



# Town of Easton

14 South Harrison Street  
 Easton, Maryland 21601  
 410-822-2525 Fax 410-820-8016  
 Inspections 410-822-2526 / Fax 410-822-8738

## Application For Building Permit

Please complete both sides of this application

Permit No. _____
Fee _____
App. Date _____
Bldg. Official's signature _____
Approval Date _____
P&Z official's signature _____
P&Z appr. Date _____ <i>( For official use only )</i>

**Please Print**

Location Of Building	Number and Street	Zone	Historic District
	Subdivision	Lot	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Name	Address ( number,street,city, state )	Zip Code	Tel. No.
Property Owner				Fax No.
General Contractor		Lic. No & Exp. Date		Fax No.
Plumbing Contractor		Town Reg. No		
Electrical Contractor		Lic. No.		
HVAC Contractor		Lic. No.		

**A CERTIFICATE OF USE AND OCCUPANCY IS REQUIRED** to be issued by the building official **BEFORE THE BUILDING MAY BE OCCUPIED**. No Certificate of Use and Occupancy will be issued until all final building, plumbing, \*electrical, and fire marshal inspections have been made and approved. If the use of the building changes, a new certificate must be obtained. \*Middle Department Inspection Agency handles all electrical inspections. (410-822-8300)

Upon receiving the approved building permit, you may commence work. If construction is not started in the first **six (6) months**, the permit becomes **Null and Void**. A permit becomes invalid if work is not diligently pursued to completion or abandoned for a period of six (6) months. Permit extension must be requested in writing prior to expiration date(s). Extensions are only granted for permits that have commenced construction. Inspections are required for footing, foundation (foundation waterproofing, french drain systems prior to backfilling), concrete slabs, rough framing and plumbing at the same time, insulation and final. **A Twenty-Four (24) Hour Notice** is required for all inspection requests, call (410) 822-2526 ext. 144.

**This application must be accompanied by plans and specifications of the proposed work, (two [2] complete sets for "Residential") and site plans drawn accurately to scale.**

**DESCRIPTION OF PROPOSED WORK:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><b>A. <u>Type of Improvement</u></b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> New structure</li> <li>2. <input type="checkbox"/> Addition (<i>if residential, enter number of new housing units added, if any in Part D</i>) 2)</li> <li>3. <input type="checkbox"/> Alteration (<i>see 2 above</i>)</li> <li>4. <input type="checkbox"/> Repair</li> <li>5. <input type="checkbox"/> Demolition</li> <li>6. <input type="checkbox"/> Moving (<i>relocation</i>)</li> <li>7. <input type="checkbox"/> Foundation</li> <li>8. <input type="checkbox"/> Other _____</li> </ol>	<p><b>D. <u>Proposed Use</u></b></p> <p>(for demolition, show most current use)</p> <p style="text-align: center;"><b><u>RESIDENTIAL</u></b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Single Family (<i>includes: semi-detached, row, town</i>)</li> <li>2. <input type="checkbox"/> Two or more family No. of family units _____</li> <li>3. <input type="checkbox"/> Transient hotel, motel or dormitory</li> <li>4. <input type="checkbox"/> Garage</li> <li>5. <input type="checkbox"/> Carport</li> <li>6. <input type="checkbox"/> Other-Specify _____</li> </ol> <p style="text-align: center;"><b><u>NONRESIDENTIAL</u></b></p> <ol style="list-style-type: none"> <li>7. <input type="checkbox"/> Amusement, recreational</li> <li>8. <input type="checkbox"/> Church, other Religious</li> <li>9. <input type="checkbox"/> Industrial</li> <li>10. <input type="checkbox"/> Service Station, Repair Garage</li> <li>11. <input type="checkbox"/> Hospital, Institutional</li> <li>12. <input type="checkbox"/> Office, Bank, Professional</li> <li>13. <input type="checkbox"/> Restaurant</li> <li>14. <input type="checkbox"/> Schools</li> <li>15. <input type="checkbox"/> Stores</li> <li>16. <input type="checkbox"/> Tanks, Towers</li> <li>17. <input type="checkbox"/> Other(<i>specify</i>) _____</li> </ol>	<p><b>E. <u>Principle Type of Heating</u></b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Gas</li> <li>2. <input type="checkbox"/> Oil</li> <li>3. <input type="checkbox"/> Electric</li> <li>4. <input type="checkbox"/> Coal</li> <li>5. <input type="checkbox"/> Other(<i>specify</i>) _____</li> </ol>
<p><b>B. <u>Principal Type of Frame</u></b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Masonry</li> <li>2. <input type="checkbox"/> Wood Frame</li> <li>3. <input type="checkbox"/> Structural Steel</li> <li>4. <input type="checkbox"/> Reinforced Concrete</li> <li>5. <input type="checkbox"/> Other _____</li> </ol>	<p><b>F. <u>Type of Air Conditioning</u></b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Central Electric</li> <li>2. <input type="checkbox"/> Individual Room</li> <li>3. <input type="checkbox"/> None</li> </ol>	<p><b>G. <u>Other Improvements</u></b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Electrical Work</li> <li>2. <input type="checkbox"/> Plumbing/Mechanical</li> <li>3. <input type="checkbox"/> Signs</li> <li>6. Other _____</li> </ol>
<p><b>C. <u>Dimensions (in square feet)</u></b></p> <p>Unfinished Basement _____</p> <p>Finished Basement _____</p> <p>First Floor _____</p> <p>Second Floor _____</p> <p>Garage _____</p>	<p><b>H. <u>Cost (estimate)</u></b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Gen. Const. _____</li> <li>2. <input type="checkbox"/> Electrical _____</li> <li>3. <input type="checkbox"/> Plumbing _____</li> <li>4. <input type="checkbox"/> HVAC _____</li> <li>5. <input type="checkbox"/> Other _____</li> </ol> <p>Total Cost _____</p>	

\*\* If applicable, it is the owners' responsibility to ensure compliance with covenants and/or deed restrictions. \*\*

The applicant hereby certifies and agrees as follows: (1) that he/she is authorized to make this application: (2) that the information is correct; (3) that he/she will comply with all regulations of the Town of Easton which are applicable hereto; (4) that he/she will perform no work on the above property not specifically in this application; (5) that he/she grants Town officials the right to enter onto the property for the purpose of inspecting work permitted and posting notices.

Signed \_\_\_\_\_ Connection with operation \_\_\_\_\_  
(applicant)

Print Name \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip Code)

**TOWN OF EASTON**  
**MINIMUM PLAN REQUIREMENTS**  
**FOR ONE AND TWO FAMILY DWELLINGS**  
**2000 IRC**

Foundation Plan:

- footprint of foundation
- footer width in dotted format or equal
- vents within 3 feet of all (inside and outside) corners
- show access to crawlspace in compliance with R408.3/ **Access**
- pier footer location by dimension, sizes and depths
- pier location by dimension, sizes and compliance with R606.5/ **Piers** and R606.5.1/  
**Pier cap**
- show all floor joist size and directions along with all girders size and open spans (If using engineered lumber provide manufacturer, series and specification for maximum spans) include solid blocking under load-bearing locations
- show sump pit location (suggest within 6 to 10 feet of access for maintenance)
- if using an unvented crawlspace design, provide all applicable details for review and approval by the Building Division
- if using a basement design, provide all applicable details to include unbalanced fill heights, if the area is finished or unfinished/ **Note:** “Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue window or exterior door opening for emergency escape and rescue.”
- foundation details for fireplaces to be a minimum of 12” thick and 6” beyond the face of the fireplace or support walls on all sides

Floor Plans for each floor:

- wall footprint with window locations
- every room labeled as to its use
- all bathrooms must have window ventilation in compliance with R303.3/  
**Bathrooms** or mechanical ventilation per **Exception**
- door and window schedule/ Unit sizes may be noted on floor plan with Egress windows marked as “EGRESS” (min. clear opening is 5.0 s.f. on 1<sup>st</sup> floor and 5.7 s.f. on 2<sup>nd</sup> floor)
- show exit door with minimum size of 3’0”x 6’8”
- indicate access to attic area with pull down stair for areas with mechanical equipment
- indicate safely glazing in stairway walls and surrounding tubs or showers
- indicate minimum ceiling height
- show separation between living space and attached garage in compliance with R309.2/ **Separation required**
- show location of smoke alarms in compliance with R317/ **Smoke Alarms**
- show floor joist size and direction for 2<sup>nd</sup> floor (If using engineered lumber provide manufacturer, series and specification for maximum spans)
- show location and access flooring for heating equipment and hot water heater in compliance with M1305/ **APPLIANCE ACCESS**
- provide section view of masonry fireplaces and hearth with flue sizes, chimney construction, materials, clearance from combustibles, height above roof in compliance with **Chapter 10/ CHIMNEYS AND FIREPLACES**

Typical sections of single family dwelling:

- footing with minimum frost depth of 24"
- footing sizes, foundation wall thicknesses, and maximum fill against wall
- detail for foundation drainage to include a sump pit and pump/ required for basements and crawlspaces
- sill plate and anchorage method to allow minimum 8" clearance from sill plate to earth to include termite control per **R324/ PROTECTION AGAINST TERMITES**
- show 12" minimum from girders and beams to the ground for crawlspaces and 18" minimum clearance to under the floor joists in compliance with **R323/ PROTECTION AGAINST DECAY**
- show sole and top plates, size and spacing of studs, floor joists, ceiling joists and roof rafters (If sealed engineered trusses are used provide drawings and layout with application) and include all anchoring information from the foundation to the roof rafters/ trusses
- show sheathing, siding (type such as wood, composite, vinyl, EFIS, etc.), veneer type and typical header size
- indicate on the section the typical species and grade of lumber to be used for framing of this S.F.D.

Typical elevations of single family dwelling:

- provide a front, rear, left and right side with final grade
- roof overhangs and chimney clearances
- roof covering and ventilation

Additional construction with single family dwelling:

- provide details for decks or porches to include;
- type, size and depth of footers and posts
- ledger with fastening and flashing details
- joist size, direction, centers and clear span (Live Load =40 PSF)
- beam location and clear spans
- cantilever (max. of 24")
- decking material
- railing or guard (deck is 30 or more inches above finished grade) details

Plan view of complicated roof systems:

- provide roof pitch, crickets and ventilation calculations for complicated roofs

Additional information to note on garages, see **R309/ GARAGES AND CARPORTS**, note **R311.1/ EXIT DOOR REQUIRED**, see second sentence concerning garages

Provide compliance information with the 2000 International Energy Conservation Code per the Prescriptive Design or by using REScheck found Online at

<http://energycode.pnl.gov/REScheckWeb/>

Provide a Manual J Heating Calculation to verify minimum heat design for the Winter Design Temperature of 13 Degrees Fahrenheit in compliance with IRC **TABLE 301.2(1)/ CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA** and **R303.6/ REQUIRED HEATING**

**DESIGN CRITERIA:**

<b>Ground Snow Load:</b>	<b>30 PSF (lbs per sq. foot)</b>
<b>Wind Speed:</b>	<b>100 MPH (miles per hour/ 3 second gusting &amp; 80 mph fastest wind speed)</b>
<b>Seismic Design Category:</b>	<b>A</b>
<b>Weathering:</b>	<b>Severe</b>
<b>Frost Line Depth:</b>	<b>24 inches</b>
<b>Termite:</b>	<b>Moderate to Heavy</b>
<b>Decay:</b>	<b>Slight to Moderate</b>
<b>Winter Design Temperature:</b>	<b>13 degrees</b>
<b>Flood Hazards:</b>	<b>28 September 1984/ Map 17 September 1984/ Ordinance</b>
<b>Floor Design: Residential Living Areas</b>	<b>Live Loads =40 PSF</b>
<b>Residential Sleeping Areas</b>	<b>Live Loads =30 PSF</b>
<b>Uninhabitable Attics w/o Storage</b>	<b>Live Loads =20 PSF</b>
<b>Uninhabitable Attics with Limited Storage</b>	<b>Live Loads =20 PSF</b>

*This IRC synopsis is intended as a code study guide for Single Family and Duplex Building plan and permit applications. It is not intended to be an all inclusive listing of requirements and additional code compliance information may be required due to the nature of the specific project.*

Minimum irc plan requirements 4-14-04  
Change: add Man. J requirement 9-16-04  
Change: add Garage information 9-21-04