

Town of Keedysville  
19 So. Main St.  
P.O. Box 359 Keedysville, MD  
301-432-5795

Town Hall Hours  
Monday-Wednesday 8:00am-4:00pm  
Thursday-Friday 8:00am-12:00noon

## BUILDING OR IMPROVEMENT PERMIT APPLICATION

PROPERTY OWNER: \_\_\_\_\_ PHONE# \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_  
IS THIS PROPERTY LOCATED IN HISTORICAL DISTRICT?  
(BETWEEN 80 NORTH AND 84 SOUTH MAIN) YES ( ) NO ( )  
CONTRACTOR: \_\_\_\_\_ PHONE # \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
LICENSE #: \_\_\_\_\_

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### NEW HOME CONSTRUCTION

TYPE OF BUILDING: \_\_\_\_\_ SIZE OF LOT: \_\_\_\_\_  
OVERALL DIMENSIONS: \_\_\_\_\_ TYPE OF SIDING: \_\_\_\_\_  
TYPE OF ROOFING: \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_  
FINISHED SQ. FOOTAGE \_\_\_\_\_ UNFINISHED SQ. FOOTAGE \_\_\_\_\_

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### REPAIRS OR REMODELING

DESCRIBE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
ESTIMATED COST: \_\_\_\_\_

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I (we) agree any and all construction, repairs or remodeling will confirm in full with Keedysville Planning and Zoning Regulations. I (we) also agree no livestock will be kept on these premises.

SIGNATURE \_\_\_\_\_  
OWNER OR CONTRACTOR? \_\_\_\_\_

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### **RULES & REGULATIONS FOR ALL PERMITS**

All permits must be requested through the Town Clerk.

Upon completion of permit, it will either be approved by the Zoning Administrator, or forwarded to the Keedysville Planning & Zoning Commission for review. The Planning & Zoning Commission meets the 2<sup>nd</sup> Monday of every month at 7:00pm at the Town Hall.

Once the permit has been approved, a flat fee of \$20.00 plus a surcharge of \$.07 per square foot of finished work and \$.04 per square foot of unfinished work permit fee will need to be paid. After the permit has been approved and fees paid, the Permit Board will be issued. **Work may not be started until a Permit Board has been received.**

The applicant will then be given a copy of the required stages for building inspections. It is the applicant's responsibility to call Town Hall and request an inspection for the appropriate step in the construction. **Inspection requests must be at least 48 hours in advance.**

After approval of the final inspection, the owner will receive a Use and Occupancy letter, completing the inspection process.

**NO EXCEPTIONS TO THE ABOVE RULES WILL BE MADE;  
ANY QUESTIONS PLEASE CALL (301) 432-5795.**

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APPLICANTS RESPONSIBILITIES

1. It is the applicant's responsibility to ensure that plans submitted meet or exceed CABO code (Council of American Building Officials). This is the same standard used for 1 & 2 family dwellings in Washington County. This is important because, regardless of plans, the Town Inspector makes a pass or fail call based on CABO code at any given stage of required inspections. If the homeowner is doing their own work, and is unsure of the code, they should consult a licensed & bonded contractor. The Planning & Zoning Commission, as well as the Inspector will not make changes to the plans you submit.
2. It is the applicant's responsibility to ensure that contractors are licensed and bonded. Separate permits for Plumbing, Electrical and Mechanical (heating and AC) are to be applied for from Washington County by contractors.
3. Homeowner shall not use or occupy the project until they receive a "U&O" (Use & Occupancy) letter from the town. This letter is sent to homeowner soon after Town Inspector gives the final approval sticker.
4. The Corporation of Keedysville shall use legal means, if necessary, to ensure compliance with codes and U&O's. Reasonable time shall be given to correct violations. Non-compliance could result in fines and/or attachment to local property taxes.

I have read the above provisions and agree to comply with the same.

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Applicant/Homeowner

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Date

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REQUIRED STAGES FOR BUILDING INSPECTION

-OPEN DECKS

1<sup>ST</sup> Footing/Pier Trenches (Before concrete)  
2<sup>nd</sup> Final Inspection

-OPEN OR CLOSED-IN PORCHES

1<sup>ST</sup> Footing/Pier Trenches (Before concrete)  
2<sup>nd</sup> Framing (After electrical rough-in, if any and before interior close-in)  
3<sup>rd</sup> Final

-WOODBURING FIREPLACE & WOODSTOVE CHIMNEY

1<sup>ST</sup> Footing Trenches & wood bearing hearth formwork  
2<sup>nd</sup> Heatilator or Masonry fireplace—Stop at throat to 1<sup>st</sup> flue liner  
2<sup>nd</sup> Chimney for woodstove---Stop at thimble to 1<sup>st</sup> flue liner  
3<sup>rd</sup> Final

-UL APPROVED FIREPLACES WITH STAINLESS STEELE FLUE

1<sup>ST</sup> Framing (unit and flue set with framing only) (No sheeting or siding)  
2<sup>nd</sup> Final

-SINGLE ROOM ADDITION

-MULTIPLE ROOM ADDITION

-NEW SINGLE FAMILY RESIDENCE

-ATTACHED & UNATTACHED GARAGES AND CARPORTS

-POLE BUILDINGS

-SHEDS

1<sup>ST</sup> Footing/Pier trenches (Before concrete)  
2<sup>nd</sup> Wall check prior to framing (also waterproofing prior to backfill) (if applicable)  
2<sup>nd</sup> Slab check prior to pouring (Basements, Garages & Porches only)  
3<sup>rd</sup> Framing (after approved electrical, plumbing & mechanical rough-in) (if applicable)  
(NO INTERIOR INSULATION OR SHEETING)  
4<sup>TH</sup> Final (after approved final electrical, plumbing & mechanical) (if applicable)

CALL TOWN HALL FOR INSPECTIONS AT LEAST 24 HOURS IN ADVANCE.

PLEASE BE ADVISED THAT ALL FALSE INSPECTION CALLS WILL BE SUBJECTED TO A \$25.00 FINE.

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New Home Construction Fees

Land Development Fee	\$10,000/lot
Water Line Connection Fee	\$10,000.00/connection
Excise Tax (Fees set by Washington County)	
Non-Residential Retail	\$1.00/sq. ft.
Non-Residential, Non-Retail	\$1.00/sq. ft.
Residential New Construction	\$1.00/sq. ft.
Residential Addition	\$0.50/sq. ft.
Building Permits	
Base Amount	\$50.00 plus:
Unfinished Area	\$.10/sq. ft.
Finished Area	\$.15/sq. ft.
Sewer Connection Fee of Water Quality	Contact Washington Co. Dept. 240-313-2600

The Keedysville Zoning Ordinance can be found at:  
[https://keedysvillemd.com/wp-content/uploads/2019/02/zoning\\_ordinance.pdf](https://keedysvillemd.com/wp-content/uploads/2019/02/zoning_ordinance.pdf)