

# Building Permit Checklist

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At this point your Building Application and plans should have been approved by DPIE. Please complete the following steps to get your building permit finalized and approved with the City of Mount Rainier.

## **CHECK LIST all the following is required with the submission of your application**

- Copy of approved Prince George's County construction permits and site plans are required for all applications. We accept hard copies of no longer than 11x17 inches, copy of the PDF form is required.
- Copy of approved County Permit
- Photographs showing current condition of property attached or current elevations of existing conditions on plans
- Receipt of County fees paid, if applicable
- Mount Rainier Permit Application fees is \$100
- Impervious Fee is \$1.00 per square foot: \_\_\_\_\_ sq. ft x \$1.00 = \$\_\_\_\_\_ (example driveway, garage, house addition etc.) See calculator
- We will use your contact list to schedule a building pre-construction meeting either by phone or virtually. The permit tech will discuss your project at this meeting and go over important items that you need to be aware of during construction.
- Please review the following conditions below and sign as received for your final approval.
  - Dumpster Permit requires a separate application fee is \$50
  - Tree permit for protected trees may be required.
  - Fence Permit requires a separate application fee is \$50
  - City permits are required in accordance with Chapter 3 - Building Code Section 3-105 Permit Required. [https://library.municode.com/md/mount\\_rainier/codes/code\\_of\\_ordinances?nodeId=CH3BUCO](https://library.municode.com/md/mount_rainier/codes/code_of_ordinances?nodeId=CH3BUCO)
- Structural Engineer Fee: if the city determines that a certified structural engineer inspection is required, additional fees will be assessed in the amount of \$70.00 per hour.
- National Register Historic District.* The permit application shall list the property's contribution code rating, if any, per the "Mount Rainier Historic District National Register Nomination" (published by the M-NCPPC, September 1990; rating factors are A, B, C, D, E, F, and G).
- MHIC licensed contractor required.* If a contractor is to be hired to perform "home improvement" work, as that term is defined in [§ 8-101](#) of the Business Regulation Article of the *Annotated Code of Maryland*, as amended, then no City building permit shall be issued unless all contractors and subcontractors performing the work are validly licensed by the Maryland Home Improvement Commission ("MHIC")

# During Construction Checklist

## 2

At this point you are in the process of acquiring your permit processed approved by our Code Compliance Division.

If your project requires any new **water, electrical, gas, HVAC, sewer, and stormwater**, please contact the proper utility companies. All documentation needs to be submitted to our Code Compliance Division.

- Do not commence any work at the property without your city permit approval.
- The building inspector shall examine all buildings in the course of erection, demolition, alteration, or repair, as often as necessary; shall see that work is done in accordance with the law and regulations.
- In addition to all other means of enforcement provided for by law and in this chapter, the building inspector or the building inspector's designee may issue a stop work order or other notice of violation of any person who violates any provision of this chapter.
- Noise Control*. The applicant shall acknowledge that he or she has reviewed the City's noise ordinance and agrees to comply with its restrictions (see Mount Rainier Code, [Section 10-121](#)).
  1. *Daytime* means the hours from 8:00 a.m. to 8:00 p.m. from Sunday through Friday and 8:00 a.m. to 10:00 p.m. on Saturday.
  2. *Nighttime* means the hours from 8:00 p.m. to 8:00 a.m. from Sunday through Friday and 10:00 p.m. on Saturday to 8:00 a.m. on Sunday.
  3. *Noise* means any sound occurring on a continuous, intermittent, or impulsive basis. It also means the intensity, frequency, duration, and character of sound, including sound and vibration of sub-audible frequencies.
- Take proper precautions to prevent the blowing of dust, soil and debris into roadways, neighboring properties, and the storm drain system. Oil or temporary treatment with chemicals shall not be an acceptable method of treatment. The city may require that the vacant lot be seeded or sodded with grass or other plantings to prevent dust and soil erosion.
- Demolition Bond*. In addition to the requirements for a construction bond or deposit set forth in [Section 3-110](#), each applicant for a building permit for demolition of a building or structure must file a performance bond, letter of credit, or cash deposit with the City, in an amount equal to the cost of the demolition, to assure a safe and expedient demolition of the building or structure and clearing of the site.
- Permit Conditions*. All work under a City building permit shall comply with the following conditions:
  1. The building inspector shall have the right to inspect the building and premises of the proposed work prior to issuance of the City permit in order to verify existing conditions and as often as deemed necessary during the performance of the permitted work. The building inspector shall have full power to order any change in the work necessary to comply with City laws and permit conditions.
  2. If the proposed work involves a construction or excavation that may physically affect an adjoining lot, building, or structure, then the permittee shall deliver a written notice

describing the construction or excavation work and the nature of the potential impact from such work to the owner of each potentially affected adjoining lot, building, or structure at least one (1) week prior to the commencement of such work.

3. The construction site shall be maintained free from unsafe or hazardous conditions. The permittee shall erect any necessary retaining walls, safety fences, and other protective measures for the protection of persons and property in accordance with the provisions of applicable law and/or the directions of the building inspector. Proper precautions shall be taken in order to prevent the blowing of dust and debris into the air and erosion of soil into roadways, neighboring properties, and the storm drain system.
4. The public right-of-way, sidewalk, curb, and gutter shall at all times be kept clear of sand, earth, brick, lumber and other construction materials and demolition debris.
5. Drainage from roofs and down spouts must be contained within the confines of the premises and shall not wash onto any adjacent property. If such drainage does occur and is not corrected, the permittee agrees to either correct such drainage at their expense or the City may correct the drainage condition and the permittee will be liable for payment of such costs.
6. No trash, construction materials, or demolition debris generated at the site shall be disposed of with the City's household, yard, bulk, or recyclables trash pick-up. It is the responsibility of the contractor and/or permittee to properly dispose of all trash, construction materials, demolition debris, fill dirt, and the like resulting from the work.

**Please review and understand our CHAPTER 12B - URBAN FOREST**

**[https://library.municode.com/md/mount\\_rainier/codes/code\\_of\\_ordinances?nodeId=CH12BURFO](https://library.municode.com/md/mount_rainier/codes/code_of_ordinances?nodeId=CH12BURFO)**

1. No person shall perform tree pruning, tree removal or other tree work for hire, including consulting, insect and disease mitigation, abiotic mitigation, and tree preservation, without supervision, involving a site visit, by a Licensed Tree Expert (LTE) in good standing with the Maryland Department of Natural Resources.
  2. Contractors performing tree work for hire must be licensed, bonded, and insured.
  3. A property owner who hires a person who is not in compliance with the requirements of this Section is subject to a municipal infraction per [Section 12B-24](#).
  4. Conducting any of the following activities within fifty (50) feet of an exceptional tree or within thirty (30) feet of any other urban forest tree:
    - A. land disturbing activities, such as raising or lowering existing grade, or excavating more than three (3) inches in depth over an area in excess of twenty-five (25) square feet.
    - B. parking or operating vehicles or heavy equipment or storing construction materials on an unpaved surface.
    - C. constructing or placing a structure other than a fence; or
    - D. paving in excess of twenty-five (25) square feet with an impervious surface.
- Any person intending to conduct an activity described in this Section must submit a written request by letter or email for an initial tree assessment to the City Manager. The City Manager will secure written permission from the property owner to allow necessary City staff and the City Arborist to access the property to make the tree assessment.
- The City Arborist under the direction of the City Manager shall conduct a tree assessment and advise the property owner whether a tree permit is required to proceed with the proposed activity, if the proposed activity is not covered by the ordinance, or if a waiver of the permit requirements can be issued.

- During building or construction operations, suitable protective barriers shall be erected around trees and shrubs on public property that may be subject to injury or destruction.

**Please contact Acting Director Public Works Rocio Latorre at [rlatorre@mountrainiermd.org](mailto:rlatorre@mountrainiermd.org) regarding any tree related questions.**

- PLEASE ALLOW ONE WEEK FOR PROCESSING ALL PERMIT REQUESTS.

- Please review this information, sign the bottom portion of this checklist, and return it to [aferrufino@mountrainiermd.org](mailto:aferrufino@mountrainiermd.org) for your building permit approval.

**Property Owner/Contractor Signature:** \_\_\_\_\_