

Changes to the Town of Boonsboro Building Permit Process

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Building Permits

Current

- Applicants submit materials for planning and zoning approval to Town of Boonsboro
- Applicants submit materials for building permit package to Town of Boonsboro (package includes planning/zoning approval)
- Applicants submit all fees to the Town of Boonsboro
- Boonsboro sends all documentation to the County and the County returns the documentation to Boonsboro after approval
- The County invoices the Town of Boonsboro for its portion of the building permit fees (County 75%, Town 25%)

Future

- SAME. Applicants submit materials for planning and zoning approval to the Town of Boonsboro
- DIFFERENT. Applicants submit building permit package to Washington County (package includes planning/zoning approval)
- DIFFERENT. Applicants submit all fees to Washington County
- DIFFERENT. Washington County notifies the Town of Boonsboro of approval (with pdf copy), but gives/sends building permit approval documentation directly to applicant
- DIFFERENT. Washington County remits payment to the Town of Boonsboro for its portion of the building permit fees (County 75%, Town 25%)

Excise Tax

Current

- The Town of Boonsboro collects Excise Tax payments alongside building permits where excise tax is applied
- Washington County invoices the Town of Boonsboro for their portion of the Excise Tax (County 72%, Town 28%)

Future

- DIFFERENT. Washington County collects Excise Tax payments alongside building permits where excise tax is applied
- DIFFERENT. Washington County remits payment to the Town of Boonsboro for the Town's portion of the Excise Tax (County 72%, Town 28%)

Other Important Considerations

- Washington County will not process building permit applications until it sees Town approval and signature of the Town's Zoning Administrator and/or Planning & Zoning Representative
- Washington County will not allow the Town of Boonsboro to submit application package on behalf of Boonsboro applicants (i.e. Boonsboro applicants must drop of building permit applications at the Washington County office(s))
- The Town will request certain information and copies of all approved building permits, including fee and excise tax calculations to ensure proper accounting, record keeping, and resident access to permit records at Town Hall
- The Town will still require "Town Building Permits" for all new structures (decks less than 200 sq ft, sheds less than 400 sq ft, fences taller than 6ft, retaining walls less than 3 ft) even if they do not require a county building permit (for zoning and setback approval)

Current Unknowns

- Will Town of Boonsboro applicants use the current Building Permit Form or the County's Form?
- How often will the County remit payment for building permit fees and excise tax owed to the Town? Monthly? Quarterly? Etc.
- Will the Town and County develop a new Memorandum of Understanding regarding the building permit process?
- Will the "Building Permit Not Required" list remain the same (see below)
- No county building permit is required for the following (and more): accessory structures less than 400 sq ft, fences less than 7 ft, retaining walls less than 3ft, decks less than 200 sq ft and less than 30 in above grade

Additional Information

- Washington County Permitting information can be found at https://www2.washco-md.net/permits/p_doc_forms.shtml and https://www2.washco-md.net/permits/p_index.shtml

REVISED 05.31.2019

Information provided by Washington County

- Town of Boonsboro applicants will continue to use the same building permit application that they are currently using. No change to this form.
- The County will remit payment to the Town of Boonsboro bi-annually.
- There will need to be a new Memorandum of Understanding regarding this change.
- No county building permit is required for retaining walls less than 3-ft unless supporting a surcharge and decks less than 200 sq. ft. and less than 30 inches above grade and not attached to a dwelling and do not serve an exit door required by Section R311.4.
- The “Building Permit Not Required” list is based on the current code adopted and local amendments to that code.