

# Town of Garrett Park



Town Office  
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## Building Permit Application Checklist

### Required Documents for all Applications:

- 2 Copies of site plan, or an electronic copy Site plan shows:
  - Area of lot in square feet (SF).
  - Square footage of all existing buildings' footprints.
  - Square footage of any proposed addition, including porches and decks.
  - Distance of existing structures from lot lines.
  - Distance of proposed new construction from lot lines.
- Copies of surveys of adjacent properties, if required: Yes No (Circle one)
- Photographs/Measured Drawings (Circle one) of all affected elevations of existing structures.

### Additional Documents that may be required:

- Construction drawings of proposed new work.
- All floor plans of existing structures (Minimum scale: 1/8 in. = 1 ft.).
- All elevations of existing structures (Minimum scale: 1/8 in. = 1 ft.).
- Property line survey stamped and signed by a Maryland registered land surveyor (minimum scale: 1 in. = 20 ft.), showing relationship of existing structures, if any, to property lines.
- Parking Pad or Driveway Permit Application (see attached Code excerpts) \_\_\_\_\_
- Other documents (Please list, as needed)

### Calculations:

Total Lot Area: \_\_\_\_\_ SF  
Lot Coverage (All structures - 20% max (County Ord.)): \_\_\_\_\_ SF \_\_\_\_\_ %  
Lot Coverage (Main building only - 18% max (GP Ord.)): SF \_\_\_\_\_ %

Set backs in feet: Front: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_ Rear: \_\_\_\_\_  
 Building envelope indicated on plan?

Building height (measured from the existing grade prior to any alteration for construction to the highest point of the roof): \_\_\_\_\_ ft.

Floor Area Ratio (FAR): \_\_\_\_\_  
Areas excluded (Must be indicated on plan) :

- Garage (Area: \_\_\_\_\_ SF) \_\_\_\_\_
- Loft (Area: \_\_\_\_\_ SF) \_\_\_\_\_
- Other (Please list)