



# The Town of Rock Hall

21447 Rock Hall Avenue  
P.O. Box 367  
Rock Hall, Maryland 21661  
Phone 410-639-7611  
Fax 410-639-7298

## Building Permit Checklist

### New Home/Additions/Major Renovations

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- Completed Zoning Permit Application, \$45 filing fee.
- Completed Building Permit Application, \$50 filing fee.
  - Must list MHIC Licenses Number
- Completed Tree Removal Application, if trees will be removed.
- Three (3) copies of a Site Plan, if available in pdf format email to Brandee Vaughan.
  - Full size. A site plan is a careful drawing of a property showing all the details needed to ensure a proposed structure or site development complies with federal, state, and local requirements.
  - For new homes, major additions, accessory building over 200 sq ft, echo houses, and multi-family residential, commercial, or other developments; a site plan must be done and certified by a professional land planner (i.e., civil engineer, architect, landscape architect, or surveyor)
  - The minimum submittal requirements are provided in Chapter 225, Article 11-6 of the Town of Rock Hall Code, additional site requirements may be necessary especially in the FEMA 100-year Floodplain, the Chesapeake Bay Critical Area, and/or where there are environmental or unusual site conditions.
  - Prior to any site excavating the person submitting site plans must notify the Town of Rock Hall a week prior to any excavating to give us ample time to mark all water and sewer lines.
  - Site Plans need to include:
    - Proposed work location,
    - All existing structures on the property and their dimensions,
    - Property (lot) lines with dimension (length, width, and lot square footage),
    - The distance of existing and proposed structures from the property lines (setbacks),
    - All streets and alleys,
    - All known easements,
    - All known water and sewer lines, drainage facilities, utility lines, wells, etc.,
    - For any projects in the Critical Area, a site plan must also include a calculation of the existing and proposed impervious lot coverage, \* Impervious lot coverage is any part of the lot covered by a hard surface (including gravel) that prevents the natural absorption of water into the ground including building, driveways, walkways, patios, etc.\*
    - The location of any trees that may be impacted or removed by the proposed work.
    - A scale, such as 1 inch = 50-feet, that the plan reviewer can use to make measurements on the plan.
    - The Zoning Administrator may require that additional information be shown or that notes be added to the site plan clarifying certain details or requirements.
    - The name and signature of the owner and applicant.



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- **Three (3) copies of the Building Plan, if available in pdf format email to Brandee Vaughan.**
  - *Full Size. Drawing should be done by an architect.*
- **Completed Rock Hall Utilities Board Plumbing Permit if there are plumbing changes or for new construction.**
- **Completed Town of Rock Hall Public Works Permit Application if the request is for new construction.**
- **Sediment Control Plan from Kent Soil and Water Conservation if the request is for new construction.**
  - *Kent Soil and Water Conservation, 122 Speer Road, Suite 4, Chestertown, MD 21620. Phone: 410-778-5150, ext. 3*
- ***Be advised, incomplete applications and poorly prepared site plans will usually result in delayed processing, the return to the applicant to correct, or denial. \****

**For Inspections, please contact MDIA at 410-822-8300**

**For questions or to submit electronically:**

**Contact Brandee Vaughan, Code Enforcement Officer at**

**410-639-7611, ext. 104**

**Or**

**[bvaughan@rockhallmd.gov](mailto:bvaughan@rockhallmd.gov)**