | Y | <input type="checkbox"/> | N | <input type="checkbox"/> |

Cost-Temporary Trailer:  
 Cost involved to place trailer :  
 \$ \_\_\_\_\_

Permanent Trailer:  
 Cost involved - including cost of trailer, excluding land \$ \_\_\_\_\_

**Construction Details**

Sanitary Information:

|   |
|---|
| <input type="checkbox"/> Portable                       |
| <input type="checkbox"/> Sanitary Agreement Received    |
| <input type="checkbox"/> Number of Persons              |
| <input type="checkbox"/> Connecting To Existing System  |
| <input type="checkbox"/> Restrooms in Existing Building |
| <input type="checkbox"/> Connecting To Proposed System  |

Hours of Operation: \_\_\_\_\_

Permanent or Temporary:  
 Is the Trailer Permanent or Temporary?

If Temporary Trailer- Length of time?  
 Years: \_\_\_\_\_ Months: \_\_\_\_\_

Set Backs:

|       |                          |      |                          |
|-------|--------------------------|------|--------------------------|
| Front | <input type="checkbox"/> | Rear | <input type="checkbox"/> |
| Right | <input type="checkbox"/> | Left | <input type="checkbox"/> |

**Any additional information that will aid in the processing of your application:**

**IMPORTANT - PLEASE READ CAREFULLY**

The Applicant hereby certifies under the penalties of perjury, and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

**Permit Application Extension :**

The permit application is valid for 6 months. The fee to extend an application is the minimum fee. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

**Properties Served by County Water and Sewer :**

It is the applicant's responsibility to identify and disclose any water and/or sewer utilities or easements, in, on, or near the proposed improvements. Approval of this permit by DUSWM shall not, on behalf of the County Executive, be construed as a modification or amendment of any water or sewer easement nor constitute permission to encroach thereon. Should an encroachment be found in the future, the cost to remedy said encroachment shall be borne by the property owner.

***Building Permits and Applications for Building Permits are non-transferable and non-assignable.***

\_\_\_\_\_  
 Signature of APPLICANT

\_\_\_\_\_  
 Please print name

\_\_\_\_\_  
 Connection with application