



101 S. MAIN ST, GALENA, MARYLAND 21635
 410.648.5151
 info@townofgalena.com
 www.townofgalena.com

BUILDING PERMIT

R1 R2 C1 C2 I

REVISED / /2026

PERMIT NUMBER: 20 -	FEES:	TODAY'S DATE:	ACCEPTED BY:		
NAME:		PHONE:			
ADDRESS: GALENA, MD 21635		EMAIL:			
SITE ADDRESS: GALENA, MD 21635		<ul style="list-style-type: none"> • Permits shall be issued only in the name of the property owner on which the access is to be constructed, reconstructed, or where a change of uses occurs. • No work can begin until you receive the approved Permit, NO EXCEPTIONS. • The P.O. is responsible for calling Miss Utility & all markings must be complete before work can start. • *M.D.I.A. Inspection fees and Engineering Review Fees are in addition to the Town Permit Fees. • FINAL AS BUILTS REQUIRED 			
TAX MAP: 300	PARCEL:			LOT/UNIT:	SUBD:
RENTAL PROPERTY? <input type="radio"/> Y <input type="radio"/> N					

ESTIMATED VALUE OF WORK\$	
<input type="checkbox"/> RESIDENTIAL – SINGLE FAMILY	<input type="checkbox"/> BACKYARD CHICKENS NEW: ACCESS STRUCTURE.\$
<input type="checkbox"/> RESIDENTIAL – TWO FAMILY (NOT OVER TWO BEDROOMS PER UNIT)	<input type="checkbox"/> FENCE (NEW ONLY) TYPE:
SQ FT OF LIVING SPACE: _____	<i>Zoning Ordinance 2020 Art. V District Regulations, Part I Zoning Districts Sec 12 R-1 Single-Family Residential District, Sec 12.4 Height and Area Requirements, 1a (i) Height Limitations: Rear, front, and side yards. Fences shall be limited in height to four (4) feet for front and side yards. Fences in the rear of dwelling (excluding any porch projection) shall be limited to a maximum height of six (6) feet. If approved by the Zoning Coordinator, privacy fences may be six (6) feet in height but shall not extend forward of the rear building line more than three (3) feet.</i>
HEIGHT OF STRUCTURE: _____	
<input type="checkbox"/> MANUFACTURING DWELLING	
<input type="checkbox"/> MD BUILDER'S GUARANTY FEE (REQUIRED)	<input type="checkbox"/> HANDICAP RAMP (COMMERCIAL ONLY):
<input type="checkbox"/> ACCESSORY DWELLING/APT	<input type="checkbox"/> POOL (PERMANENT)
<input type="checkbox"/> ACCESSORY BUILDING (SHED) <u>UNDER</u> 200 SQ FT	<input type="checkbox"/> DECK / PORCH / RAILING (SEPARATE PLAN SUBMITTAL PACKET)
<input type="checkbox"/> ACCESSORY BUILDING (SHED) <u>OVER</u> 200 SQ FT	<input type="checkbox"/> CHIMNEY / FIREPLACE (NEW ONLY)
<input type="checkbox"/> COMMERCIAL (<10,000 SQ. FT.)	<input type="checkbox"/> SUNROOM
<input type="checkbox"/> COMMERCIAL (>10,000 SQ. FT.)	<input type="checkbox"/> GAZEBO / PERGOLA
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> SOLAR ROOFTOP (SMALL SCALE (RESIDENTIAL))
<input type="checkbox"/> ADDITION / ALTERATION / RENOVATION (<i>circle one</i>)	<input type="checkbox"/> APRON / DRIVEWAY / 2ND APRON
<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> CARPORT (PERMANENT / TEMPORARY) SQ FT:
<input type="checkbox"/> BASEMENT	<input type="checkbox"/> OTHER
<input type="checkbox"/> ATTACHED GARAGE	
<input type="checkbox"/> DETACHED GARAGE <i>Detached garages and accessory buildings may be erected within four (4) feet of the rear lot line and ten (10) feet from the side lot line.</i>	

CONTRACTOR'S NAME:	
CONTRACTOR'S CELL:	MHBR REGISTRATION NO:
CONTRACTOR'S EMAIL:	NOTE: A COPY OF THE CONTRACTOR'S LICENSE IS REQUIRED.
EXPIRATION DATE:	

PROPERTY OWNER CONSENT TO AUTHORIZE THE CONTRACTOR TO ACT ON THEIR BEHALF:
The property owner hereby authorizes the contractor to act on their behalf for the purpose of obtaining permits and related approvals for the project at the above-referenced property. This authorization includes the submission of applications, signing of required documents, and communication with the permitting authority as necessary to complete the process.

PROPERTY OWNER SIGNATURE: _____ **DATE:** _____



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ADDITIONAL CONTRACTORS	NAME	LICENSE #	PHONE
BUILDING:			
ADDRESS:			
PLUMBER:			
ADDRESS:			
HVAC:			
ADDRESS:			

Please attach the follow items with the permit application

- 1) **Construction Plans:** Submit two (2) sets of Construction Plans & Site Plans drawn scale of 1" = 40 ft. . Fill out the Building/Zoning Application. **Fees** are based on square footage, MDIA fee, Engineering fee (if applicable), & Maryland Home Builder Registration Act (if applicable). Kent County Stormwater Management, Erosion & Sediment Inspection must be submitted. Permit must be paid when construction/site plans have been submitted. **NO REFUNDS WILL BE ISSUED.**
 - a) Zoning Coordinator will contact MDIA for review of the plans, if required -Please allow two (2) weeks.
 - b) Planning & Zoning will review application and plans if required and the applicant and contractor are encouraged to attend the meeting on the last Monday of each month at 7:00 pm.
- 2) **Site Plan:** Show street names, lot dimensions on these plans shall be based on actual survey or deed restriction description, exact location and size & height of any building or structure be erected or altered of proposed and existing structure(s) location. **Set Backs** – front, sides, & rear and width of existing and/or proposed driveways, distance to adjacent buildings (if any). Label existing use and intended use of each building. Stake out the location of buildings so the location can be determined in relation to water and sewer pipes. ATTACH a photo of the site.
- 3) **Driveway:**
 - a) Site Plan to scale showing the proposed entrance in relation to a Town of Galena's road. A sight distance evaluation must accompany the plans.
 - b) A vicinity map
 - c) A copy of the record plat and/or property deed to prove ownership
 - d) A copy of the estimate for the entrance installation

Zoning Ordinance Art VII, Off Street Parking Regulations Sec 4 #4 Entrance & Exits. Location and design of entrances and exits shall be in accord with the requirements of applicable county regulations and standards. Landscaping, curbing, or approved barriers shall be provided along lot boundaries to control entrance and exit of vehicles or pedestrians.

- 4) **Deed Restrictions:** If your property is located in the Dogwood Village area or Laura Ln area, please attach your copy of your Deed Restriction.

It is the applicant's responsibility to contact the following companies and request inspections:

- 1) Before you dig, call Miss Utility for markings. **NO EXCEPTIONS.** This is a Maryland State Law.
- 2) A Placard from the Town of Galena must be placed visibly on the property until the project has been inspected and completed.
- 3) Refer to the check list from the Town of Galena. Dates and Signatures are required for each inspection for Final Occupancy Permit.
- 4) Sediment Control: Contact the *Kent County Planning & Zoning for Sediment Control Inspections & Fees (if applicable).
- 5) Placard: A Placard must be visually placed on the property before you dig/build.
- 6) Sprinkler System: A License Sprinkler Contractor is required.
- 7) Fire Marshall: Contact for inspection at 410/822-7609
- 8) Water & Sewer Connection: Contact the Town of Galena at 410/648-5151 for coordination and inspection of water/sewer connection. The water meter and pit are the responsibility of the property owner. The Town will inspect plumbers' work.
- 9) Electrical, HVAC & Plumbing Inspection (MDIA Fees)
- 10) Occupancy Permit: by Town of Galena will be issued after the following has been approved
 - a) Town's inspection of water/sewer connection
 - b) Copy of Final Inspection Report of Sprinkler System
 - c) MDIA Final Building Inspections
 - d) Kent County final inspection for storm water management, erosion & sediment control
 - e) Property Owner is responsible for 1" smart water meter and water pit



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RENTER for installing a NEW POOL or Resident (2 – 6):

- 1) A signed letter from the property owner on approval installing a pool on property.
- 2) Indicate if renter is doing the work themselves
- 3) Barrier requirement: a) a fence with lockable gate that must swing out away from pool OR b) a lockable ladder (per building code).
- 4) Certified electrician for pump and/or bonding rings.
- 5) When project is complete, you must call MDIA to setup an appointment for electrical inspection and pool inspection.
- 6) If you have any questions/concerns on any requirements building/electrical, please contact MDIA at 410/822-8300 or 800/242-6342

I hereby certify and agree that:

- 1) I am authorized to make this application
- 2) That this information is correct
- 3) I grant the Town of Galena's officials the right to enter onto the property for the purpose of inspecting the work permitted and posting notices.

Applicant/Agent's Signature: _____ Date: _____

Applicant hereby agrees to comply with all regulations applicable hereto and further agrees that any misstatements or misrepresentation of facts or any other change within the approval of the agencies concerned shall constitute sufficient grounds for denial for the permit.

STAFF ONLY Approved Denied, please state reason below.

Authorized Signature: _____ Date: _____

Title: _____

Issue Date: _____ Permit Expiration: _____ (6 months after approval, unless stated)

Conditions: _____

Demolition Only Water/Sewer: Capped? YES / NO

WIS Superintendent: _____ Verified BY: Date: _____

- 1) MDIA – Maryland Department Inspection Agency All inspections and approvals must be done by MDIA. If you have any questions/concerns on your construction, please call 1-800-242-6342.
 - 2) Town of Galena's Check List for Inspections
 - 3) Ordinance 2017-02 – Codifying the Town Building Code Effective date: 10/21/2017
 - 4) Maryland Home Builder Registration Act
 - 5) Kent County Planning & Zoning, 400 High Street, Chestertown, MD 21620 * 410/778-7423
- Kent County will need a site plan with the following forms:
- a) Sediment Control application (Kent County Fee)
 - b) Standard sediment control plan (Kent County Fee)
 - c) Standard storm water management plan (Kent County Fee)

To verify land records in Maryland, go to <http://mdlandrec.net>