



**DEPARTMENT OF
PLANNING & ZONING**

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

Permits: (410) 758-4088

Email: PermitApplications@qac.org

Filing a Zoning Certificate

Zoning Certificates are required for:

- Home Occupations
- Temporary Uses
- Fences (within the SKI District)
- Pools, piers, and sheds/outbuildings under 200 square feet and not located within a 100-year floodplain
- Business Uses
- Irrigation Systems
- Wall-Mounted Signs
- Farm Buildings
- Food Trucks
- Freestanding Signs

Please allow 7-14 business days for processing.

I. Required Documents at Time of Application

- A detailed scope of work
- Property owner's name, address, phone numbers, and email address
- Four (4) copies of a plot plan or survey showing:
 - i. All property lines and existing structures
 - ii. Distances from the proposed structure to all property lines and the dwelling (if applicable)
 - iii. Approximate location of private well and septic system
 - iv. Approximate location of existing or proposed public sewer or water lines

Note: Before the Zoning Inspector conducts an onsite inspection, the proposed work area must be clearly staked or marked.

II. Possible Additional Approvals Required

Depending on your property and project type, additional approvals may be required before issuance:

- Zoning Department – including electrical permits, if applicable
- Environmental Health Department – including plumbing, gas, and backflow permits, if applicable
- Sanitary District or SKI District
- Department of Public Works, which may include
 - Stormwater Management
 - Soil Conservation
 - Floodplain Management
- State Highway Administration
- Queen Anne's County Fire Marshal

III. Additional Requirements

- A Zoning Certificate will not be issued without all applicable subcontractor permits in place.
- Farm buildings may require a current Farm Plan.
- If your project will disturb more than 5,000 square feet of land, please contact Soil Conservation and/or the Department of Public Works for additional requirements.

IV. Zoning Certificate Fees

- Application fees:
 - i. Piers, accessory structures, farm buildings, signs, temporary uses, business use, and fences: \$55.00 each. (Each structure requires a separate application)
 - ii. Pools, hot tubs, and spas: \$75.00
 - iii. Commercial piers: \$55.00 per slip
 - iv. Home occupations: \$130.00
- Fire Marshal review fee (if applicable): \$100
- Checks should be made payable to: QAC Commissioners

V. Required Inspections

Once permitted work as begun, inspections may be required by the following departments:

- **QAC Fire Marshal** (410-758-4500)
For business uses, food trucks, most temporary uses, and all commercial applications.
- **Zoning Inspectors** (410-758-4088)
For required landscape inspections.
- **Middle Department Inspection Agency (MDIA)** (410-822-8300)
For electrical, plumbing, and gas inspections.

Note: Subcontractors are responsible for scheduling these inspections.

VI. Final Responsibility

It is the property owner's responsibility to ensure that:

- All required inspections are scheduled and passed
- The Zoning Certificate is properly closed out