

## GHI Permit Request

### **Type II Improvement                      Sheds, Yard/Grade, Interior Modifications, Appliances & HVAC Installation**

**Please read the instructions on this page carefully**

1. This information package is for GHI members desiring sheds, yard/grade/interior modifications, appliances & HVAC installation. Read and follow the member request procedure. A [process flowchart](#) is available online if you are interested in reviewing the steps graphically.

2. **KNOW WHAT YOU ARE SIGNING.** Do not allow others, such as contractors, to apply for you without reviewing the plans submitted. **THE MEMBER IS RESPONSIBLE FOR FOLLOWING GHI RULES.**

3. ***Incomplete submittal information will only delay a request for approval.*** You may obtain assistance from Technical Services at 301-474-4161 between 9 a.m. and 5 p.m.

***Estimated time for approval:***

from GHI Technical staff ..... up to twenty (20) days  
from GHI Board of Directors, if required ..... up to eight (8) weeks

For all permit applications which are not approved by the Technical Services Department, if you want to appeal this decision please contact Technical Services Department.

You must have a **GHI BUILDING PERMIT** in hand both to begin work and to apply for the appropriate County and City permits. County and City permits, if required, must be obtained **BEFORE WORK BEGINS**. GHI must receive copies of all permits immediately. All work items must be covered by the permits. A City building permit is required for any work which requires a County building permit.

**Prince Georges County permit office ..... 301-883-5776**  
**City of Greenbelt Planning & Comm'ty Development office ..... 301-345-5417**

4. **GHI WILL INFORM THE COUNTY AND THE CITY OF ALL WORK PERFORMED WITHOUT A PERMIT, AND FINES MAY BE INVOLVED.** GHI is responsible for all property as the legal property owner.

5. **NOTICE: IF YOU HIRE A CONTRACTOR** you are still responsible for obtaining GHI permission and subsequently required inspections. We advise you not to make your final payment to your contractor without final approval by GHI.

6. **If you are making a modification covered by the Addition Maintenance Program (e.g. bath),** you will be required to execute an undated [addendum to your Mutual Ownership Contract \(MOC\)](#) for the Addition Maintenance Program. This document will be dated, processed, and a copy will be mailed to you when your addition is substantially complete. Addition Maintenance Program charges will begin at that time. Submittal of this executed addendum is required to receive a permit from this office.

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### **Submittal Requirements**

**(These are basic requirements, more information may be requested)**

#### **SHEDS**

GHI rules for sheds:                      <https://www.ghi.coop/content/ix-storage-shelters-sheds>

#### **Along with request form(s), include the following:**

- 1) Shed plan, drawing ½" = 1'. Show type, size and type of materials. You may reference a standard GHI shed design drawing or submit a modified one.
- 2) Site Plan, drawing 1" = 20'. Show building, yards, sidewalks, fences, drainage, swales, and proposed shed location.
- 3) Typical details of platform (such as wood deck or concrete slab), including materials, method of anchoring and finished grade. You may reference a standard GHI shed base drawing.
- 4) Screening, method of screening i.e. rose arbors, evergreens or other plants. Type of planting must be specified as mature plants.

#### **YARD WORK/GRADE MODIFICATIONS**

GHI rules for yard work/grade modifications:

<https://www.ghi.coop/content/iii-minimum-use-maintenance-standards>  
<https://www.ghi.coop/content/iv-care-ghi-yard>  
<https://www.ghi.coop/content/v-plantings-hedges-trees-etc>  
<https://www.ghi.coop/content/vi-yard-line-descriptions>  
<https://www.ghi.coop/content/xc-major-improvements>  
<https://www.ghi.coop/content/xd-construction-specifications>

#### **Along with request form(s), include the following:**

- 1) Site Plan, drawing 1" = 20', show building, yard, sidewalks and the proposed changes. Indicate current and new drainage patterns or features.
- 2) Typical sections and details ½" = 1', show type, size and locations of materials used, specifically and completely detail method of securing landscaping structure to ground. All retaining walls must have concrete footing or approved alternate method of bracing and securing structure. (Note: All retaining walls over two feet (2') high must have Prince George's County and City of Greenbelt permits.)

#### **INTERIOR MODIFICATIONS**

GHI rules for interior modifications:

<https://www.ghi.coop/content/x-improvements-alterations-additions>  
<https://www.ghi.coop/content/xc-major-improvements>  
<https://www.ghi.coop/content/xd-construction-specifications>  
<https://www.ghi.coop/content/xe-other-requirements>

#### **Along with request form(s), include the following:**

- 1) Floor plan drawing ¼' = 1', show relation of modifications to main structure, existing and proposed dimensions and proposed changes to existing structures.
- 2) Typical sections and details, ½" – 1' or 1" – 1', show type, size, and location of materials used. Specifically how new floor and wall areas will be properly patched/tied into existing work. Any structural details of special areas (i.e. headers, lintels, types and size of hangers, fasteners, steel, etc.) Note: Electrical, plumbing and many structural changes require County and City permits before work starts and GHI must be furnished with copies.

*Revised MARCH2020*

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- 3) Catalog data on all fixtures, millwork, appliances, etc.

### **APPLIANCE INSTALLATION**

GHI rules for appliance installation:

<https://www.ghi.coop/content/xc-major-improvements>

<https://www.ghi.coop/content/xd-construction-specifications>

### **Along with request form(s), include the following:**

- 1) Floor plan ¼" – 1' or ½" – 1', show location of existing appliances and of new appliances and any proposed structural changes and all electrical and plumbing.
- 2) Typical section and specification (1/4" = 1' or ½" – 1'), show type, size, how installed.
- 3) Furnish contractor's name, license number, and copies of permits after they are secured, before work begins.
- 4) Catalog data on all appliances

### **AIR CONDITIONER – THROUGH WALL SLEEVE OR IN WINDOW**

GHI rules for HVAC: <https://www.ghi.coop/content/xk-air-conditioner-installation>

### **Along with request form(s), include the following:**

- 1) Manufacturing specifications, brochure or literature giving information as to size, electrical service and type of installation required.
- 2) Typical section detail, ¼" = 1', ½" – 1' or 1" = 1', show location of unit and location of materials used, section of wall to be cut through, type and size of structural bracing required. You may reference the standard GHI structural detail.
- 3) Construct detail of window bracket if window mounted. Window may not be used for support, nor may the bracket attach through vinyl siding. You may reference the standard GHI window bracket, if applicable (frame homes only).
- 4) Catalog data on air conditioning unit.

### **ANTENNAS/Satellite Dish**

GHI rules for antennas/satellite dish:

<https://www.ghi.coop/content/xii-antennas-and-related-equipment>

### **Along with request form(s) include the following:**

- 1) Location of antenna and wiring.
- 2) Detail of mounting bracket.
- 3) Size and type of antenna.
- 4) NOTICE: NO ANTENNAS/SATELLITE DISH ARE TO BE INSTALLED ON ANY ROOF!

**Please Note: Plot plans and original floor plans are available from Technical Services.**

IF YOU HAVE IDEAS NOT LISTED,  
PLEASE CALL TECHNICAL SERVICES, 301-474-4161

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*FOR OFFICE USE ONLY*

**Request No:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

**Date Received** \_\_\_\_\_

Date: \_\_\_\_\_

I\we \_\_\_\_\_  
of [address] \_\_\_\_\_

request approval from GHI to install-build-remodel at the above address, as described below. Included are the plans-drawings-specifications.

I\we understand that if electric, plumbing, or structural work is involved, WSSC, county, and city permits must be secured, as described elsewhere. The contractor's name, license number, and copies of permits must be submitted to GHI before any work can start.

I\we acknowledge that copies of the GHI permit, as well as other information pertinent to the execution of the work covered by the permit, may be given to the contractor(s) as necessary.

Description of proposed work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR SHEDS ONLY:    *color*                      *support*

Roof    \_\_\_\_\_

Walls    \_\_\_\_\_

Trim    \_\_\_\_\_

home phone #: \_\_\_\_\_

work phone #: \_\_\_\_\_                      member's signature

email: \_\_\_\_\_

member's signature

Note: A GHI Building permit is required to obtain a Prince George's County building permit.

request contractor copy of permit.

phone # for call when permit is ready \_\_\_\_\_

Member (if no contractor)

Contractor    \_\_\_\_\_                      MHIC license    \_\_\_\_\_

Electrician    \_\_\_\_\_                      license #                      \_\_\_\_\_

Plumber    \_\_\_\_\_                      WSSC registry #                      \_\_\_\_\_

proposed starting date: \_\_\_\_\_                      completion date: \_\_\_\_\_