



NOTICE

NOTICE #: 24-04 **NOTICE RELEASE DATE:** 6/24/2024 **CONTACT:** Paul Zielinski 301-645-0519
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As-Built Requirements for Residential New Dwelling Permits

Effective June 28, 2024

On May 24, 2024, the County adopted the amended Code of Charles County Maryland, Chapter 224 Building Construction (Building Code) which goes into effect on June 28, 2024. With this update, the Department of Planning and Growth Management has instituted a new requirement for As-built Plan approval prior to obtaining a Certificate of Use and Occupancy for any new dwelling permits.

The As-built plan shall provide the information needed to ensure the grading, stormwater management measures, and drainage conveyance systems/drainage pattern(s) of the constructed lot comply with the specifications contained in the approved plans. The As-built information may be shown on the approved plan or separate drawing (i.e. house location survey/final) at the same scale. If the approved site plan is utilized, the previously approved information should be shown in a lighter scale and good drafting practices should be utilized to maintain legibility.

As-built plans and certifications may be submitted through the Citizen Self Service Portal (www.CharlesCountyMD.gov/css) for review at any time once the site work has been completed to the extent necessary to obtain the required as-built data. It must be submitted and approved prior to issuance of a Certificate of Use & Occupancy on the building permit.

The following resources are available online at <https://CharlesCountyMD.info/BPAsBuiltRequirementsForms> to assist applicants through this new process:

1. As- Built Plan Submittal and Review Process for Residential New Dwelling Permits
2. Minimum As-Built Plan Requirements for Residential New Dwelling Permits with Sample Documents
3. As-Built Certification Form