

**DPS**

Montgomery County
Department of Permitting Services

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Building Permit Submittal Requirements for Properties on Well and Septic Systems

(Additions/Alterations, Decks, Demolitions, Fences, Pools, Sheds, and Solar)

Additions/Alterations

- Along with the building permit application, submit a scaled site plan that clearly depicts the proposed addition, the existing well and approved replacement well sites (if applicable), the existing septic system, and the approved septic reserve area (if applicable). The site plan must also include all existing structures on the property. A site plan is required when the footprint is being changed. It is not required for interior alterations.
- Please reference the [Minimum Setback Requirements](#).

Specific requirements for properties adding habitable space depend on whether a septic permit and an approved septic reserve area exist.

- If the property has a septic permit but not an approved septic reserve area, the applicant must submit existing floor plans for the entire house and complete a [Habitable Space Worksheet](#).
- If the property has a septic permit and an approved septic reserve area, existing floor plans for the entire house must be submitted to verify the septic system can accommodate the proposed addition; this is required when adding or redesigning rooms that could be used for sleeping purposes.
- If the property has no approved septic permit or septic reserve area, an addition or alteration will not be approved. Please contact the Well and Septic section at 240-777-0311 for additional information.

Decks

Along with the building permit application, submit a scaled site plan that clearly depicts the proposed deck location, the existing well and approved replacement well sites (if applicable), the existing septic system, and the approved septic reserve area (if applicable). The site plan must also include all existing structures on the property.

Setback requirements for decks are as follows:

- Uncovered decks must maintain a 5-foot setback from septic tanks, trenches, seepage pits, and septic reserve areas.
- Covered or enclosed decks require a 15-foot setback from septic tanks, and a 20-foot setback to septic absorption components/areas.
- All decks must maintain a 10-foot setback from any existing or approved future well site.

Please reference the [Minimum Setback Requirements](#).

Demolitions

All existing wells and septic systems must be properly abandoned before permit approval for properties connecting to public water and/or public sewer. Please reference [Well Abandonment](#) and [Septic Abandonment](#) procedures.

Fences

A scaled site plan must show the location of the fence, septic tank, and approved septic reserve area. A fence permit will be denied if the proposed fence encroaches on an existing septic system or a septic reserve area designated for any sand mound, shallow system, innovative or alternative septic system.

If you plan to install a fence through a septic easement for use by another property, the following documentation must be submitted with the application:

- A signed statement from the applicant and the affected homeowner(s) acknowledging and confirming their understanding and agreement that a portion of the fence within the septic reserve area may need to be removed if repairs or replacement of the septic system become necessary.

Pools

Along with the building permit application, submit a scaled site plan that clearly shows the proposed pool location, the existing well and approved future well sites (if applicable), existing septic system, and approved septic reserve area. The site plan must also include the proposed piping and electrical layout for the pool and all existing structures on the property.

Setback requirements are as follows:

- Pools, decking, piping, and electrical components must maintain a 10-foot setback from septic tanks and septic absorption components/areas.
- All pools and decking must be 10 feet from an existing or approved future well site.

Please reference the [Minimum Setback Requirements](#).

Sheds

Along with the building permit application, submit a scaled site plan that clearly shows the proposed shed location, the existing well and approved future well sites (if applicable), existing septic system, and approved septic reserve area. The site plan must also include all existing structures on the property.

Setback requirements for sheds are as follows:

- A shed without a foundation must maintain a 10-foot setback from septic tanks, septic absorption areas (trenches, seepage pits, etc.) and septic reserve areas.
- A shed with a foundation must maintain 15 feet from septic tanks, and 20 feet from septic absorption components/reserve areas.
- All sheds must be at least 30 feet from an existing or approved future well site.

Please reference the [Minimum Setback Requirements](#) and [Accessory Structures Guidance](#).

Solar

When applying for a building permit, submit a scaled site plan that clearly shows the location of the ground-mounted solar panels and electrical lines, along with the existing well and approved future well sites (if applicable), existing septic system, approved septic reserve area, and existing structures on the property.

All ground-mounted solar panels and their electrical lines must maintain a minimum 10-foot setback from well sites, septic systems, and septic reserve areas.

Please reference the [Minimum Setback Requirements](#).

June 4, 2025