

Information Required on Plot Plans for Building Permits

When making an application for a building permit, the applicant must have plans drawn with enough clarity and detailed dimensions to show the nature and character of the work to be performed.

1. A diagram of the property drawn showing the actual dimensions and shape of the lot to be built upon.
2. The exact size and location of buildings already existing on the property, if any.
3. The **location and dimensions** of the proposed building or alteration of existing structures, and distance from the property lines. The **use** of the proposed building and location must be labeled.
4. The location of the driveway and/or access to the property.
5. If the property is located in an overlay district (Critical Area, Floodplain, etc.), the following must be included:
 - A. Number and location of trees to be removed.
 - B. Location of impervious surfaces to added, removed, or modified.
6. There are many types of exhibits that may be used as a base map to include the above referenced information. The order of preference of these exhibits are:
 - A. As-Built survey
 - B. Location drawing from owner
 - C. GIS exhibit with a copy of the subdivision plat attached.
 - D. GIS exhibit



All applications must be accompanied by the above referenced information. If you have any questions for the above referenced criteria or if you need assistance acquiring an exhibit to use as a base map for the plot plan, please contact the Division of Planning & Zoning at 410-996-5220.