

Town of Ridgely Zoning and Building Permits

Property owners planning to make changes or improvements to their property located within the Ridgely Town limits should contact the Town Office at 410-634-2177 to inquire if a permit is needed.

Per the Town of Ridgely Zoning Ordinance, “No building or sign shall be erected, constructed, altered, moved, converted, extended, or enlarged without the owner or owners first having obtained a Zoning Permit from the Zoning Administrator.”

In addition to new construction, Zoning/Building permits are required for improvements such as fences, decks, pools, accessory structures (sheds/garages), additions, demolitions, renovations, etc. Certain improvements require inspections by the Middle Department Inspection Agency (MDIA) and approval by the Planning and Zoning Commission; approval time frames may vary.

When applying for a building permit, please bring a copy of the recorded plat for the property. If a copy of the recorded plat is not available, please contact the Clerk of the Circuit Court for Caroline County at 410-479-1811, ext. 1. It is best to go to the Court House in person rather than request the information via telephone. Also, please have the deed reference available.

THE TOWN OF RIDGELY DOES NOT HAVE COPIES OF RECORDED PLATS.

The process for most residential building permits is as follows:

- 1) Sketch the work to be done on a copy of the recorded plat.
- 2) Bring the copy of the plat along with a description of work to be done/list of building materials to the Town Office. If a Home Owners’ Association approval is required, bring that as well.
- 3) Pick up, complete and return a building permit application. Applications can also be downloaded. Be sure to include the items listed above. If the permit requires approval from MDIA and/or the Planning Commission the applicant will be notified at this time.
- 4) After all approvals have been received the applicant will be notified to pick up the permit. If any underground work/digging is to be done, contact Miss Utility two (2) business days prior to starting any work at 1-800-441-8355.
- 5) If inspections are required, follow the inspection schedule provided with the application. The phone number for MDIA is 410-822-8300. Provide the address and permit number.
- 6) Post the permit in a conspicuous place until work has been completed.

The cost of a building permit depends on the type of improvement. Building permits are valid for a period of six (6) months. Anyone not obtaining the proper permits may be subject to fines and other municipal action. If an extension is needed, call the Town Office at 410-634-2177. Building/Zoning permit applications may be obtained Mon.-Fri. 8:00a.m.-4:30 p.m. at the Ridgely Town Office, 2 Central Avenue.