



CITY OF ABERDEEN RESIDENTIAL BUILDING PERMIT PROCESS

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

Building permits are required for such things as new construction, additions, accessory structures, decks, fences, and driveways.

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 accessory structures (sheds, fences, gazebo, etc.) require:

- 1) Submitted permit application
- 2) Plot Plan or location survey with the location of the improvement

Permits for decks and porches require:

- 1) Submitted permit application
- 2) Plot plan or location survey with location of the improvement drawn to scale
- 3) Construction drawings or Harford County deck specifications sheet

Permits for new construction, additions, or similar projects require:

- 1) Submitted permit application
- 2) Plot plan or location survey with the location of the improvement
- 3) Construction drawings

PLEASE NOTE: Per Maryland law, the builder of any new home for sale in Maryland must register with the State Attorney General's office and obtain a registration number. If the home is for personal use, the builder will be required to fill out an affidavit indicating such use. Violators will be turned over to the Maryland Attorney General's Office for punitive action(s) per Maryland law.

In the case of new construction, Department of Public Works documents may also be required:

- Sediment Erosion Control or Grading Agreement
- Water Meter Request Form
- Fire Flow Letter
- Sprinkler Plans

All Department of Public Works documents can be found on www.aberdeenmd.gov.

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.

Department of Public Works

The Aberdeen Department of Public Works (DPW) is responsible for review of sediment erosion control, grading agreements, water meter requests, 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.

Inspections

All inspections for building, plumbing, electrical, and mechanical items are conducted by the Harford County 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.). Residential sprinkler rough-ins will be inspected by the State Fire Marshal's Office.

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 either the City Inspector or DILP. If applicable, a certification from a licensed sprinkler contractor must also be provided.

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

Fire Marshal

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

Fire Safety Inspector: (410) 836-4848

[Last Page to Include Fee Sheet on Final Copy]