



CITY OF ABERDEEN COMMERCIAL & INDUSTRIAL BUILDING PERMIT PROCESS

The City requires that property owners, contractors, and/or developers obtain building permits to ensure compliance with all zoning, building, plumbing, electrical, mechanical, fuel gas, fire, health, and accessibility codes, as well as any other local, State, and/or Federal laws.

Building permits are required for such things as new construction, additions, modifications, upgrades, change(s) of use for an existing building, and tenant occupancies. Accessory structures such as fences, sheds, signs, and parking lots also require building permits.

Demolition permits are required for the removal of buildings and may be required for internal demolition work as well.

Getting started

The process begins with submission of a building permit application, which can be found on the Planning and Community Development site on www.aberdeenmd.gov or in the lobby at City Hall (60 North Parke Street). Upon request, an application can also be mailed or e-mailed to you.

The building permit application requirements vary depending upon the type of permit being obtained.

Permits for new construction, additions, alterations, and similar projects will require:

- 1) Submitted permit application
- 2) Construction drawings, signed and sealed by an architect licensed by the State of Maryland (or Professional Engineer depending on the project). In

the case of hard copies, two sets of drawings are required with the seal on both sets of construction drawings. One set of the drawings must have an original seal and signature.

Permits for Tenant Occupancy (renovations under \$5,000 or no change of use) require:

- 1) Submitted permit application
- 2) Updated floor plan, which can be hand-drawn
- 3) Fire Marshal inspection report
- 4) In some cases, Health Department approval

Permits for Tenant Fit-Out (renovations in excess of \$5,000 or change of use)

- 1) Submitted permit application
- 3) Construction plans signed and sealed by an architect licensed in the State of Maryland. In the case of hard copies, two sets of drawings are required with the seal on both sets of construction drawings. One set of the drawings must have an original seal and signature.
- 2) In some cases, Health Department approval. Please note, in the cases where Health Department approvals are required, it is the responsibility of the applicant to contact the Health Department and submit required documentation to them.
- 3) Water and Sewer capacity usage letter prepared by a professional engineer
- 4) In cases of grading, sediment erosion control or grading agreements may be required

Zoning Review

The Aberdeen Department of Planning and Community Development (DPCD) will review the building permit application and plot plan/site plan for compliance with the Aberdeen Development Code. If a problem is noted, a permit will not be issued until the matter is resolved. In order to check compliance with Aberdeen Zoning regulations, please review Chapter 235, Development Code of the Aberdeen City Code.

Plans Review

Where applicable, the construction plans will be forwarded to the Harford County Department of Inspections, Licenses, and Permits (DILP) as they perform all reviews of building plans, and all building, electrical, plumbing, mechanical, and

fuel gas inspections. All plans must comply with the current building and trade codes as recognized by Harford County. A list of all applicable adopted codes can be found on www.harfordcountymd.gov, under code criteria.

When all agencies have completed the required reviews and all fees have been paid, the permit will be released, along with a copy of the approved plans.

Fees

All fees must be paid to the City of Aberdeen prior to issuance of the building permit. Building inspection and review fees for Harford County are collected by the City of Aberdeen and forwarded to the County. A schedule of Aberdeen building permit fees can be found at the end of this section. A schedule of Harford County building permit fees can be found on www.harfordcountymd.gov.

In cases of permits that require City water and sewer connections, the City Engineer will review the water and sewer capacity request letter to determine the number of Equivalent Dwelling Units (EDU's) that will be paid to the City. One EDU of water is \$9,000 and one EDU of sewer is \$8,500. An explanation of water and sewer fees can be found on the City's Code, Chapter A550, Fees.

New construction will require a water meter. Commercial water meters should be requested according to the Department of Public Works Commercial Water Meter Policy. A water meter request form completed by a Professional Engineer and a Fire Flow test should be submitted. Information on the Water Meter Policy and water meter request form can be found at www.aberdeenmd.gov.

Department of Public Works

The Aberdeen Department of Public Works (DPW) is responsible for review of sediment erosion control, grading agreements, water meter requests, commercial water and sewer connection charges, and stormwater management. If the building permit requires a grading agreement (disturbed area of 500-5,000 square feet) or a sediment erosion control package (disturbed area of 5,000-30,000 square feet), the City Engineer and City Inspector will review the submission. Before the building permit can be released, the applicant must reach out to the City Inspector to schedule an inspection of the sediment controls.

In cases of permits that include food preparation, the Department of Public Works must be contacted to discuss a food receptor or grease trap installation.

Inspections

All inspections for building, plumbing, electrical, and mechanical items are conducted by the Harford County Department of Inspections, Licenses, and Permits (DILP). The Aberdeen City Inspector conducts inspections of sediment control measures and other public infrastructure items (i.e. water meters, sanitary sewer cleanout, curb and gutter, etc.).

Use and Occupancy

A Certificate of Use and Occupancy must be obtained from the Department of Planning and Community Development before a structure can be legally occupied or used. Before this Certificate can be issued, all appropriate final inspections (building, plumbing, electrical, fuel gas, and mechanical,) must be completed by DILP. If applicable, inspections must be completed by the Department of Public Works and Department of Planning.

Variances

In certain instances, a request for a variance from the Aberdeen Zoning Code can be applied for. Information on variances and required submission forms should be discussed with the Aberdeen Senior Planner.

CONTACT INFORMATION

CITY OF ABERDEEN

Planning Assistant: (410) 272-1600 ext. 221

Senior Planner: (410) 272-1600 ext. 220

Director of Planning: (410) 272-1600 ext. 216

City Inspector: (410) 272-1600 ext. 224

City Engineer: (410) 272-1600 ext. 222

Harford County

Building Inspections: (410) 638-3366

Electrical: (410) 638-3363

Plumbing/Mechanical/Fuel Gas: (410) 638-2315

Harford County Health Department: (410) 877-2300

Fire Marshal

State Fire Marshal's Office: (410) 836-4844

Fire Safety Inspector: (410) 836-4848