



WASHINGTON COUNTY

DEPARTMENT OF PERMITS & INSPECTIONS

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Building
Electrical
Plumbing
Mechanical

Requirements for the establishment of new childcare facilities with-in existing commercial structures and for the expansion or renovation of already existing childcare facilities.

1. A building/zoning permit must be applied for and issued before construction may begin or occupancy of the area may take place.
2. The owner shall provide a letter describing the business including the hours of operation, number and age of children to be cared for and the areas of the existing facility to be used for childcare.
3. Sealed and signed construction drawings shall be provided from a Maryland registered architect. These drawings at a minimum shall consist of a floor plan that clearly indicates the areas to be used for the childcare facility and any construction work to be performed. A detailed code analysis, including the entire building and the proposed new use groups shall also be provided by the architect.
4. Zoning requirements shall be verified and satisfied with either the town or county as may be applicable.
5. A permit application fee will be required at time of application.

Please note that existing childcare facilities that are undergoing a change of name or ownership only are not required to apply for a building permit. In these cases a zoning certificate in the name of the new owner and/or new business name shall be required. **A Maryland registered architect nor construction drawings would be required in this case.**