

# GHI Permit Request

## Type I Improvement

## Additions, Decks, & Porches

### Please read the instructions on this page carefully

1. This information package is for GHI members desiring additions, decks, and porches. 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 thirty (30) 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.
4. 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**
5. **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.
6. **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.
7. **If you are building an addition**, 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.

# **GHI Permit Request** **Type I Improvement Additions, Decks, & Porches**

## **Submittal Requirements**

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

### **ADDITIONS**

*GHI rules for additions:*

- Gardenside & End: [www.ghi.coop/content/xf-gardenside-end-additions](http://www.ghi.coop/content/xf-gardenside-end-additions)
- Serviceside- Framed Units: [www.ghi.coop/content/xg-serviceside-additions-frame-homes](http://www.ghi.coop/content/xg-serviceside-additions-frame-homes)
- Serviceside- Masonry Units: [www.ghi.coop/content/xh-serviceside-additions-masonry-homes](http://www.ghi.coop/content/xh-serviceside-additions-masonry-homes)
- Other Requirements: <https://www.ghi.coop/content/xo-other-requirements>

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

- 1) Signed Addition Maintenance Program statement at the bottom of the Request Form.
- 2) Neighbors signed consent form must be included before any review or approval.
- 3) Plot plan drawing 1"=20' or 1/2"=1' - showing building, sidewalks, yard and location of proposed addition. Yard and proposed addition dimensions must be shown.
- 4) Floor plan - 1/4" = 1' or 1/2" = 1' show relation of addition to main structure, existing and proposed changes to existing structure.
- 5) Typical section and details 1/2" = 1' - Show type, size and location of materials used. Details of addition foundation, wall and roof junction, addition roof to main structure, and structural details of special area (i.e. headers, lintels, supports, rafters, floor joists, etc.)
- 6) You must furnish contractor's name and license number and copies of permits to GHI after they are secured and before work begins.
- 7) Electrical and plumbing schematics, when required.
- 8) Catalog data on all windows, doors, skylights, prefab fireplace, etc.

### **DECKS AND PORCHES**

- *GHI rules for decks:* [www.ghi.coop/content/xi-decks](http://www.ghi.coop/content/xi-decks)
- *GHI rules for porches:* [www.ghi.coop/content/xj-porches-covered-decks](http://www.ghi.coop/content/xj-porches-covered-decks)

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

- 1) Typical sections and details including footings. Please see the GHI deck package with standard details.
- 2) Neighbor Fence Consent Form (if Privacy Screen or porch roof is incorporated).
- 3) Plot Plan drawing showing layout, dimensions, and location of proposed deck or porch.

**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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<i>FOR OFFICE USE ONLY</i>	
<b>Request No:</b>	_____
<b>Unit:</b>	_____
<b>Date Received</b>	_____

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 ADDITIONS AND COVERED DECKS ONLY:**

I/we understand that this improvement will be placed on the Additional Maintenance Program at my/our expense upon substantial completion.

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

work phone #: \_\_\_\_\_

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

\_\_\_\_\_

member's signature

\_\_\_\_\_

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: \_\_\_\_\_

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**NEIGHBOR CONSENT FORM**

TO Greenbelt Homes, Inc.  
Hamilton Place  
Greenbelt, Maryland 20770

Technical Services:

I/We, \_\_\_\_\_  
the undersigned members, as adjacent neighbors, hereby give my/our consent for  
the planned \_\_\_\_\_ at \_\_\_\_\_  
to be constructed. I/We have carefully reviewed the plans and dimensions of the  
proposed addition and associated landscaping changes (e.g. tree removal, swale  
redirection, drainage alterations, etc.) and have no objections to the construction,  
provided that the comments identified below are addressed satisfactorily.

member \_\_\_\_\_  
address \_\_\_\_\_  
date \_\_\_\_\_

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**Neighbor Comments:**

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