

**TOWN OF BETTERTON**  
**ZONING AND BUILDING CODE TECHNICAL ASSISTANCE BULLETIN**

**REQUIREMENTS FOR BUILDING AND OCCUPANCY PERMITS**

The purpose of this bulletin is to provide information concerning the requirements that you must meet to receive a Building and/or Occupancy Permit from the Town.

An occupancy permit is required for any change of use of a property, regardless of whether construction is involved, and a building permit is also required for new construction or significant alteration of any residential or accessory residential structure in Betterton. “Significant alteration” means any construction that changes windows, doors, wall size or locations, floor area, roof area, and for any permanent sign, **when in doubt, please check with Town Hall to avoid possible problems.** Commercial structures require **Site Plan Review** (see separate Worksheet) which is a separate procedure by the Planning Commission. Site Plan approval must be obtained before applying for a building permit for a commercial structure.

Residential construction in the Town of Betterton must conform to the standards adopted by the International Building Code.

**Step one:** Complete the Permit Application Form available in Town Hall or on the town website. To complete this form you will need the following:

1. The name of the owner(s) of the property and their mailing address, telephone number, P.O. Box address, and 911 address of the property.
2. Contractor/builder’s name, mailing address, telephone number and license number. If building a residence, the general contractor’s MHBR license number is required. All other construction requires the Maryland Home Improvement Contractor Number (MHIC#).
3. County Tax Map/Grid/Parcel/Subdivision Name, Section and Lot Number for the property. This information can be obtained from your tax bill or the Tax Assessment Office.
4. Description of property in terms of acreage or square footage, depth and width of lot and road frontage. Also include total acreage within the Chesapeake Bay Critical Area.
5. All applications require three (3) plot plans showing the property lines and dimensions, acreage, location of all roads, driveways and the location of existing and proposed structures. Three (3) complete sets of building plans or blueprints which include a floor plan, showing door and window sizes, foundation plans, cross section details and elevations shall also be provided (see attached examples). Applications for approval under the Infill Development Overlay District Provisions require Planning Commission Approval and all the information specified on the Checklist enclosed herewith.
6. Setback requirements are listed below in Table One and correspond to zoning and property size, in accordance with the Town’s Zoning Ordinance. All proposed structures must meet required setbacks measured from the property line to the proposed structure. See Zoning Ordinance if more detail is needed.
7. Erosion and Sediment Control Plans through Kent County Planning Office are required for
  - a. new or replacement dwellings,
  - b. projects disturbing, grading, or covering greater than 5000 square feet, or
  - c. projects within Critical Area’s Buffer.

Contact Kent County Planning at 410-778-7475.

8. Stormwater Management Plans through Kent County Planning Office are required for
  - a. new or replacement dwellings,
  - b. projects disturbing, grading, or cover greater than 5000 square feet, or
  - c. projects that exceed 15% of total site's impervious cover.

Contact Kent County Planning at 410-778-7475.

9. When construction is to take place in the Critical Area, there are limits on how much of the ground may be covered by impervious surfaces (see attached worksheet).
10. An application is reviewed for compliance with the Town's Floodplain Ordinance. If construction is in the flood plain, information must be supplied in order to meet this requirement. Elevation certification and flood plain design criteria must be noted on the building plan.
11. If other permits are required as part of the construction, a copy of the approval or application must accompany the Application for Certificate of Approval (e.g., pier construction, shore erosion control device).

**Step Two:**

When you have all the information required, the Permit Application Form must be submitted to the Town Clerk. The Town Clerk will review the application for accuracy and distribute it to the appropriate approving authority for specific regulations (Critical Area Staff, Planning Commission, zoning administrator, inspection agency, etc.). When all reviews have been completed, the applicant will be notified of approval. Applicant will then pay all necessary fee per Table Two. Building Permits will then be issued. Following satisfactory completion of all requirements and construction, and payment of all fees and charges, use and occupancy permits will be issued.

**TABLE ONE:** Building setback restrictions

<i>Zoning District</i>	<i>Front Yard</i>	<i>Side Yard</i>	<i>Rear Yard</i>	<i>Max Height/Stories</i>
R-1	30'	15' and 35' aggregate	20'	35'/2.5
R-2	30'	10' and 30' aggregate	30'	35'/2.5
R-3	30'	10' each (15' if over 2.5 stories)	25' (30' if over 2.5 stories)	40'/3

**TABLE TWO:** Fees required after approval of application

**Building Inspection Fee Schedule**

<b>Residential Fees:</b>		
Industrialized building (modular)		\$100
Manufactured dwellings (mobile homes are not allowed)		\$140
Single family dwelling up to 3 bedrooms		\$215
Each additional bedroom		\$30
Single family attached dwelling (townhouse, condominium) not over 3 bedrooms		
	First two units	\$170
	Additional units	\$90/each

Two-family dwelling – not over 2 bedrooms/unit	\$255
Multi-family apartment building (not over 3 stories)	
First two units, not over 2 bedrooms/unit	\$215
Each additional unit	\$80
Each additional bedroom/unit	\$30
Decks, porches, carports	\$95
Additions (up to 600 square feet)	\$90
<b>Non-Residential Fees (use classification as per ICC):</b>	
All buildings other than use groups: F (factory and industrial), S (storage), and U (utility and misc.) per square foot	\$0.14
All buildings of use groups: F, S, & U per square foot	\$0.12
<b>Miscellaneous Building Fees:</b>	
Swimming pool (private, above and in-ground)	\$70
Fireplace and Chimney – not over 2 flues	\$70
Each additional flue	\$15
Reinspection fee, each	\$70
Renovations, alterations, and/or conditions not provided for in this schedule: (Minimum Charge \$70)	APPLY FOR FEE
<b>Demolition:</b>	
Under 200 square feet – no fee, no permit	
Over 200 square feet – two conditions must be met	
(1) Permit	\$60
(2) Surety Bond and/or letter of credit set by Mayor and Council	
<b>Moving:</b>	
(1) \$5/\$1000 of estimated cost of moving + cost of new foundation & other necessary costs associated with moving the structure. PLUS	
(2) MDIA inspection fee	
<b>Other:</b>	
Certificate of occupancy	\$65
Sign permit	\$30
Public hearing	\$300
Impact fee (major subdivisions only)	\$1,000
Water and sewer allocation fee per unit	\$1,500
Water connection fee per unit	\$4,510
Sewer connection fee	\$13,255
Lot line adjustments & additions of lands	\$100
Apply for an estimate for water meter and water/sewer lines from street to meter.	
<b>Site plan reviews*:</b>	
<i>Commercial Subdivision</i>	
Site plans:	
0 to 5 acres (per acre)	\$700
Follow-up review (per acre)	\$230
5 to 20 acres (base fee)	\$3,450
Plus for all acres over 5 (per acre)	\$230
Follow-up review (per acre)	\$115
20 or more acres (base fee)	\$6,900
Plus for all acres over 20 (per acre)	\$115
Follow-up review (per acre)	\$115
<i>Residential Subdivision</i>	
Site plans per unit	\$35

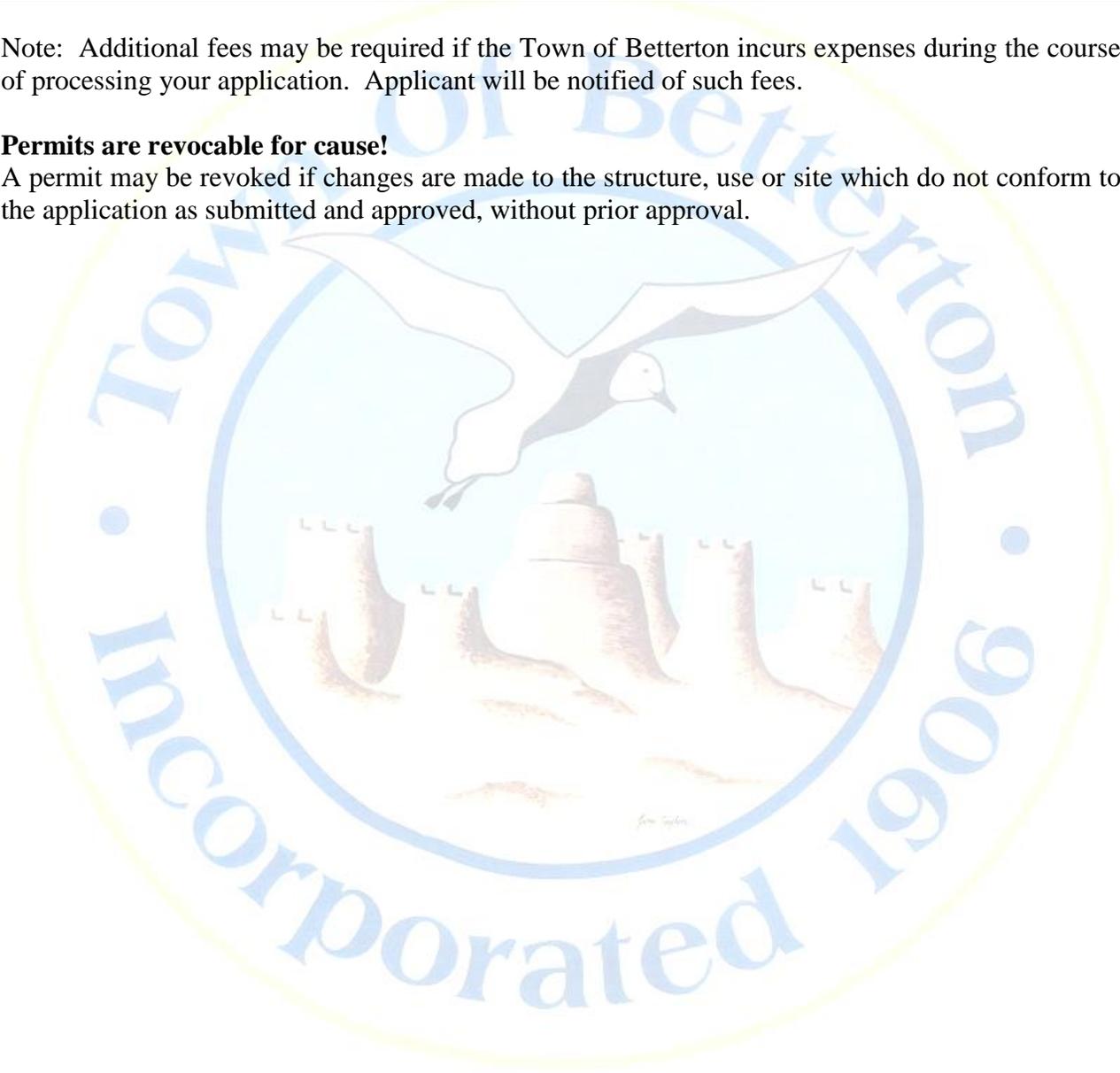
\*Site plan review fees for all public, non-profit organizations will be waived; the organization must pay, however, for all costs and fees

incurred by the Town in completing this process (engineer review, building inspector fees, etc.).		
Miscellaneous site plan review (commercial & industrial development, multi-family dwellings, major & minor subdivisions, conditional uses, public facilities, and quasi-public facilities)		\$115
<b>Commercial sub-division fee schedule:</b>		
Per unit		\$1150
Certificate of occupancy		\$350
Lot line adjustments and any additions of land		\$115

Note: Additional fees may be required if the Town of Betterton incurs expenses during the course of processing your application. Applicant will be notified of such fees.

**Permits are revocable for cause!**

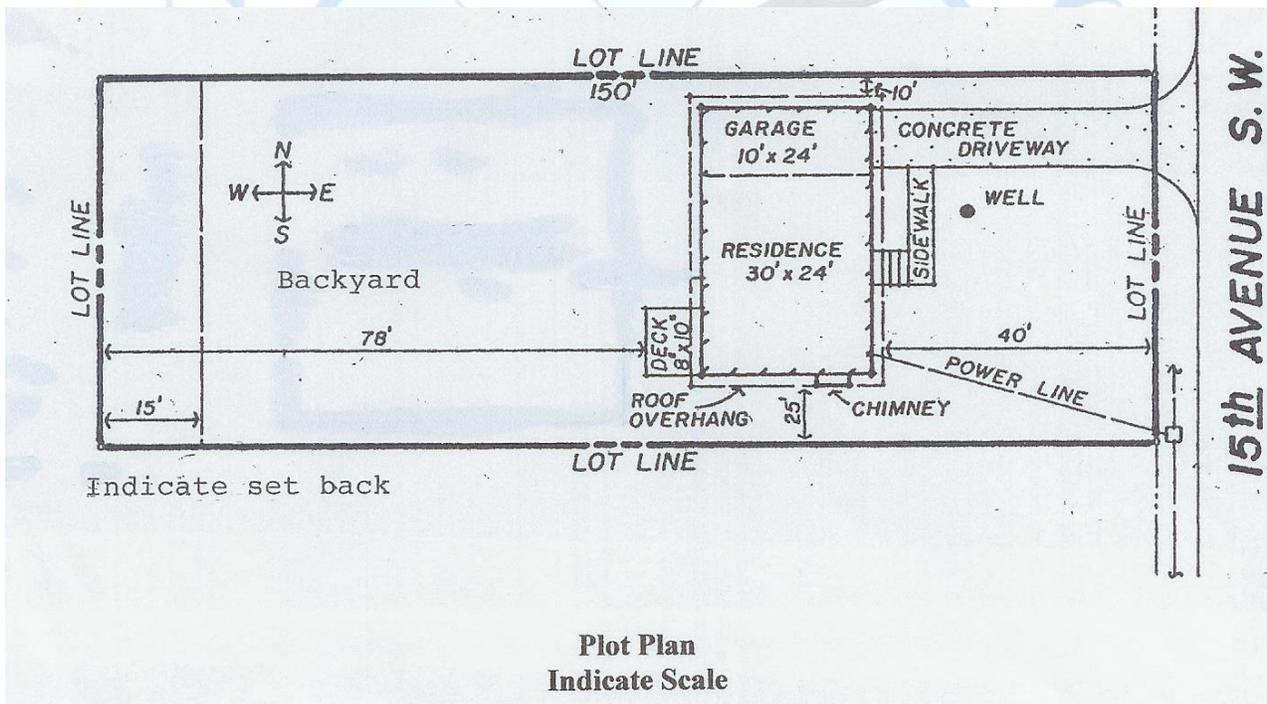
A permit may be revoked if changes are made to the structure, use or site which do not conform to the application as submitted and approved, without prior approval.



Project information to be attached to the building permit application

**PLOT PLAN: THREE COPIES ON AT LEAST AN 8 1/2 X 11 INCH PAPER SIZE TO INCLUDE THE FOLLOWING INFORMATION:**

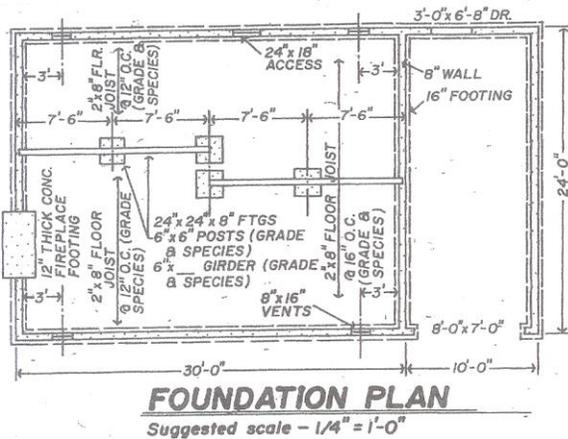
- Scale of the drawing and a North arrow.
- Location and dimension of all property lines
- Location, dimensions and use of all existing and proposed buildings and structures on the site and distances from property lines, or setback zones (wetlands, buffers, etc.).
- Location of underground power lines and all other utility lines.
- Location, name or number of all streets and alleys adjacent to the site. Show any off site easements or private roads that provide access to the site and to public roads.
- Proposed or existing location of water and sewer lines.
- If property is in the Chesapeake Bay Critical Area (1,000 feet from mean high tide) Work Sheet 2 must accompany this application.



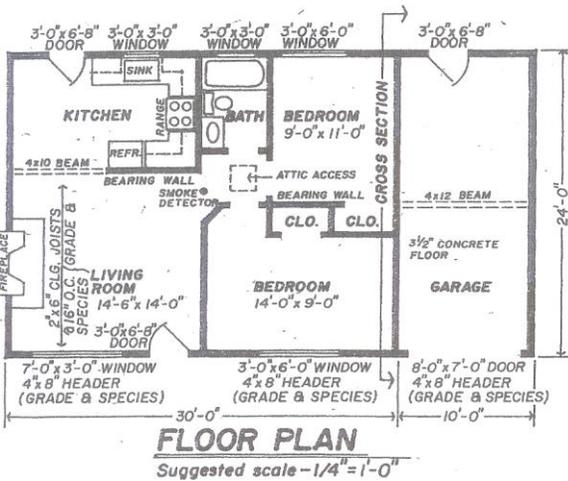
**WORKING PLANS: Must be in compliance with current issue of applicable codes**  
**Three (3) Complete Sets**

**FOUNDATION PLANS THAT SHOW:**

WORKING PLANS: Must be in compliance with current issue  
 Two (2) Complete Sets



FLOOR PLANS THAT SHOW  
 (For each floor elevation or level):

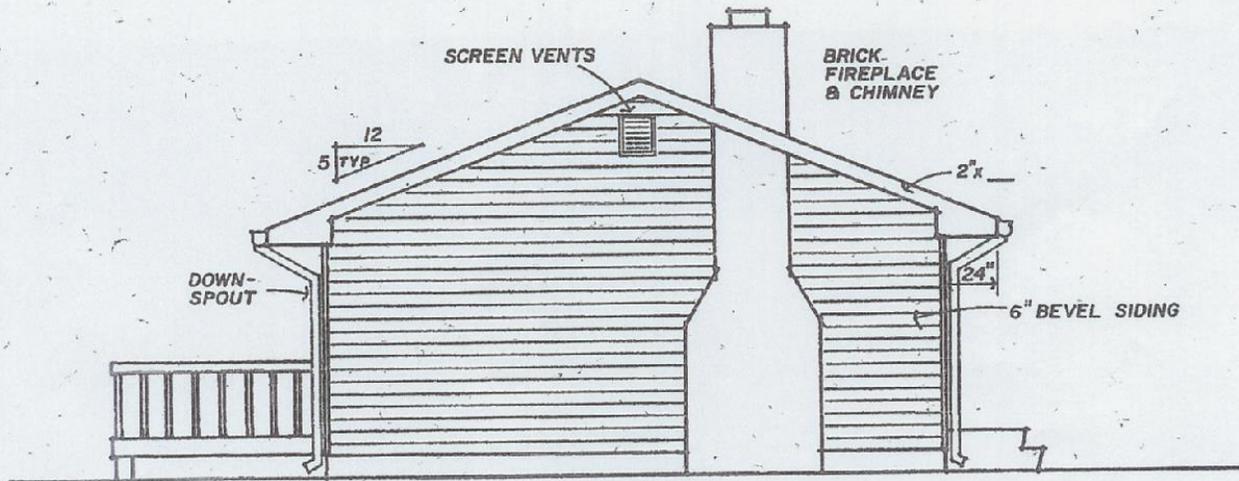


- Shape and dimensions of the foundation wall.
- Location and size of columns, posts and interior footings.
- If crawl space – indicate location and size of all vents, access holes, and insulation value.
- Floor joist sizes, spacing, direction, support, hangers, solid-blocking under bearing partitions. If usable space – provide information required for floor plans below.
- Show vent size & locations if house is in Flood Plain – 1 sq. in. vent area/1 sq. ft. floor area.
- The arrangement of partitions and rooms, use of all areas, and dimensions of wall locations.
- Location of plumbing fixtures, hot water tank (indicate how heated), laundry fixtures requiring vents, appliances, cabinets, and smoke detectors.
- Access to attic spaces or unoccupied storage areas.
- Location and dimensions of all window and doors (indicate opening direction and header sizes).
- Size, direction, spacing and support of ceiling/floor joists and beams.
- Grade and species of all framing and structural lumber.
- Plan view of fireplace and hearth and furnace locations, flue sizes, chimney construction, materials, clearance from combustibles, height above roof and lateral support.
- Show egress window sizes in bedrooms.

# ELEVATIONS

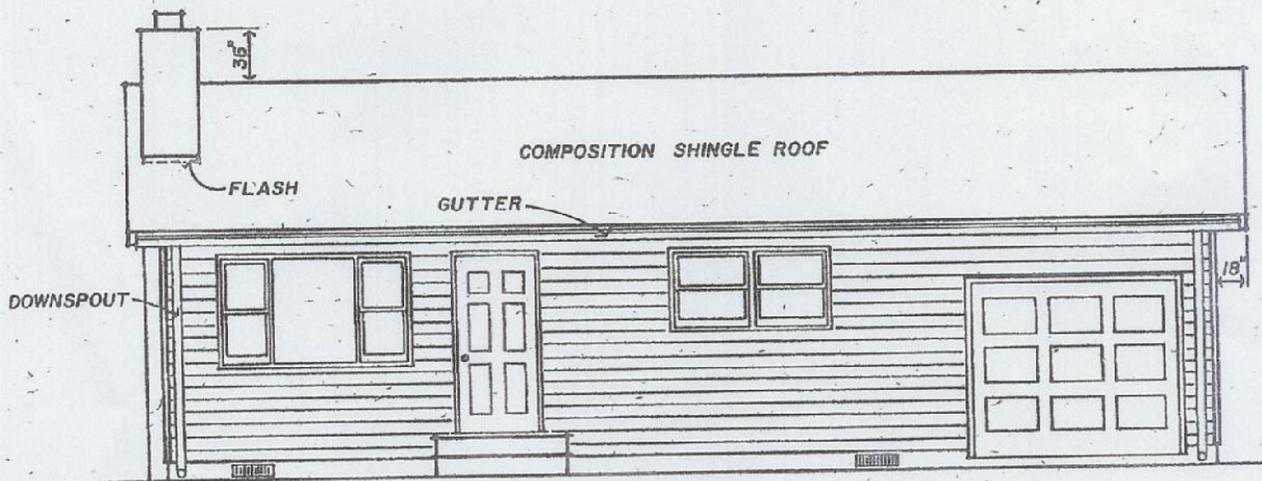
ELEVATION VIEWS SHOWING THE FOLLOWING:

- Front, rear and side elevations, with final grades
- Roof overhangs and chimney clearances
- Exterior siding and roof covering
- Sliders or other types of vents or windows that open.



## LEFT ELEVATION

Suggested scale - 1/4" = 1'-0"



## FRONT ELEVATION

Suggested scale - 1/4" = 1'-0"

## STRUCTURAL CROSS SECTION DRAWINGS THAT SHOW:

- **Footing: minimum 32" below finished grade**
- **Footing sizes, foundation wall thickness, and maximum fill against wall**
- **Start and finish grade**
- **Bearing posts, columns, supporting footing sizes, and beam sizes under uniform and concentrated loads.**
- **Sill plates and anchorage method; allow minimum 8" clearance from sill plate to earth. Must install a termite shield under header plate at top of foundation wall.**
- **18" minimum from beams to the ground for crawl spaces, and 18" minimum clearance under floor joists.**
- **Size and spacing of studs and roof rafters, noting maximum span of rafters and method of bracing to bearing partitions. (If engineered trusses are used, stress analysis and joint details will be requested.)**
- **Sole plates, top plates, and ceiling joists.**
- **Sheathing, liner, and covering of roof and walls, floor and ceiling.**
- **All "R" values of insulation installed in the ceilings, walls, floors and the perimeter and on all ducting.**
- **Grade and species of all lumber.**