

ARTICLE IV

BUILDING PERMIT REGULATIONS

Section 1. Building Permit Required

Unless otherwise provided in this Article, every person before commencing work must obtain a building permit from the Washington Grove Planning Commission and, pursuant to Article XIII of the Code, Montgomery County, if that person:

- (a) erects or causes to be erected a building or other structure;
- (b) makes any structural alterations to a building or structure;
- (c) moves, demolishes, or removes any existing building or structure;
- (d) encloses a porch; or,
- (e) a swimming pool.

>Structural alterations= to an existing building or structure, and one who >moves= any existing building or structure, shall include any partial or total demolition of any building or structure, thereby requiring a building permit from the Washington Grove Planning Commission.

Section 2. Building Permit Applications

(a) Applications for building permits must be submitted to the Washington Grove Planning Commission for approval. The application must contain the following information:

- 1. the name of the owner;
- 2. the lot and block numbers of the property;
- 3. the address of the property;
- 4. the kind of building;
- 5. the number of stories, height, total square footage, and building ground coverage of the proposed structure;
- 6. the dimensions of the building and the location on the property;
- 7. the contemplated use of the building;
- 8. the estimated value of the building, alterations or additions;
- 9. duplicate copies of the plat drawn to scale showing:
 - a. the lot upon which the building is proposed to be erected, lot dimensions, lot and block numbers, and subdivision name, if any;
 - b. the names and widths of the abutting street or streets;
 - c. the location, dimensions and use of existing buildings or other structures on the lot;
 - d. the location, dimensions and proposed use of buildings or other structures for which the permit is requested;
 - e. front and rear yard widths; and
 - f. north point and scale of plat.
- 10. other requirements as specified by the Planning Commission of the Town of Washington Grove to ensure adherence to the Code of Ordinances.

(b) If the permit will require the approval of Montgomery County, the application must be accompanied by a fully completed form provided by Montgomery County. A copy of the approved Montgomery County permit must be

provided to the Town. A copy of the approved Montgomery County permitted plans must be provided to the Town and also any amendments thereto, prior to commencing work.

(c) Any building application must be accompanied by the applicable fee as set forth in Article XVI of the Code of Ordinances.

Section 3. Building Permits Issued by Montgomery County

No building permit may be issued by Montgomery County unless the Washington Grove Planning Commission has first approved the application as being in conformance with all requirements of the Washington Grove Zoning Ordinance. Any permit issued without Washington Grove Planning Commission approval is invalid.

Section 4. Connection to Sewer System

Every plan for the erection of a new building must show thereon suitable provisions for connection to the Washington Suburban Sanitary Commission sewer system.

Section 5. Special Structures; Permits

(a) No building permit is required from either the Town or Montgomery County for the following structures:

1. Trellis
2. Clotheslines
3. Arbor
4. Other frame structures which are without walls and open to the sky
5. Decks, patios, and uncovered porches not 3 feet above grade

(b) A permit from the Town, but not Montgomery County, is required if the building or structure:

1. is no more than 7 feet in height,
2. contains no more than 32 square feet of floor area,
3. has no hookup with water or electrical service, and
4. is for the sole purpose of storage, a playhouse or as a shelter for pets.

(c) This section does not exempt any structure from the provisions of the Washington Grove Zoning Ordinance.

Section 6. Compliance with Forest Conservation

Notice is hereby given that each applicant for approval of a building permit must also comply with requirements of Article XIV (Forest Conservation).

Section 7. Referral to Historic Preservation Commission

Upon receipt of any application for a building permit which will involve any change to a structure or site visible from any public way, the Planning Commission promptly shall forward a complete copy of the same to the Historic Preservation Commission for review and comment.

Section 8. Temporary Use Permit

(a) Portable Moving Containers: It is unlawful to place a portable/moving container, also known as a POD, of more than one cubic yard capacity on private or public property within the Town of Washington Grove without first obtaining a Temporary Use Permit. A Temporary Use Permit may be acquired at the Town office during regular business hours or from the Town web site. There is no cost for a Temporary Use Permit and it will be in effect for no more than 90 days from the day the permit is acquired. No more than two permits will be granted per year per address and no more than one permit will be granted within a period of 180 days for the same address.

(b) Trash Containers Used for Construction: It is unlawful to place a trash container of more than one cubic yard capacity on private property within the Town of Washington Grove without first obtaining a Temporary Use Permit. A Temporary Use Permit may be acquired at the Town office during regular business hours or from the Town web site. There is no cost for a Temporary Use Permit and it will be in effect for no more that 90 days from the day the permit is acquired. A Temporary Use Permit for a trash container used for building materials and/or reconstruction, obtained in conjunction with an approved building permit, may be granted for no more that three (3) 90-day periods during a one-year period.

(c) A Temporary Use permit, or a copy of the valid permit, must be posted on the Portable/Moving container or trash container used for construction during the period it is activated.

(d) An extension of a Temporary Use Permit beyond the time designated in this ordinance may be allowed for extenuating circumstances as determined and approved by the Town Council.

Section 9. Building Permit Expiration Limits

(a) A building permit will expire if work is not begun within six (6) months of issuance.

(b) A building permit will expire two (2) years after the issuance of the permit if work is begun within six (6) months of issuance.