



**DEPARTMENT OF
PLANNING & ZONING**

110 Vincit St., Suite 104 | Centreville, MD 21617

Permits: (410) 758-4088

Online Portal: Qac.org/PZPortal

Requirements for a Residential Building Permit

Residential construction in Queen Anne's County must conform to the standards adopted by the county (see Queen Anne's County Land Use & Development Code and the Queen Anne's County Building Code). The purpose of this bulletin is to provide information concerning the requirements that you must meet to document your adherence to those standards.

A building permit/zoning certificate is required for new construction or alteration and renovation or repair of any residential or accessory structure in Queen Anne's County. Commercial structures require site plan review which is a separate procedure by the Planning Department. Site plan approval must be obtained before applying for a building permit for a commercial structure.

Complete the Building Permit application available online or at the Zoning Department. To complete this form you will need the following:

1. The name of the owner(s) of the property and their mailing address, phone number, P.O. Box address, and the 911 address of the property.
2. Contractor's/Builder's name, mailing address, phone number, and license number. Construction of a single-family dwelling requires the contractor to have a Maryland Home Builders license. Renovation, alterations, repairs, or additions to existing dwellings requires the contractor to have a Maryland Home Improvement license.
3. Electrical, HVAC, and plumbing contractor's name and Queen Anne's County license numbers.
4. County tax map, parcel, lot, section, block, grid, and tax ID number and the subdivision name. This information can be obtained from your tax bill or on the Maryland Department of Assessments and Taxation (SDAT) website.
5. Type of construction. Be able to describe the dimensions of the new construction plan area, total square footage, occupied area, unoccupied area, and height of the structure above grade.
6. Value of construction. This figure represents the value of the construction of completed structure(s).
7. Description of the property in terms of acreage or square footage, drawing showing the depth and width of lot and road frontage, and total acreage within the critical area, if applicable.

Setback requirements are listed on page 8 of this document and correspond to zoning in accordance with the Queen Anne's County Land Use & Development Code. All proposed structures must meet required setbacks measured from the property line to the proposed structures.

8. All building permit applications require four (4) plot plans showing the property lines and dimensions, location of all roads, acreage, driveways, well, septic, and existing and proposed structures. Two (2) sets of building plans or blueprints including the floor plan, door and window sizes, footer and foundation plans, and cross section details and elevations.
9. All zoning certificates require four (4) plot plans showing the property lines and dimensions, location of all roads, acreage, driveways, well, septic, and existing and proposed structures. Zoning certificates are for accessory structures of less than 200 square feet (and property not within a 100-year floodplain) such as sheds, gazebos, swimming pools, satellite dishes, and home occupations.

10. When construction takes place in the critical area (any property within 1000 feet of a tidal wetland) there are limits on how much of the ground may be covered by impervious surfaces. See attached critical area worksheet.
11. Sediment control permits are required for construction of single-family dwellings on properties less than two (2) acres, tree removal in the critical area, new or replacing bulk heads and revetments, and grading of properties not associated with construction.
12. When required, sediment control plans are reviewed and approved by the Queen Anne's County Soil Conservation District. (410-758-3136)

When you have all the information required, you are prepared to apply for the building permit or zoning certificate. The permit technician who receives your application will calculate applicable fees (see attached fee schedule). Remember that you, the property owner or agent, are responsible for seeing that your permit is issued to you.

Make sure your plumber, electrician, HVAC, and septic installer have applied for their permits. Building permits are not issued without these permits when applicable.

Building permits and zoning certificates are valid for six (6) months from date of issuance.

Required Inspections:

It is the responsibility of the property owner or agent to call for the required inspections 24 hours in advance of the date of requested inspection. The electrician, plumber, mechanical, and gas installer are responsible for calling in their inspections.

The following inspections are called in to the Middle Department Inspection Agency (MDIA) at 410-822-8300. The inspector has 24 hours to perform the inspection from the time of the request. Required inspections include:

1. **Footing:** Following trench excavation and prior to pouring concrete. (Check for benchmark and crawlspace elevation if property is in the floodplain)
2. **Foundation:** Following completion of foundation and prior to back fill and framing. (Check for foundation openings if property is in the floodplain)
3. **Framing:** Following rough plumbing and electric, heating, ventilation, and air conditioning inspection and prior to closing. (Elevation certificate must be received by the Department of Public Works prior to framing inspection if construction is in a floodplain)
4. **Insulation:** Following framing and prior to closing/dry wall.
5. **Final:** Following final building, plumbing, gas, mechanical, and electrical inspections and prior to receiving a certificate of occupancy.

Certificate of Occupancy:

Occupancy certificates must be received by the owner/applicant from Queen Anne's County Planning and Zoning Department following all final inspections and before the structure is occupied. Any questions about the certificate of occupancy should be directed to the Zoning Department at 410-758-4088.

Prior to issuance of a temporary or final certificate of occupancy, 3" house numbers must be posted.

Fee Schedule

Building permits and inspections shall be paid in accordance with the following schedule. For projects involving both additions and renovations, fees shall be calculated as the sum of the fees computed separately for each scope of work

A. New Construction and Additions Per square foot	\$0.12
B. Renovations, Alterations, and Repairs Per \$1000 of estimated cost of work or fraction thereof	\$7.00
C. Swimming pools (above ground, spas 6' in diameter and above)	\$75.00
D. Fireplaces	\$35.00
E. Woodstoves	\$35.00
F. Demolition	\$50.00
G. Modular or Manufactured Home	\$75.00
H. Use Permit	\$130.00
I. Temporary Certificate of Occupancy	\$50.00
J. Reinspection Fee (when required)	\$50.00
K. Garages, Decks, Breezeways, Carport, Unfinished Basements, Porches, or any Accessory Structure Per square foot	\$0.08
L. Minimum fee on building code permit	\$90.00
M. Zoning Certificate	\$55.00
N. Signs	\$55.00
O. Piers (up to 2 slips)	55.00
P. Preliminary Plan Review	\$150.00
Q. Permit Revision	\$55.00
R. Sprinkler Plan Review	\$150.00
S. Fire Marshal Review	TBD from scope of work

Expert Witness Fees

In the event that MDIA must appear as a witness in any legal proceeding relevant to Building Code, the charge for such appearance is \$75.00 per hour with a minimum of a three (3) hour charge.

Sediment Control Permit Fees

A. Tree Removal	\$45.00
B. Bulkheads	\$65.00
C. Single Lot Grading Plans	\$55.00
D. Development Grading Plans	\$150.00
E. Blacktop Driveways (includes any hard surface)	\$55.00
F. Logging Permit	\$95.00

Refunds

When an unissued permit has been denied by any county agency or withdrawn by the property owner or agent, a 50% refund is due on fees paid. No refunds will be given on issued permits.

Mechanical Fee Schedule

G. Non-Refundable Administrative Fee	\$10.00
H. Heating and Cooling System	\$50.00
Each additional system	\$25.00
I. Heating System Only	\$50.00
J. Air Conditioning Only	\$50.00

Plumbing / Gas Fee Schedule

A. Non-Refundable Administrative Fee	\$10.00
B. First 5 Fixtures / Appliances	\$50.00
Each additional fixture / appliance	\$5.00
C. Modular / Doublewide / Trailer	\$50.00
D. Gas Permit	\$50.00
E. Public Sewer	\$50.00
F. Public Water	\$50.00
G. Water & Sewer Alteration	\$50.00
H. Backflow Test	\$25.00
I. Re-Inspection Fee	\$50.00

Environmental Health Fee Schedule

A. Sanitary Construction Permit	\$100.00
B. Well Permit	\$160.00

Queen Anne’s County Water & Sewer Fees

A. Water	\$25.00
B. Sewer Permit	\$50.00
C. SKI Sewer Permit	\$250.00

Please note: Properties located within incorporated towns (Barclay, Centreville, Church Hill, Millington, Queen Anne, Queenstown, Sudlersville, and Templesville) are subject to fees set by the respective town, and applicants are encouraged to contact the town directly for applicable rates. If you’re unsure whether your property is located within an incorporated town, please visit the Queen Anne’s County Property Viewer.

Contact Information

- 1. Middle Department Inspection Agency – MDIA (Building, Plumbing, Electric, Gas, & Mechanical)**
8673 Commerce Drive, Unit 2 | Easton, MD 21601
Hours of Operation: M-F 7:30am – 4:00pm | Phone: (410) 822-8300 Fax: (410) 820-4197
- 2. Queen Anne’s County Zoning Department (Permits & Zoning Information)**
110 Vincit Street, Suite 104 | Centreville, MD 21617
Hours of Operation: M-F 8:00am – 3:30pm | Phone: (410) 758-4088 Email: PermitApplications@qac.org
- 3. Department of Public Works (County Roads, Storm Water Management, & Floodplain)**
312 Safety Drive | Centreville, MD 21617
Hours of Operation: M-F 8:00am – 4:30pm | Phone: (410) 758-0925
- 4. Sanitary District (Sewer Allocations, Public Water, & Sewer Connections)**
310 Bateau Drive | Centreville, MD 21617
Hours of Operation: M-F 8:00am – 4:30pm | Phone: (410) 643-3535
- 5. Environmental Health (Well & Septic Permits, Perk Tests, Food Service, & Water Testing)**
208 N. Commerce Street | Centreville, MD 21617
Hours of Operation: M-F 8:00am – 4:30pm | Phone: (410) 758-1271 Fax: (410) 758-6602
- 6. Plumbing Board (Plumbing, Mechanical, & Gas Permits, & Licenses)**
208 N. Commerce Street | Centreville, MD 21617
Hours of Operation: M-F 8:00am – 4:30pm | Phone: (410) 758-1271 Fax: (410) 758-6602
- 7. Electrical Board (Electric Permits & Licenses)**
110 Vincit Street, Suite 104 | Centreville, MD 21617
Hours of Operation: M-F 8:00am – 3:30pm | Phone: (410) 758-4088 Email: PNZLicenses@qac.org
- 8. Queen Anne’s County Fire Marshal**
100 Communications Drive | Centreville, MD 21617
Hours of Operation: M-F 8:00am – 4:30pm | Phone: (410) 758-4500 Ext 1144
- 9. Maryland Department of Labor (Licensing & Regulation)**
100 S. Charles Street, Tower 1 | Baltimore, MD 21201
<https://www.dllr.state.md.us/>
- 10. Maryland Home Builders Registration (MHBR)**
200 St. Paul Place | Baltimore, MD 21202
Phone: (877) 259-4525 | Fax: (410) 576-6566 | Email: homebuilder@oag.maryland.gov
<https://oag.maryland.gov/i-need-to/Pages/new-home-builder.aspx>
- 11. Maryland Home Improvement Commission (MHIC)**
100 S. Charles Street, Tower 1 | Baltimore, MD 21201
Hours of Operation: M-F 10:00am – 4:00 pm | Phone: (410) 230-6231
<https://labor.maryland.gov/license/mhic/>



**DEPARTMENT OF PLANNING & ZONING
(ZONING & PERMITS DIVISION)
ADOPTED THE FOLLOWING CODES:
EFFECTIVE DATES AS NOTED**

- 2021 INTERNATIONAL BUILDING CODE (IBC)** (MAY 1, 2024)
- 2021 INTERNATIONAL RESIDENTIAL CODE (IRC)** (MAY 1, 2024)
- 2021 INTERNATIONAL MECHANICAL CODE (IMC)** (MAY 1, 2024)
- 2021 INTERNATIONAL EXISTING BUILDING CODE (IEBC)** (MAY 1, 2024)
- 2021 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)** (MAY 1, 2024)
- 2021 INTERNATIONAL PLUMBING CODE** (MAY 1, 2024)
- 2023 NATIONAL ELECTRICAL CODE NFPA 70 (NEC)** (AUGUST 1, 2024)
- 2024 NFPA 101 LIFE SAFETY CODE** (JUNE 23, 2025)
- 2022 NFPA 72 NATIONAL ALARM & SIGNALING CODE -** (JUNE 23, 2025)
- 2024 NFPA 96 – STANDARD FOR VENTILATION CONTROL AND FIRE PROTECTION OF COMMERCIAL COOKING OPERATIONS** (JUNE 23, 2025)
- 2024 NFPA 13 STANDARD FOR THE INSTALLATION OF SPRINKLER SYSTEMS** (JUNE 23, 2025)
- 2024 NFPA 1 FIRE CODE** (JUNE 23, 2025)
- 2024 NATIONAL GAS CODE NFPA 54** (JUNE 23, 2025)
- 2024 NATIONAL LP GAS CODE NFPA 58** (JUNE 23, 2025)

**CONTACT THE DEPARTMENT OF PLANNING & ZONING PERMIT DIVISION
@ 410-758-4088 WITH ANY QUESTIONS.**

**QUEEN ANNE'S COUNTY
FY 2026 IMPACT FEES**

FY 2026 - July 1, 2025 - June 30, 2026

June 2021 - Index	12112
June 2022 - Index	13110
June 2023 - Index	13345
June 2024 - Index	13547
June 2025 - Index	13871
INCREASE FACTOR	1.024

	Public Schools (per sq ft)	Fire (per sq ft)	Parks & Rec (per sq ft)	Total (per sq ft)
Residential	\$4.88	\$0.56	\$0.54	\$5.98

NON RESIDENTIAL

Comm/Shop Ctr 50,000 sf or less
Comm/Shop Ctr 50,001-100,000 sf
Comm/Shop Ctr 100,001-200,000 sf
Comm/Shop Ctr over 200,000 sf
Office 25,000 sf or less
Office 25,001-50,000 sf
Office 50,001-100,000 sf
Office over 100,000 sf
Business Park
Light Industrial
Warehousing
Institutional

Total Impact Fee	Reduction Inside Growth Area = 50%	Reduction Outside Growth Area = 25%
1.91	0.96	1.44
1.63	0.81	1.22
1.47	0.74	1.11
1.31	0.65	0.98
2.65	1.32	1.99
2.52	1.26	1.89
2.34	1.17	1.76
2.23	1.12	1.67
2.05	1.02	1.54
1.52	0.76	1.14
0.86	0.43	0.64
0.53	0.27	0.40

Queen Anne’s County Land Use – Setbacks (listed in feet)

District	Lot Size	Front	Sides Minimum/Total	Rear	Height
Agriculture (AG)	20 Acres	50	50/100	50	40
Neighborhood Conservation District					
NC-1	1 Acre	35	20	50	40
NC-2	2 Acres	35	20	50	40
NC-5	5 Acres	35	20	50	40
NC-8	8,000 Sqft	25	8/18	35	40
NC-15	15,000 Sqft	35	8/18	50	40
NC-20	20,000 Sqft	35	15/35	50	40
Other Residential Districts					
Countryside (CS)	20 Acres	50	50/100	50	40
Estate (E)	2 Acres	50	25/55	100	35
Suburban Estate (SE)	1 Acre	50	20/45	75	35
Suburban Residential (SR)	30,000 Sqft	40	15/35	50	35
Village Center (VC) with Sewer	10,000 Sqft	35	8	40	40
Village Center (VC) without Sewer	20,000 Sqft	35	8	40	40

Special Setback Information

In all zoning districts:

- A one hundred (100) foot setback is required from Mean High Water Line (MHWL) or edge of the tidal marsh/wetlands except for properties mapped buffer exempt. A fifty (50) foot setback may be allowed. Please call the Zoning Department for information.
- A twenty-five (25) foot setback is required from all non-tidal wetlands.

Residential Accessory Structure Restrictions (§18:1-45)

Location Restrictions (§18:1-45(B)):

- A residential accessory structure must be located in the rear or side yard. Corner lots and waterfront lots have greater restrictions. Call the Zoning Department for your specific setback information.
- An accessory structure must be located at least three (3) feet from any property line and at least six (6) feet from the closest point of the principle building (§18:1-45(B)(1)(b)[1]-[2]).
 - Pools may be exempt from the setback from the principle structure requirements under §18:1-45(B)(1)(b)[1]-[2]), provided that the pool has a perimeter walkway of at least four (4) feet.
- When a rear lot line abuts tidal wetlands, a residential accessory structure may be located in that portion of the front yard that is not within the front setback required.

Area Restrictions (§18:1-45(C)):

- Except in the AG, CS, & APKIG Districts, all buildings on residential lot of between two (2) and five (5) acres, other than the principle building, may not cover an area of the lot greater than 80% of the area covered by the existing principle building.
- In all districts, all buildings on a residential lot of less than two (2) acres, other than the principle building, may not cover an area of the lot greater than 60% of the area covered by the existing principle building.
- In the AG, CS, & APKIG Districts on lots between two (2) and five (5) acres, all buildings on the lot, other than the principle building may not cover an area of the lot greater than 2000% of the area covered by the principle building; and the total square footage of all accessory structures shall not exceed 5,000 square feet.

Height Restrictions (§18:1-45(D)):

- A building on a residential lot less than two (2) acres may not exceed twenty (20) feet in height.
- A building on a residential lot greater than two (2) acres and less than five (5) acres, may not exceed the greater of twenty (20) feet in height or the height of the principle building.

Accessory Structures (§18:1-45(E)), such as barns, stables, and sheds, may be located on existing large lots in the CS District outside the building pads, provided the accessory structures shall have a pitched roof and meet all requirements of §18:1-45.

Lot Coverage Surface Limitations

(For properties in the Critical Area only)

Lot coverage: the percentage of a total lot or parcel that is occupied by a structure, accessory structure, parking area, driveway, walkway or roadway; or covered with gravel, stone, shale, impermeable decking, a paver, permeable pavement, or any man-made material. (Effective July 12, 2011, by Ord. No. 11-01)

	Existing	To Be Removed	New
House (includes porches, attached garages, and impervious decks)	sqft	sqft	sqft
Detached Garage / Outbuildings	sqft	sqft	sqft
Paved Driveways/Sidewalks	sqft	sqft	sqft
Paved Patios / Pool Patios	sqft	sqft	sqft
Swimming Pools / Hot Tubs	sqft	sqft	sqft
Other (please specify: _____)	sqft	sqft	sqft
Total Lot Coverage Surfaces	sqft	sqft	sqft
Grand Total (Total Existing – Total To be Removed + Total New)			sqft

Total lot coverage surface allowed on the lot: _____ % or _____ sq ft

- * No lot coverage surface limit in intensely developed areas (IDA)
- * 15% lot coverage surface limitation in limited development areas (LDA) and resource conservation areas (RCA), except:
 - A lot/parcel one-half (½) acre or less in size was a lot of record on or before December 1, 1985. Lot coverage on the lot are limited to 25% of the lot/parcel.
 - A lot/parcel 8,000 sqft or less in size was a lot of record on or before December 1, 1985. Lot coverage on the lot are limited to 25% of the lot/parcel plus 500 sqft.
 - A lot/parcel greater than 8,000 sqft but less than 21,780 sqft in size was a lot of record on or before December 1, 1985. Lot coverage on the lot are limited to 31.25% of the lot/parcel plus 500 sqft. Must meet §14:1-38D(8)(b)[1], [2], and [3] requirements.
 - A lot/parcel 21,780 sqft to 36,300 sqft was a lot of record on or before December 1, 1985. Lot coverage is limited to 5,445 sqft. Must meet §14:1-38D(8)(b)[1], [2], and [3] requirements.

For Office Use Only

Compliance with §14:1-38D(8)(b)[1], [2], and [3]

- Did the applicant minimize new lot coverage surfaces on the lot/parcel?
- Did the applicant minimize stormwater quality impact through site design and/or use of best management practices agreed on by the County and the Critical Area Commission?
- Mitigation requirements = I.S. _____ sqft x 2 = _____ / 43560 sqft x 70 = _____ 4'-6' native trees
 - a. Note: All trees to be planted must be container grown. No bare root stock will be accepted
- Is the lot coverage on the lot/parcel equal to or less than the amount listed above?

Comments: _____

Permit Technician's Initials

Date

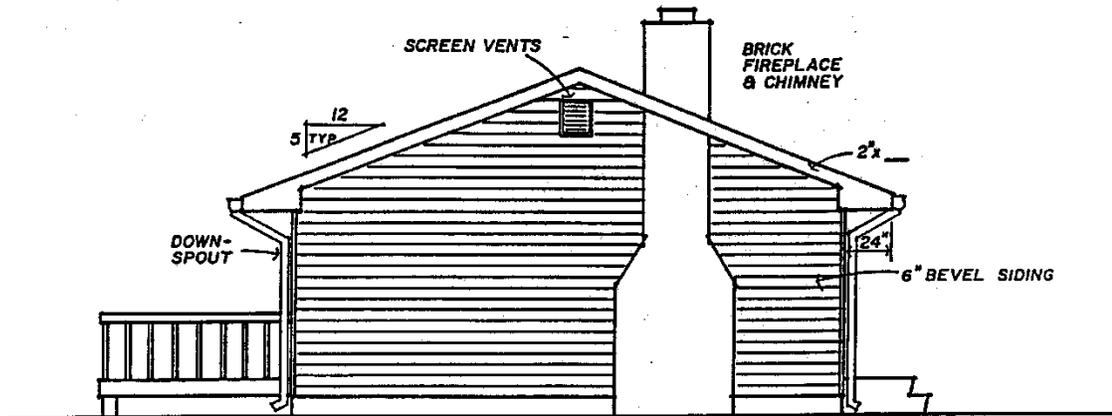
Inspector's Signature

Date

Minimum Requirements for Building Plans

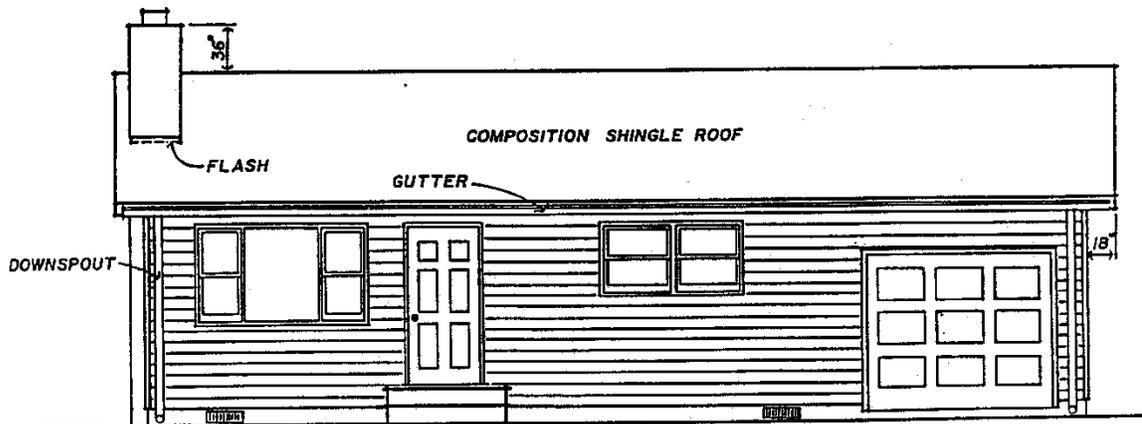
ELEVATION VIEWS SHOWING THE FOLLOWING:

- Front, rear and side elevations, with final grades.
- Exterior siding and roof covering
- Roof overhangs and chimney clearances.
- Sliders or other types of operable vents or windows.



LEFT ELEVATION

Suggested scale - $1/4" = 1'-0"$

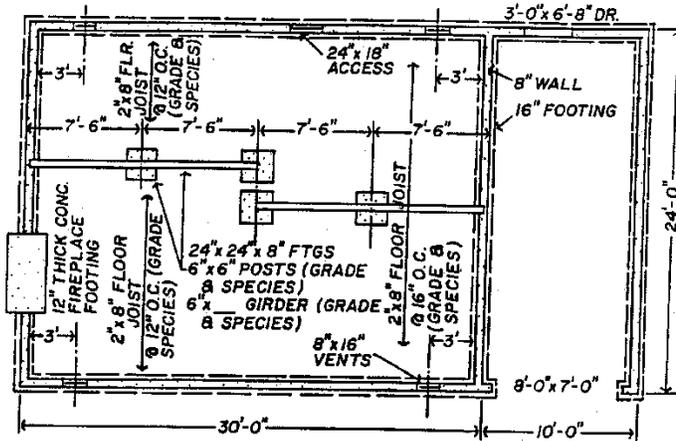


FRONT ELEVATION

Suggested scale - $1/4" = 1'-0"$

WORKING PLANS: Must be in compliance with current issue of applicable codes.
Two (2) Complete Sets

FOUNDATION PLANS THAT SHOW:

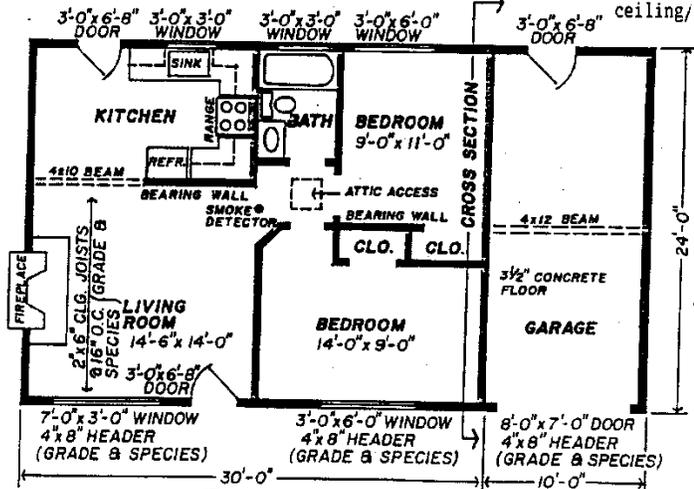


FOUNDATION PLAN
Suggested scale - 1/4" = 1'-0"

- Shape and dimensions of the foundation wall.
- Location and size of columns, posts and interior footings.
- Grade and species of all lumber to be used.
- If crawl space - indicate location and size of all vents, access holes, and insulation value.
- Floor joist sizes, spacing, direction, support, hangers, solid-blocking under bearing partitions.
- If usable space - provide information required for Floor Plans below.
- Show vent size & locations if house is in Flood Plain- 1 sq.in. vent area/1 sq.ft. floor area

FLOOR PLANS THAT SHOW (FOR EACH FLOOR ELEVATION OR LEVEL):

- The arrangement of partitions and rooms, use of all areas, and dimensions of wall locations.
- Location of plumbing fixtures, hot water tank (indicate how heated), laundry fixtures requiring vents, appliances, cabinets, and smoke detectors.
- Access to attic spaces or unoccupied storage areas.
- Location and dimensions of all windows and doors (indicate opening direction and header sizes).
- Size, direction, spacing and support of ceiling/floor joists and beams.

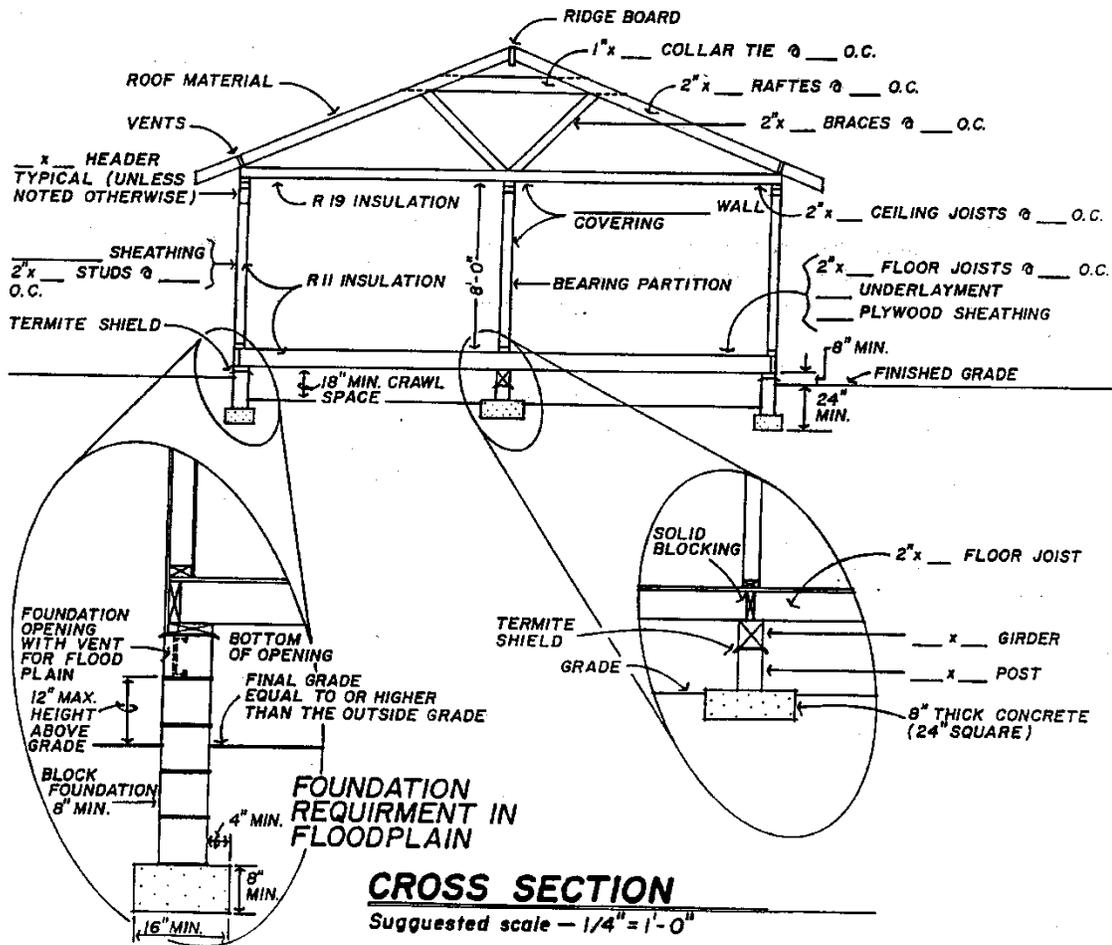


FLOOR PLAN
Suggested scale - 1/4" = 1'-0"

- Indicate grade and species of all framing and structural lumber.
- Plan view of fireplace and hearth and furnace locations, flue sizes, chimney construction, materials, clearance from combustibles, height above roof and lateral support.
- Show egress windows sizes in bedrooms.

STRUCTURAL CROSS SECTION DRAWINGS THAT SHOW:

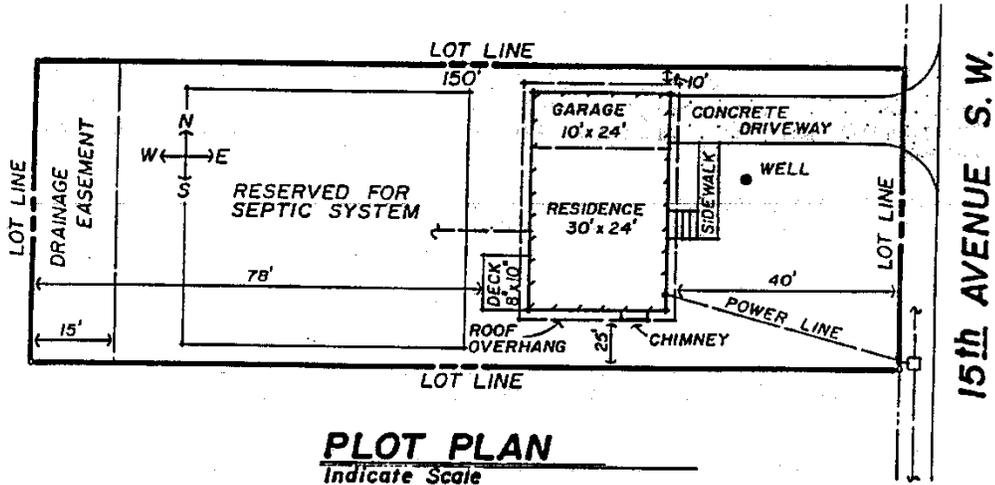
- Footing: minimum 24" below finished grade
- Footing sizes, foundation wall thicknesses, and maximum fill against wall
- Start and Finish Grade
- Bearing posts, columns, supporting footing sizes, and beam sizes under uniform and concentrated loads.
- Sill plates and anchorage method; allow minimum 8" clearance from sill plate to earth. Must install a termite shield under header plate at top of foundation wall.
- 12" minimum from beams to the ground for crawl spaces, and 18" minimum clearance under floor joists.
- Size and spacing of studs and roof rafters, noting maximum span of rafters and method of bracing to bearing partitions. (If stamped engineered trusses are used, submit stress analysis and joint details, when requested).
- Sole plates, top plates, and ceiling joists.
- Sheathing, liner, and covering of roof and walls, floor and ceiling.
- All "R" values of insulation installed in the ceilings, walls, floors on the perimeter and on all ducting.
- Indicate grade and species of all lumber



To complete your application for a Residential Building Permit,
You must have the following documents and information:

PLOT PLAN: Four (4) copies* on at least, an 8½ x 11 inch paper size to include the following information:

- Scale used and a marker showing a direction of North.
- Location and dimension of all property lines.
- Location, dimensions and use of all existing and proposed buildings and structures on the site and distances from property lines, or setback zones (wetlands, buffers, etc.)
- Location of underground power lines and all other utility lines.
- Location of well
- Location, name or number of all streets and alleys adjacent to the site. Show any offsite easements or private roads that provide access between the site and public road.
- Location of on-site parking and driveways (provide space for at least two cars).
- Proposed or existing location of septic tank and drainfield (and reserve drainfield), as required by the Health Department.



* One (1) Copy of the Plot Plan shall be submitted to the Health Department (Environmental Health Section) in application for a Sanitary Construction Permit, if applicable. This permit will give the specifications for the septic system to be installed.