

Building Permits for Commercial Structures*

In order to properly evaluate and expedite the release of a building permit, the following is typically required:

1. A scaled plat no smaller than 1 inch equaling 100 feet. On this scaled plat, the following is needed: the existing or proposed building, parking, driveway, well, septic tank cleanout, septic reserve area (if applicable), and the percolation test locations. The property lines, as well as the objects within the property lines, must be to the same scale.
2. Permits for commercial structures may require a septic tank certification, percolation test(s), septic system upgrade or relocation, new well or well upgrade, potable water tests, and/or schematic floor plans of the existing structure and the proposed construction. Any item required is based on file information, size of structure, and proposed use of the structure.
3. Any permit on a septic system will require a usage statement. This statement should detail days and hours of operation, number of employees, type of operation and any other information that may impact water usage.
4. Most permits require a field inspection to determine the condition of the existing septic system and well, or the proposed location of the septic system and well, in relation to the proposed structure. Sometimes, a field inspection is not required if the existing system is less than ten (10) years old, providing that the plat and file information are satisfactory.
5. Due to the variation in commercial building permits, many additional requirements may apply to the building permit. Please contact (410) 877-2327 for more information.

* Please note, building permits are applied for at the Harford County Administration Building, 2nd Floor, 220 South Main Street, Bel Air, Maryland 21014, and are distributed to the Health Department and other reviewing agencies.