

## **Town of Brookeville Building Permit Information & Fees FAQ**

### **1. What is the purpose of a Building Permit?**

Building permits are required to ensure and promote the public health, safety, and general welfare of the Town and to ensure consistency with the Town Comprehensive Plan as it is affected by building construction.

### **2. When is a Town of Brookeville Building Permit (TBBP) required?**

You need a TBBP for:

- New construction or addition to an existing structure including removal or enclosure of porches.
- Changes to exterior building materials including installation of artificial (vinyl, aluminum, etc.) siding, shingles, or masonry facing.
- Adding, removing, or changing architectural features. This includes replacement of windows or sash with ones that differ from the originals in materials, construction, or detailing, or a change in size, shape, and placement of window openings, and addition/deletion of shutters.
- Construction of fences, walls, decks, or swimming pools.
- Demolition of any existing structure, including outbuildings (sheds, garages, etc.).
- Removal of live trees greater than 6" in diameter.
- Painting of masonry surfaces that have never been painted or removal of paint from masonry.

**NOTE:** You do not need a **TBBP** for any interior work or for normal maintenance to the exterior of the building and site. Normal maintenance is defined as work that does not alter the exterior features of a historic resource. Examples include painting wood surfaces; repairing or replacing roofs, gutters, trim, lights with similar materials as existing; and re-paving existing driveways.

### **3. Is a Montgomery County building permit required in addition to the Town of Brookeville permit?**

The Town of Brookeville Permit does not replace the need for any permits otherwise required by Montgomery County. Check with the Montgomery County Department of Permitting Services for building permit requirements. If a building permit is required from Montgomery County, you must first obtain an approved Town of Brookeville Building Permit prior to submitting for a county permit.

### **4. Are there any special permits required for work in the Town of Brookeville due to its designation and listing on the Master Plan for Historic Preservation under the Montgomery County Historic Preservation ordinance?**

Yes, a Historic Area Work Permit (HAWP) will most likely be required for any work that requires a town of Brookeville Building Permit. HAWP's are issued by the Maryland National Capital Park and Planning Commission (NCPPC) Historic Preservation Commission (HPC). Contact the HPC directly (301-563-3400) for detailed information regarding the HAWP process. If the work being performed requires a HAWP, a copy of the completed HAWP application is required when submitting the Town of Brookeville permit. The Town of Brookeville Planning Commission will assist the NCPPC HPC as a Local Advisory Panel (LAP) in the review of the HAWP. Comments submitted by the LAP are taken into consideration by the HPC as part of the public record in their review. The TBPP will not be issued until after the HAWP is approved.

#### **5. How much does a TBBP cost?**

For all work other than new buildings (including homes, garages and outbuildings) or additions to existing buildings (including homes, garages and outbuildings) the application fee is \$25. For all new buildings or additions to existing buildings, the permit fee is based on a rate of \$.50 per gross square foot of the building (not including unfinished basements and unfinished attic space) with a \$75 minimum filing fee. For example: a 2,000 square foot house would require an application fee of \$1000.

#### **6. Where can I get a copy of the Town of Brookeville's Building Permit Application?**

The application is available on the Town's website, or by contacting the Town's Clerk.

#### **7. Where do I file my TBBP?**

Permit Applications should be sent to the address below with attention to the Town Clerk along with the appropriate number of copies and the application fee. No application will be accepted for review until this has been completed.

TOWN OF BROOKEVILLE  
5 High Street  
Brookeville, MD 20833  
Phone: (301) 570-4465  
Fax: (301) 570-0355

#### **8. How long does the Town of Brookeville's approval process take?**

Permit reviews are held at the Planning Commission's monthly meetings typically held on the first Tuesday of every month. Depending on when during the month you submit the permit, it could take up to 30 days for approval. If the permit is for minor construction or improvement, the process may be expedited at the discretion of the Planning Commission. If a HAWP is required, the TBPP will not be issued until after the HAWP is approved. Applications must be submitted no later than 10 days prior to the Planning Commission meeting to be reviewed. If received in less than 10 days, the permit will not be reviewed until the following month's meeting

**9. Can I get County and/or tax credits for work performed?**

Certain work performed on a residence may qualify for significant tax credits under both Montgomery County (10%) and the State of Maryland (25%) programs. Information and application instructions are available from the Montgomery County Historic Preservation office (301-563-3400).

**10. Do I need to notify my neighbors of any work I am planning to do?**

Once a complete application is submitted, the Brookeville Planning Commission will send a letter to all adjacent property owners notifying them of the type of building project proposed and the date and time the permit will be reviewed. Once notified, they can choose to attend the meeting or send comments to the Brookeville Planning Commission prior to the meeting. The building permit application requires the applicant to list the addresses of all adjacent properties. This should include properties on each side, as well as the front and back of the applicant's property.