



FROM PLANS TO PERMITS

JANUARY 30, 2024

BOB CASSILLY COUNTY EXECUTIVE



DEPARTMENT OF PLANNING & ZONING

SHANE P. GRIMM, AICP
DIRECTOR



DEPARTMENT OF PLANNING & ZONING
OVERVIEW

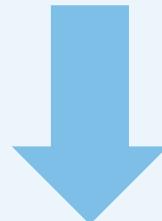


THE DEPARTMENT IS COMPRISED OF 3 SECTIONS



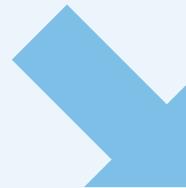
CURRENT PLANNING

1. Administrative staff
2. Building Permits Center
3. Development Review
4. Board of Appeals
5. Development Advisory Committee (DAC)



GIS

1. Mapping
2. Data collection & analysis
3. Maintain WebGIS platform



LONG-RANGE PLANNING

1. Data & Demographics
2. Environmental Planning
3. Transportation Planning
4. Land Use Planning



DEPARTMENT OF PLANNING & ZONING

COMPREHENSIVE ZONING TIMELINE





HOT TOPICS



1. **Forest Conservation Act (FCA)** – During last session, the State passed drastic changes to the Forest Conservation Act that will significantly impact development throughout the State.
2. **Traffic Impact Analysis (TIA)** – The County Council passed changes to Adequate Public Facilities (APF) that requires the County to initiate the preparation of a traffic study for non-residential uses instead of the developer.
3. **Solar Power Generation** – It is anticipated that the State will pass legislation that will further pre-empt local regulation of certain solar power generation facilities.
4. **Agricultural Commercial Uses** – The commercial use of farms for agricultural and non-agricultural activities is continually evolving. The County in coordination with various agencies and stakeholders will be evaluating changes to the Zoning Code to address the changing nature of agriculture, agri-tourism and agri-business.

DEPARTMENT OF PLANNING & ZONING

KEY CONTACTS

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DEPARTMENT OF PUBLIC WORKS

JOE SIEMEK, PE
DIRECTOR



PRESENTATION OUTLINE



- Basis for DPW Review and Approval
- Our Approach to Review Process
- Current Operations
- Key Contacts in Public Works



BASIS FOR DPW REVIEW/APPROVAL



County Code or State Law

- Stormwater, Traffic, Sediment, etc.

Facilities To Be Owned by County

- Roads, Water, Sewer, etc.



APPROACH TO REVIEW PROCESS



- **Target Turnaround at Max 30 Days**
- **Follow the Rules – Be Reasonable**
 - **“Need to Have” vs “Nice to Have”**
- **Give a Path to “Yes”**



DEPARTMENT OF PUBLIC WORKS

CURRENT OPERATIONS



DPW Organized in Three Divisions

- Highways
- Water & Sewer
- Environment & Sustainability



Highways

- Roads & Storm Drainage
- Traffic Impact Studies
- Public Works Agreements
 - Performance Bonds
 - Roads, Drainage and Sidewalks



DEPARTMENT OF PUBLIC WORKS

PERMIT PROCESSES



Water & Sewer

- Water & Sewer Facilities
- Commercial Service Applications
- Public Works Utility Agreements
 - Performance Bonds



DEPARTMENT OF PUBLIC WORKS

PERMIT PROCESSES



Environment & Sustainability

- Grading & Sediment Control
- Storm Water Management
- Maintenance Agreements
 - Performance Bonds
- Soil Conservation Service

DEPARTMENT OF PUBLIC WORKS

KEY CONTACTS

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DEPARTMENT OF INSPECTIONS, LICENSES & PERMITS

RICH TRUITT
DIRECTOR



DEPARTMENT OF INSPECTIONS, LICENSES & PERMITS

DEPARTMENT RESPONSIBILITIES



1. The Department of Inspections, Licenses and Permits is comprised of three divisions and administrative support staff.
2. Provides third party inspection services for City of Aberdeen, Town of Bel Air, and City of Havre de Grace.
3. Responsible for building, electrical, plumbing, HVAC and fuel gas permits and inspections.
4. Licensing and Trade Registrations.
5. Plan Review Target Goal – Plans are reviewed within 10 working days from submittal.

PERMIT TOTALS FY23

Building Permits	2,467
Electrical Permits	5,736
Fuel Gas Permits	2,075
Mechanical Permits	2,925
Plumbing Permits	2,607
Public Event Permits	1
On Site Utility Permits	18
Grand Total	15,829

INSPECTION TOTALS FY23

Building (Harford County)	11,261
Building (Aberdeen)	969
Building (Bel Air)	753
Building (Havre de Grace)	1,247
Building Services	14,230
Electrical Services	16,382
Plumbing	6,654
Mechanical	4,768
Fuel Gas	894
On Site Utility	23
Plumbing Services	15,932
Grand Total	46,544

BUILDING PERMIT TURN AROUND TIME FY23

Permits Applied For	2,467
Average Days to Issue	26.30
Median Days to Issue	11.25
Percentage Permits Issued 5 Days or Less	29.43%
Percentage Permits Issued 15 Days or Less	57.24%
Percentage Permits Issued 30 Days or Less	72.11%
Average Commercial	35.11
Average Residential	24.16
Unissued at 6 months	32.00
Application Expired	65.00



DEPARTMENT OF INSPECTIONS, LICENSES & PERMITS

SUBMISSION PROCESS



- **Top reasons for resubmissions -**
 - Incomplete documents
 - Inaccurate Code References.
- **Take time to review documents prior to submittal.**

RESIDENTIAL SUBMITTALS

Site Plan (accurate and fully dimensioned).	Site Plan (accurate and fully dimensioned).	Plans must be Signed and Sealed.
Accurate Floor Plans, Cross Sections, Details.	Accurate Floor Plans, Sq Footage, Cross Sections, Details.	Life Safety Plan with occupant load calculations and egress paths.
Energy Code Submittal and Compliance.	Energy Code Submittal and Compliance.	Review for suppression and fire alarm systems.
Applicable Code References.	Height and Area Analysis with construction type and occupancy classifications.	
Engineering documentation for details not within prescriptive base code.	Accessibility Review. For existing structures disproportionality review. Applicable Code References.	
	Fire Rated assembly documentation. i.e. tested design references.	

COMMERCIAL SUBMITTALS



DEPARTMENT OF INSPECTIONS, LICENSES & PERMITS

2021 CODE UPDATES

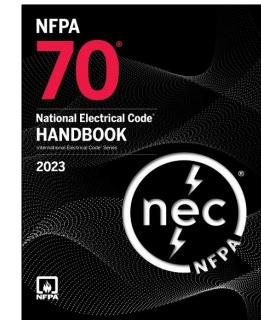
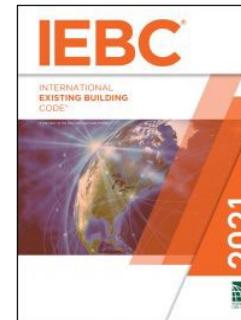
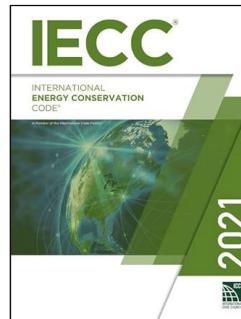
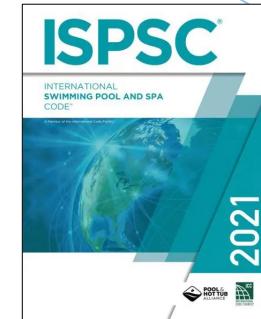
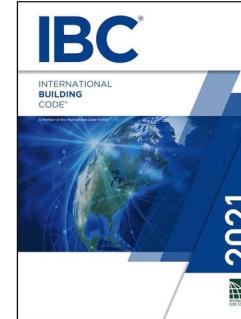
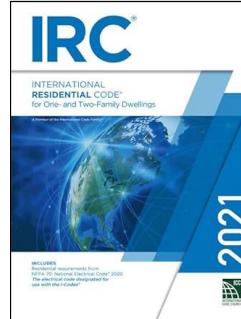
- Department will be submitting legislation to adopt the following codes:

- 2021 International Building Code
- 2021 International Existing Building Code
- 2021 International Residential Code
- 2021 International Energy Conservation Code
- 2021 International Swimming Pool and Spa Code
- 2021 International Plumbing Code
- 2021 International Mechanical Code
- 2021 International Fuel Gas Code
- 2023 National Electrical Code NFPA 70

- Adoption date prior to May 29, 2024

- Digital Code Access

<https://codes.iccsafe.org/codes/maryland/harford-county-md>

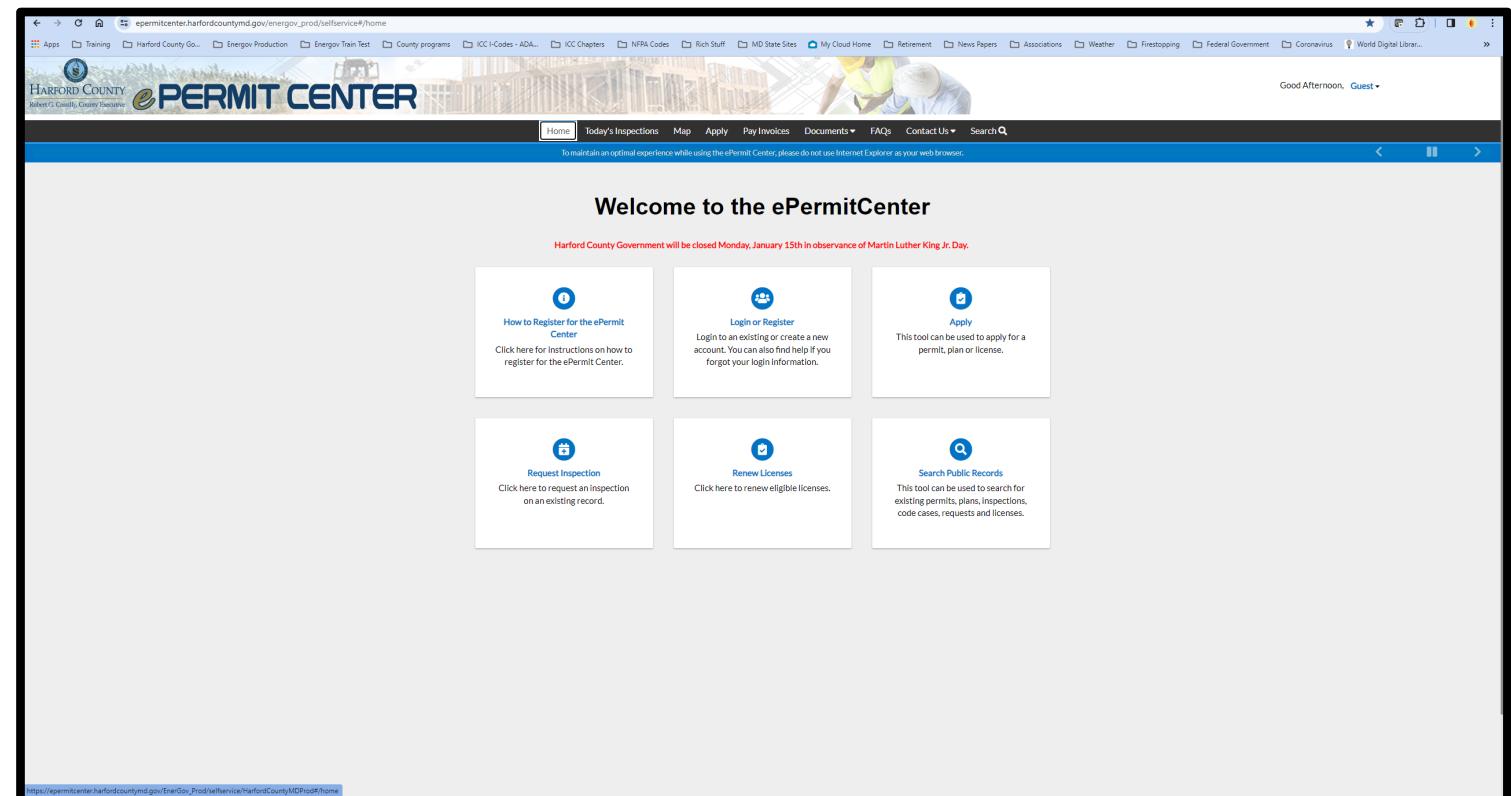




DEPARTMENT OF INSPECTIONS, LICENSES & PERMITS

E-PERMIT CENTER

- **Conduct business more efficiently with Harford County.**
- **24/7 access to permitting information. With enhanced access for account holders.**
- **24/7 ability to apply for permits.**
- **Ability to schedule inspections online.**
- **Ability to upload documents.**





DEPARTMENT OF INSPECTIONS, LICENSES & PERMITS

E-PERMIT CENTER

- Certificate of Occupancy Agency Reviews.
- Permit Issuance Agency Reviews.

Certificate of Occupancy Approvals				
Submittal Status	Received Date	Due Date	Completed Date	
Approved	03/25/2021	12/22/2021		
✓ DPW - Water & Sewer CO Signoff • Final Approval • Mitchell Aimee • Completed : 09/28/2021				
✓ DPW - SWM Release • Approved • McDowell Mark • Completed : 09/29/2021				
✓ DPW - Driveway Access • Final Approval • Sagner Jacob • Completed : 09/15/2021				
✓ DILP - Plumbing Services CO Review • Final Approval • Schott Scott • Completed : 10/02/2021				
✓ DILP - Mechanical Services CO Review • Final Approval • Schott Scott • Completed : 09/29/2021				
✓ DILP - Fuel/Gas Services CO Review • Final Approval • Schott Scott • Completed : 09/29/2021				
✓ DILP - Electrical Services CO Review • Final Approval • Badders Milford • Completed : 10/02/2021				
✓ DILP - Building Services CO Review • Final Approval • Miller Mark • Completed : 09/30/2021				

Building (Harford) - Residential (New)			
Submittal Status	Received Date	Due Date	Completed Date
Approved	03/25/2021	04/08/2021	03/29/2021
✓ P&Z - Permit Review • Approved • Wooten Christina • Completed : 03/25/2021			
✓ DPW - Water & Sewer Admin Review • Approved • Brier-Norton Jazmyne • Completed : 03/29/2021			
✓ DPW - Storm Water Management • Approved • Appell Bruce • Completed : 03/25/2021			
✓ DPW - Driveway Access • Approved • Sagner Jacob • Completed : 03/25/2021			
✓ DPW - Bonding/Permitting Review • Approved • Comer Ruby • Completed : 03/25/2021			
✓ DILP - Building Services Review Residential • Approved • Clark Jeffrey • Completed : 03/25/2021			



DEPARTMENT OF INSPECTIONS, LICENSES & PERMITS

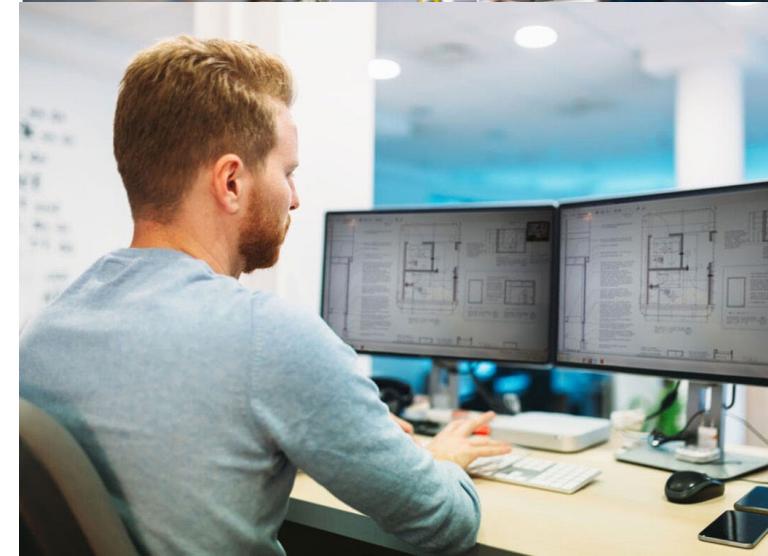
ENVIRONMENTAL HEALTH TECHNOLOGY UPGRADES AND UPDATES



Public Health
Prevent. Promote. Protect.
Harford County
Health Department

County is incorporating Environmental Health business processes into Energov permitting platform:

- Project includes four-phase upgrade that includes more than 93 business processes.
- First phase of residential well and septic inspections and Burn Permitting goes live February 2024.
- Future phases will include food licensing and inspections.
- Permitting of business processes.



DEPARTMENT OF INSPECTIONS, LICENSES & PERMITS

KEY CONTACTS

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Harry Bradley, Senior Fire Protection Engineer

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Michael L. Hayden (Chap), Fire Safety Inspector

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OFFICE OF ECONOMIC DEVELOPMENT

SHAWN KROUT
BUSINESS NAVIGATOR



OFFICE OF ECONOMIC DEVELOPMENT

BUSINESS NAVIGATOR



- Created by the County Executive as primary point of contact for “one-stop-shop” to monitor commercial business development and answer questions that may arise
- Provides streamlined and efficient process to simplify doing business with Harford County Government
- Serves as liaison with other departments/state agencies/local municipalities to facilitate smooth review process

GOALS

- Provide exceptional customer service from project inception to completion; identify bottle necks and resolve issues efficiently
- Provide resources to other county departments, state partners, local municipalities, etc. to ensure effective collaboration
- Touch point every 30 days with engineers/consultants on each project
- Strengthen relationships with engineers, consultants, partners



OFFICE OF ECONOMIC DEVELOPMENT
BUSINESS NAVIGATOR



Business Navigator Project Tracker (4 of 4)

All Systems Go Delay Identified (over 30 days) Project Stalled (over 60 days)

BUSINESS / PROJECT NAME	STATUS	LAST CONTACT	NEXT CONTACT
ABC Company, Inc. Solar Project	↑	Week of 1/8	Week of 2/5
Smith, LLC	↗	Week of 1/8	Week of 2/5
Example Business Park Project FAST TRACK PROJECT Signed by CE	↑	Week of 1/15	Week of 2/19
New Business S388-2023	↓	Week of 1/22	Week of 2/26



OFFICE OF ECONOMIC DEVELOPMENT

FAST TRACK 2.0

THINGS TO REMEMBER:

- Priority review and processing
- Track progress and get one-on-one support
- Subject to eligibility requirements



- Program updated to take advantage of Business Navigator and Energov technology
- Targeted to projects with beneficial economic impact to Harford County
- Fast Track 2.0 projects receive prioritized reviews and process by all County agencies
- Dedicated point of contact with Business Navigator



OFFICE OF ECONOMIC DEVELOPMENT
RESOURCES



BIZ BYTES NEWSLETTER

- Sent out first week of every month
- Business news and events, funding and resources, and more
- Email oed@harfordcountymd.gov to sign up

OED WEBSITE

- Visit www.harfordcountymd.gov/718/Economic-Development to learn how we can help your business grow and thrive
 - Workforce Technical Training Grant
 - Economic Development Opportunity Fund
 - Site selection
 - Partner, resource connections

STATISTICS REPORT AND DATASTORY

- [Using data to tell our story](#)

OFFICE OF ECONOMIC DEVELOPMENT

KEY CONTACTS

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