



Building Permit Package Checklist

Town of La Plata
305 Queen Anne Street • P.O. Box 2268
La Plata, MD 20646
301-934-8421 Fax: 301-934-3965
www.townoflaplata.org

A building permit must be issued to authorize any new construction of, structural alterations and/or renovations to, moving of, or demolition of, any principle or accessory structure or other works as stated in the Town Code. All applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted.**

Pre-Application Requirements:

The following items must be completed prior to the submission of a building permit application:

- Historic District Commission, Design Review Board and/or Planning Commission approval where applicable. See Town Code for the Design Review Board and Planning Commission requirements.
- An approved Grading Permit (If applicable)
- An approved Sediment and Erosion Control Plan (If applicable)
- Board of Appeals Application – If proposed project requires a variance

Building Permit Application Requirements:

Note: Please be advised additional documentation may be required by the Town

The Building Permit Package shall contain the following items:

- Completed Building Permit Application
- Completed Building Permit Package Checklist
- 2 hard copies and 1 electronic PDF copy of Plans detailing the Scope of Work and illustrating compliance with the International Building Code and Fire Code
 - The Town of La Plata requires a drawing to be stamped by a design professional when applying for new residential construction and all commercial projects.
- For Any Exterior Work** – A Site Plan showing the scope of work and building restriction lines (Must be drawn to scale)
- For Non-Residential and Multi-Family** - A parking tabulation detailing the required and provided parking.
- Approval letter from Charles County Soil Conservation & copy of Sediment and Erosion Control Plan (If applicable)
- When in flood zone, plans must indicate compliance with FEMA Flood Plain Ordinance
- Homeowner's Association Approval Letter (If required)
- Forest Conservation Declaration of Intent (If applicable)
- Fees (Due at time of pickup) - Fees are subject to change every July 1st.

Additional Permits:

- Utility Services Permit Application – For New Construction, Additions and Tenant Fit-Outs
- Occupancy Permit Application – New Construction, Tenant Fit-Outs, Change of Ownership
- Major Facility Fee Application – For New Construction, Additions and Tenant Fit-Outs
- Plumbing Permit Application
- Electrical Permit Application (PlanChek)
- Mechanical Permit Application (PlanChek)

Inspections: You must have your permit number available when scheduling an inspection.

- To schedule a building, plumbing, and electrical inspection please contact PlanChek at (301) 870-8710.
- To schedule a fire inspection please contact Southern Regional State Fire Marshal's Office (443) 550-6820.