

NOTICE

Issued by the Department of

Planning & Growth Management

2nd Notice

Paper Permit and Plan Submittals

Starting October 1, 2019 Planning and Growth Management will no longer accept paper permit and plan applications or submittals. All plans, drawings, reports, and other supporting documentation (with the exceptions listed below) must be submitted through the Charles County Permit Portal (or CSS) located at:

<https://www.charlescountymd.gov/pgm/epis/permits>. All plans and drawings must be provided as rendered (not scanned) pdf files.

The above URL will take you to our landing page, which provides further information on our application process as well as frequently asked questions. Once ready to apply, please click on Apply for a Permit/Plan Review highlighted in green lower down on the page. If you need help applying, please visit us at our Permits center located at 200 Baltimore St., La Plata, MD 20646, second floor for help. Please be sure to bring electronic copies of all items necessary to complete your application.

The following exceptions apply:

- Legacy building permits (permits applied for before October 22, 2018) will only be accepted in paper format.
- Commercial Building Permits must be applied for online, but paper copies are to be submitted for review.
- One paper copy for the following plans must be submitted to the Planning Division for Health Department review:
 - o Preliminary Subdivision Plans
 - o Final Plat Applications
 - o Site Development Plans
 - o Conceptual Subdivision Plans

Notice #
19-09

Release Date
August 13, 2019

Contact
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Charles County
Government

Department of
Planning & Growth
Management

Christina R. Pompa
*Acting PGM
Director*



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- A paper copy of all Building Permit Submittals must be submitted by the applicant to the Charles County Health Department for review.
- A paper copy of Development Services plans must be submitted by the applicant to the Charles County Health Department and the Soil Conservation District for review.
- Staff requests paper copies.
- A paper copy of the stamped approved plans will still be required to be located at the construction/work site for inspection purposes.

Please contact us if you have any questions.

Those citizens with special needs, please contact the Charles County Department of Planning and Growth Management, voice phone number (301)645-0540 or Maryland Relay Service TDD 1-800-735-2258.