

**ORDINANCE NO. ORD-2017-03**

**AN ORDINANCE TO REPEAL AN ORDINANCE ENTITLED “AN ORDINANCE TO ADOPT FEE SCHEDULES PROVIDING FOR THE COLLECTION OF FEES FOR ALL BUILDING/TRADE WORK PERFORMED IN WASHINGTON COUNTY, MARYLAND” AND TO REENACT THE ORDINANCE WITH MODIFICATIONS TO THE FEE SCHEDULES**

On December 15, 2015, the Board of County Commissioners of Washington County, Maryland (the "Board") adopted the following codes governing all building/trade work performed in Washington County, Maryland, said codes being effective March 1, 2016:

the Maryland Building Performance Standards (i.e. the *International Building Code*, with local amendments, the *International Residential Code*, with local amendments, and the *International Energy Conservation Code*, with local amendments, 2015 Editions);

the *International Existing Building Code*, 2015 Edition, with local amendments;

the *International Plumbing Code*, 2015 Edition, with local amendments;

the *International Mechanical Code*, 2015 Edition, with local amendments;

the *International Fuel Gas Code*, 2015 Edition, with local amendments;

the *2014 National Electrical Code*, with local amendments; and

an amendment to Ordinance No. ORD-07-08 adopting the *2006 ICC Electrical Code Administrative Provisions*, First Printing, with local amendments, and repealing ORD-2012-21 adopted on June 19, 2012, effective July 1, 2012

(the "Codes").

The Codes provide that fees shall be paid in accordance with a fee schedule established by the applicable governing authority.

On December 15, 2015, by Ordinance No. ORD-2015-34, the Board adopted an ordinance entitled “An Ordinance to Adopt Fee Schedules Providing for the Collection of Fees for All Building/Trade Work Performed in Washington County, Maryland,” effective March 1, 2016.

It has been recommended that certain modifications be made to the fee schedules adopted on December 15, 2015.

A public hearing was held on April 4, 2017, following due notice and advertisement of the Board's intention to modify the fee schedules.

Any public comment was reviewed and carefully considered.

The Board believes it to be in the best interests of the citizens and residents of Washington County, Maryland, that the attached Fee Schedules providing for the collection of fees for all building/trade work performed under the Codes be adopted.


NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that the attached Fee Schedules (Building, Electrical, Mechanical, and Plumbing) be adopted for all building/trade work performed in Washington County, Maryland under the Maryland Building Performance Standards (i.e. the *International Building Code*, with local amendments, the *International Residential Code*, with local amendments, and the *International Energy Conservation Code*, with local amendments, 2015 Editions); the *International Plumbing Code*, 2015 Edition, with local amendments; the *International Mechanical Code*, 2015 Edition, with local amendments; the *International Fuel Gas Code*, 2015 Edition, with local amendments; the *2014 National Electrical Code*, with local amendments; and the *2006 ICC Electrical Code - Administrative Provisions*, First Printing, with local amendments, as amended.


BE IT FURTHER ORDAINED that Ordinance No. ORD-2015-34, and all other resolutions or ordinances, or parts thereof, which are in conflict with this Ordinance, are hereby repealed.

Adopted this 4<sup>th</sup> day of April, 2017.  
Effective the 1<sup>st</sup> day of July, 2017.


ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

  
Vicki C. Lumm  
County Clerk

  
Terry L. Baker, President

Approved as to form  
and legal sufficiency:

  
Kirk C. Downey  
Deputy County Attorney

After recording mail to:  
Office of the County Attorney  
100 W. Washington Street, Suite 1101  
Hagerstown, MD 21740

**WASHINGTON COUNTY DIVISION OF ENGINEERING & CONSTRUCTION  
MANAGEMENT  
MECHANICAL FEE SCHEDULE  
(Effective July 1, 2017)**

NOTE: All fees are non-refundable

**RESIDENTIAL PERMIT FEES**

\$65.00 Application Fee

\$15.00 Technology Fee

*\*-Application Fee and Technology Fee Apply*

Mobile Home/ Mobile Home Replacement	*\$50 per unit
Single Family Dwelling/ Modular Home	*\$40 per unit
2 Family/ Semi-Detached (separate application required for each unit)	*\$ 40 per unit
Townhouse (Separate application required for each unit)	*\$ 40 per unit
Multi-Family/ Apartment(s) (separate application required for each unit)	*\$ 40 per unit
Addition	*\$40 per unit
Venting (Hood, Dryer, Bath fan)	*\$3.00 per appliance
New Installation of Manufactured Fireplace with Chimney	*\$60 per unit
New Installation of Manufactured Fireplace - Direct Vent/ Ventless	*\$25.00 per unit
Gas Piping/ LP Tank/ Oil Tank	*\$40/ each
Geothermal Installations	*\$40 per unit

**RESIDENTIAL RETROFIT**

Mobile Home Furnace or Condenser	*\$25 per unit
Single/ Modular Dwelling Furnace or Condenser	*\$35 per unit
2 Family/ Semi-Detached Furnace or Condenser	*\$40 per unit
Townhouse Furnace or Condenser	*\$40 per unit
Multi-Family Furnace or Condenser	*\$40 per unit

**RESIDENTIAL RETROFIT  
NO APPLICATION FEE REQUIRED FOR INDIVIDUAL INSTALLATIONS  
(Single appliance per application)**

Manufactured Fireplace/ Gas Appliance (Existing Chimney - direct vent or ventless)	\$25.00 (plus Technology Fee)
Pellet/ Freestanding Stove/ Gas Appliance	\$35.00 (plus Technology Fee)
UL Chimney liner (no appliance)	\$25.00 (plus Technology Fee)

**COMMERCIAL**

\$125.00 Application Fee

\$15.00 Technology Fee

*\*-Application Fee and Technology Fee Apply*

New/ Addition/ Remodeled	*\$80/ per unit
Kitchen Equipment	*\$10.00 per appliance
Gas Piping/ LP Tank	*\$75/ each

**MISCELLANEOUS**

*(No Application Fee or Technology Fee Required)*

Extra trip fees will be assessed for premature inspection requests, incomplete work, and work areas not accessible	1 <sup>st</sup> extra trip - \$50 2 <sup>nd</sup> extra trip - \$75 3 <sup>rd</sup> extra trip - \$100
Permit Extension	\$25 each
Investigation Fee (work started without permit)	\$200
Archive/ Records Research	\$100 per address
File an appeal to the Plumbing/ Mechanical Board	\$150

**WASHINGTON COUNTY DIVISION OF ENGINEERING & CONSTRUCTION  
MANAGEMENT  
MECHANICAL FEE SCHEDULE  
(Effective July 1, 2017)**

*Continued*

**MECHANICAL REGISTRATION FEES\***

Master/Restricted/Limited License	
In-County Resident	\$50.00
Out-of-County Resident	\$100.00
Journeyman License	
In-County Resident	\$20.00
Out-of-County Resident	\$40.00

*\*Registration fee will be for a period of two years and must be renewed on or before the 31<sup>st</sup> day of May of the renewal year.*

**WASHINGTON COUNTY DIVISION OF ENGINEERING & CONSTRUCTION  
MANAGEMENT  
ELECTRICAL FEE SCHEDULE  
(Effective July 1, 2017)**

NOTE: All fees are Non-Refundable

**RESIDENTIAL PERMIT FEE**  
\$65.00 Application Fee  
\$15.00 Technology Fee  
*\*- Application Fee and Technology Fee Apply*

**Residential**

1 or 2 Family Dwelling (includes service & low voltage)	*\$.10 per sq ft/finished area
Mobile Homes (includes service & low voltage)	*\$50
Modular Homes (includes service & low voltage)	*\$75
Multi-family dwelling (semi-detached/town house/apartments (includes service and low voltage)	*\$100 each unit

**Residential Additions**

Addition (includes service & low voltage)	*\$.10 per sq ft
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**Special Permits and Fees**

Temporary Service	*\$25
Residential Service upgrade/Repair/Reintroduction (Includes up to 5 outlets)	*\$50
Construction Trailer	*\$50
Swimming Pools - In Ground	*\$100
Swimming Pools - Above Ground	*\$25
Hot tub Single inspection When separate trip required for rough wire or trench inspection	*\$50/each *\$35
Low Voltage (only)	*\$20.00
Illuminated Signs	*\$50/each
<b>Outlets - Change of equipment not involving changes to service and/or change; Detached Garage/Accessory Structures</b> Includes outlets, fixtures, appliances, transformers, generators, motors, elevators and other equipment. All equipment is counted as outlets. 1 - 5 6 - 50 outlets Each additional 25 devices	*15 *\$50 *\$10
Wind Turbines (No more than 2 permitted on each property)	*\$100/Each Tower
Solar Panels 1-10 KW's Each Additional 20 KW's	*\$50 *\$75

**WASHINGTON COUNTY DIVISION OF ENGINEERING & CONSTRUCTION  
MANAGEMENT - ELECTRICAL FEE SCHEDULE**

*(Effective July 1, 2017)*

*(Continued)*

**COMMERCIAL PERMIT FEE**

**\$125.00 Application Fee**

**\$15.00 Technology Fee**

*\*-Application Fee and Technology Fee apply*

**Equipment List -**

All electrical permit applications must be accompanied by a detailed list including outlet counts, switches, and detailed list of all equipment to be installed. Additional electrical plans are not required when they have been submitted as part of an approved building permit. All others must be accompanied by 2 sets of plans, prepared and sealed by a Maryland professional engineer, architect, or a licensed Master Electrician in accordance with the Washington County Electrical Code

**New Construction or Major additions**

Includes service, feeders, wiring, switches, outlets, appliances, transformers, generators, motors, elevators, and other equipment.

First 100 amps

\*\$300

Each additional 100 amps

\*\$100

**New "Shell Only" Construction**

Includes service, wiring for safety equipment and alarms, and any energized feeders.

First 100 amps

\*\$100

Each additional 100 amps

\*\$50

**Interior Completions of Tenant Space**

Includes service, feeders, heavy ups, wiring, switches, outlets, appliances, transformers, generators, motor, elevators, and other equipment.

Each 100 amps

\*\$300

Each additional 100 amps

\*\$50

**Heavy UPS only (service upgrade/repair/reintroduction and including up to 5 outlets)**

First 100 amps

\*\$100

Each additional 100 amps

\*\$50

**Change of equipment not involving changes to service and/or feeder equipment**

Includes outlets, fixtures, appliances, transformers, generators, motors, elevators, and other equipment. All equipment is counted as outlets.

1 - 5 outlets (no application fee required - single permit only)

\*\$ \$65

6 - 25 outlets

\*\$ \$50

26 - 50 outlets

\*\$100

Each additional 25 devices

\*\$10

Wind Turbines (No more than 2 permitted on each property)

\*\$300/Each Tower

Solar Panels

1-25 KW's

\*\$100

Each Additional 20K

\*\$75

**WASHINGTON COUNTY DIVISION OF ENGINEERING & CONSTRUCTION  
MANAGEMENT  
ELECTRICAL FEE SCHEDULE**  
*(Effective July 1, 2017)*

*(Continued)*

<b>Commercial (continued)</b>	
Illuminated Sign(s)	*\$50/each
Low Voltage Only	*\$20
Temporary Service	*\$75
<b>Miscellaneous (No Application Fee or Technology Fee Required)</b>	
Archive/Records Research	\$100 per address
Extra trip fees will be assessed for premature inspection requests, incomplete work, and work areas not accessible	1st extra trip- \$50 2 <sup>nd</sup> extra trip- \$75 3 <sup>rd</sup> extra trip- \$100
File an appeal to the Electrical Board	\$150
Investigation Fee (work started without permit)	\$200
Permit Extension	\$25
<b>Licensing Fees (No Application Fee or Technology Fee Required)</b>	
Examination Fee	\$50
Inactive License	\$50
Late Penalty for License Renewal	\$100
Master & Restricted Licenses (Renewable every three years)	\$150
Reactivation Fee	\$50 plus \$50 for each remaining year of the licensing period



**WASHINGTON COUNTY DIVISION OF ENGINEERING & CONSTRUCTION  
MANAGEMENT - BUILDING FEE SCHEDULE  
(Effective July 1, 2017)**

*Building permit fees shall be based on the square footage area of proposed structure(s) and shall include an application fee and technology fee unless otherwise noted.*

**\$250.00 Minimum Payment Due at Time of Submittal**

**Permit Fees Less Than \$250.00 to be Paid in Full**

**Note: All Fees are Non-Refundable**

**RESIDENTIAL  
\$65.00 Application Fee  
\$15.00 Technology Fee  
*\*Application Fee and Technology Fee Apply***

Mobile Homes (Manufactured Housing)	\$65 plus \$.10/sf. (No Technology Fee Required)
New Dwelling Units - Single Family/Multi-Family/ Apartment(s)	* \$.10 sf. for finished and unfinished area
Garages, carports, sheds, porches, decks, chimney and other accessory structures	* \$.10 sf.
Interior/exterior alterations, repairs and remodeling	* \$.10 sf.
Swimming Pools	* \$75 Above-Ground *\$125 In-Ground

**RESIDENTIAL  
NO APPLICATION OR TECHNOLOGY FEE REQUIRED**

Demolition	\$50
Fences Higher than 7 ft.	\$50
All Retaining/Masonry Walls	\$50
Solar Panel/Wind Turbines	\$50
Chimney	\$50

**COMMERCIAL  
\$150.00 Application Fee  
\$15 Technology Fee  
*\*Application Fee and Technology Fee Apply***

All floor (new construction or additions)	* \$.15/sf.
Interior alterations	* \$.15/sf.
Tenant Fit-out	\$165 plus \$.15/sf. (no Technology Fee)

**COMMERCIAL  
NO APPLICATION OR TECHNOLOGY FEE REQUIRED**

Demolition	\$50
Zoning Permits (No Structural Alterations) Animal Husbandry/Day Care/Change of Business Name/Home Occupation	\$65.00
All other zoning permits	\$165.00
Solar Panels/Wind Turbines	\$100
Footing and Foundation Permit	\$75
Pre-Permit Commercial Plan Review	\$200



**WASHINGTON COUNTY DIVISION OF ENGINEERING & CONSTRUCTION  
MANAGEMENT  
BUILDING FEE SCHEDULE  
(Effective July 1, 2017)**

*Continued*

Temporary Occupancy	\$75
Zoning Verification Letter	\$100

**Note: All measurements shall be computed using gross exterior building dimensions.**

**EXCISE TAX**

In accordance with Section 2-701 of the Code of the Public Local Laws of Washington County, as amended from time to time, there is a building excise tax on building construction in Washington County. See the **Building Excise Tax Ordinance** for applicability.

**MISCELLANEOUS**

**NO APPLICATION FEE OR TECHNOLOGY FEE REQUIRED**

Signs - On the building	\$80 plus \$.10/sf.
Freestanding	\$165 plus \$.10/sf.
Portable	\$80
Archive/Records Research	\$100 per address
File an appeal to the Building Code Board of Appeals	\$250 Commercial \$150 Residential
Inspection Fees: Extra trip fees will be assessed for premature inspection requests, incomplete work, and work areas not accessible.	1 <sup>st</sup> extra trip - \$50 2 <sup>nd</sup> extra trip - \$75 3 <sup>rd</sup> extra trip - \$100
Investigation Fee (work started without permit)	\$200
Permit Extension	\$25 each
Expedited Certificate of Occupancy	\$75
Replacement Placard	\$25
Permit/Plan Revisions	Residential - \$100 Non-Residential - \$200
Grading Permit (Processing Only)	\$20 minimum or \$5/ per acre
Driveway (Entrance) Permit	\$25
Utility Permit	\$25
Home Builder Guaranty Fund Fee ( <i>pursuant to Chapter 481 of the 2008 Acts of the Maryland General Assembly</i> )	\$50/unit

**BOARD OF ZONING APPEALS FEES**

**NO APPLICATION FEE OR TECHNOLOGY FEE REQUIRED**

Variance: 1 or 2 family residential units & accessory uses	\$150
Other Variance	\$300
Appeal charging administrative error	\$150
Special Exception	\$500
Administrative Adjustment	\$75

**WASHINGTON COUNTY DIVISION OF ENGINEERING & CONSTRUCTION  
MANAGEMENT  
PLUMBING FEE SCHEDULE  
(Effective July 1, 2017)**

NOTE: All fees are non-refundable

*Prior to the issuance of any permit, the applicant shall pay the following fees:*

**RESIDENTIAL**

**\$65.00 Application Fee**

**\$15.00 Technology Fee**

*\*Application Fee and Technology Fee Apply*

Single-Family Dwelling	*\$60
Mobile Home	*\$60
Modular Dwelling	*\$60
2 Family/Semi-Detached (Separate application required for each unit)	*\$50 per unit
Townhouse (Separate application required for each unit)	*\$50 per unit
Multi-Family/ Apartments (Separate application required for each unit)	*\$50 per unit
Single fixture only	\$25 plus technology fee
Addition/Remodel ( 2-4 fixtures and/or appliances)	*\$25
Addition/Remodel (more than 5 fixtures and/or appliances)	*\$50
Connection to public/private water	*\$40
Connection to public sewer/private septic	*\$40
Gas Piping/LP gas tank	*\$40/ unit
Hydronic Water Connection	*\$40
Boiler	*\$40/ unit

**COMMERCIAL/INDUSTRIAL**

**\$125.00 Application Fee**

**\$15.00 Technology Fee**

*\*-Application Fee and Technology Fee Apply*

Commercial/Industrial - New 1 - 10 Fixtures/appliances	*\$75
11 or more	\$2 additional per fixture
Addition/Remodel	*\$5.00/ fixture
Single Fixture Only	\$50 plus technology fee
Connection to Water	*\$75
Connection to Sewer	*\$75
Storm Drain	*\$75
Gas Piping/LP gas tank	*\$75/ unit
Boiler	*\$40/ unit
Hydronic Water Connection	*\$40

**MISCELLANEOUS**

**No Application Fee and Technology Fee Required**

Extra trip fees will be assessed for premature inspection requests, incomplete work, and work areas not accessible.	1 <sup>st</sup> extra trip - \$50 2 <sup>nd</sup> extra trip - \$75 3 <sup>rd</sup> extra trip \$100
Permit Extension	\$25 each
Investigation Fee (work started without permit)	\$200
Archive/Records Research	\$100 per address
Permit Transfer To A New Contractor	\$75

**WASHINGTON COUNTY DIVISION OF ENGINEERING & CONSTRUCTION  
MANAGEMENT  
PLUMBING FEE SCHEDULE**  
*(Effective July 1, 2017)*

*(Continued)*

**LICENSING FEES  
(Biennial)**

Classification	Resident	Non-Resident
Master Plumber	\$50	\$100
Journeyman	\$20	\$40
Apprentice	\$15	\$30
On-Site Utility Contractor	\$50	\$100
Drain Cleaner	\$50	\$100
*Water Conditioner	N/C	N/C
*Pump Installer	N/C	N/C
Gas Fitter	\$50	\$100
Exam Fee for On-Site Utility Contractor	\$50	\$50
Late Penalty for License Renewal	\$100.00	\$100.00

\*The State requires these types of licenses to be exempt from all licensing fees.

Upon initial application, applicant shall pay the registration and/or licensing fees. The Board of County Commissioners of Washington County, Maryland may, by resolution, change periodically the registration, licensing, and biennial fees.

No additional renewal fee will be charged to applicants who renew after March.