



# NOTICE

**NOTICE #:** 24-03    **NOTICE RELEASE DATE:** 06/20/2024    **CONTACT:** Permits Staff, 301-645-0692  
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## Plan on File Application Process (2021 Building Code)

The Plan on File program is offered to builders/contractors to review and approve a set of plans to keep on file for future building permit applications that are the same house type. Utilizing the Plan on File option is a way to reduce plan review costs after the initial application. Plans on file are only valid for the current code cycle. When a new code cycle is adopted, plans will need to be resubmitted for a compliance review for that current code cycle.

Effective June 28, 2024, Charles County will adopt 2021 Building Codes. All existing approved Plans on File will become void and will no longer be valid. Builders/Contractors that wish to establish a new plan on file under the adopted 2021 Building Code may submit a Plan on File application online via the Citizen Self Service portal located at [www.CharlesCountyMD.gov/css](http://www.CharlesCountyMD.gov/css).

The Department has created a new Plan on File permit type, and all new Plan on File applications must be submitted under the Plan on File permit type. Plans submitted under any other permit type with the intention of establishing a Plan on File will not be accepted. Plan on File applications are subject to a fourteen (14) business day review. The Department will no longer require a paper set of construction plans at the time of application, however, upon approval at least one (1) paper copy of the entire approved plan set is required to be printed and available on site for inspections. Plan on File plan approval is only valid for the current 2021 Building Code cycle.

With the new Plan on File permit an Elevations Options Worksheet will be required to be submitted at time of application. This worksheet will be used by the Plans Reviewer to ensure all elevations and options were included with the plans submitted. Then, upon application of the building permit this Elevations Options Worksheet will be required to be submitted indicating the options selected for the individual building permit. This will assist with reviewing the plans and inspections in the field to ensure all options are built as proposed. A sample of an Elevations Options Worksheet can be found at <https://charlescountymd.info/POFSampleDocuments>.

In addition to the Elevations Options Worksheet, all Plan on File applications must include a complete set of plans to include a cover sheet, foundation options, all possible floor plan layouts, and typical framing system details, and a thermal envelope calculations and/or a Manual J. Additional documents may be required depending on the scope of the project.

New Plan on Files may be submitted for review starting on June 20, 2024.