

Approved 5/15/25
-H.O.

Record Detail * (This section is required.)

Permit Type	Permit Number	Opened Date
Building/Residential/Addition/SFD	B25000884	03/10/2025

Description of Work
SFD/ CONSTRUCT 11'x12' Sunroom, 23' x 23' L-SHAPED DECK WITH 12' PORCCH SECTION AND 13' x22' Garage Extension, 1 STORY, Slab on Grade, 5R, 2FB, 1HB, 2FP, OTHER STRUCTURE = 2 Car Attached, 3BR, PORCH/DECK = Open Porch and Deck, ENERGY METHOD = Prescriptive Method,

[check spelling](#)

Online BP, and one
~~for same property.~~

g8 3/17/25

Address * (This section is required.)

Search Reset Clear Get Parcel & Owner

Street #	Street Name	Street Type
14570	TRIADELPHIA	RD
Unit Type	Unit #	X Coordinate
--Select--		-77.01934
		Y Coordinate
		39.25419
City	State	Zip Code
GLENELG	MD	21737
	Primary	
	Yes	

Parcel * (This section is required.)

Search Reset Clear Get Address & Owner

GIS ID	Parcel	Parcel Area	Land Value	Improved Value	Exemption Value	Plan Area
889973	43	1.63	206300	427800	174900	RURAL

Legal Description
1.637 A []14570 TRIADELPHIA RD []GLENELG

[check spelling](#)

Block	Lot	Census Tract	Council Dist	Inspection Dist	Supervisor Dist	Map #	DAP Zone
	10	605601	5				
Plan Area	State Tax Id	Subdivision Name					
	1404331532	LAIRD B SCOTT					
Section	Area	Tax Map					
		21					
Grid	Zoning District	ADC Map					
21-23	RC-DEO	4812-G10					
SDP No.	Final Plan No.	WP File No.					
Record Plat No.	WS Contract No.	FDP No.	Primary				
4 26			Yes				
Owner Occupied	Year Built	Historic District					
<input type="radio"/> Yes <input type="radio"/> No	1964	<input type="radio"/> Yes <input checked="" type="radio"/> No					
Historic District Registry No.	Stat Area	Flood Plain					
	4-09	<input type="radio"/> Yes <input checked="" type="radio"/> No					
Building No							

Sunroom 132

Deck 529

Garage 286

Owner (This section is not required.)

Search Reset Clear

Name
Randy
Address Line 1
14570 TRIADELPHIA ROAD
Address Line 2

Address Line 3

Mail City
GLENELG
Mail State
MD
Mail Zip Code
21737

Phone
410-986-1339

Primary

Yes

E-mail

reed@dweplastics.cbm

Cell Number 410-986-1339 Fax Number

Professionals (This section is not required.)

License # 08010019661-01 Business Name OWINGS BROTHERS CONTRACTING
License Type MHIC Ind First Name MICHAEL Middle Name GERARD Last Name OWINGS
Primary Yes Address Line 1 5340 ENTERPRISES STREET Address Line 2
City SYKESVILLE State MD ZIP Code 21784-0000
Phone 1 4107817022 Phone 2 Fax 4105499668
E-mail INFO@OWINGSBROTHERS.COM

Applicant (This section is not required.)

Search As Owner As Lic. Prof As Contact

Type Applicant First Name Tina MI Last Name Simons
Relationship Applicant Full Name Tina Simons
Primary No Organization Name Owings Brothers Contracting
Street Address 5340 Enterprise Street Address Line 2
City Sykesville State MD Zip Code 21784
Phone 410-781-7022 Cell Fax 410-549-9668
E-mail tina@owingsbrothers.com

Contact (This section is not required.)

Search As Owner As Lic. Prof As Contact

Type Contact First Name Tina MI Last Name Simons
Relationship Applicant Full Name MICHAEL GERARD OWINGS
Primary Yes Organization Name OWINGS BROTHERS CONTRACTING
Street Address 5340 ENTERPRISES STREET Address Line 2
City SYKESVILLE State MD Zip Code 21784 000
Phone 4107817022 Cell Fax 4105499668
E-mail tina@owingsbrothers.com

Addtl Info

Est Construction Cost 275 Housing Units 0 Number of Buildings 0 Public Owned No
Construction Type 434 - Additions, Alterations and Conversions - Residential

RESIDENTIAL ADDITION INFORMATION

RESIDENTIAL ADDITION INFORMATION

Capital Project-No Fee Capital Project Number Fee Exempt Roadside Tree Project Permit Roadside Tree Pr
Yes No (Text) Yes No Yes No

No of Stories 1 (Text) Foundation Slab on Grade Basement N/A No of Rooms 5 (Text) Full Baths 2 (Number) Ha 1

Model

SFD/ CONSTRUCT 11'x12' Sunroom, 23' x 23' L-SHAPED DECK WITH 12' PORCCH SECTION AND 13' x22' Garage Extension

check spelling

Other Structure 2 Car Attached Water Private Sewage Private Utilities Gas & Electric Heating System Electric & Natural Gas No of Fireplaces 2 Type of Fireplace Masonry & Prefab W & S Fees Paid Yes No 1st Floor Width 1st Floor Depth 2nd Floor Width 2nd Floor Depth Basement Width Basement Depth Height Total Square Footage 2309 Occupiable Square Footage 0 Affordable Housing Funding N/A Walls Roof Change In Use Grading Permit No Senior Housing MIHU Outside Downtown Columbia Expiration Date 9/9/2025 MIHU Required Units 0

check spelling

GREEN INFORMATION

Goal Level --Select-- Actual Level --Select-- Leed Registration Number (Text) Date of Leed Certification

STORM WATER MANAGEMENT

Green Roofs A1 Permeable Pavements A2 Reinforced Turf A3 Disconnection of Rooftop Runoff N1 Sheetflow to Conservation Areas N3 Rainwater Harvesting M1 Submerged Gravel Wetlands M2 Landscape Infiltration Dry Wells M5 Micro Bioretention M6 Rain Gardens M7 Swales M8 PSWM Certification Received in CID on

Submit Cancel

W & S

Teddy Hicks

2669 Roxbury
mill Rd

Garden Ctr. and
Retail Space

Portable R

443, 838, 3784

April 30 -

715 - 940 (31,44)

~~May 7~~

Confir # 4SSMRE

* Singers
* Road *

ENVIRONMENTAL

403-945-5321 info@homelandhealthyhomes.com www.hhh.com

Front of the House
→

ADDRESS:

All measurements are approximate distances.

ST=Septic Tank; DB=Distribution Box; DF=Drainfield; DW=Drywell
FL=Front Line; BL=Back Line; BG=Below Grade; '= Feet; ''= Inches

SCALE: 1/4" = 1'



FISHER, COLLINS & CARTER, INC.
 CIVIL ENGINEERING CONSULTANTS & LAND SURVEYORS
 CENTRAL SQUARE OFFICE PARK - MARLBOROUGH
 AND NO. 2895
 EXHIBIT 1 - SUPERSEDED PREVIOUS EDITIONS SHEET 2-1 PRELIMINARY PLANNING



APPROVED
 HOWARD
 COUNCIL

MATCH LINE - SEE SHEET 3

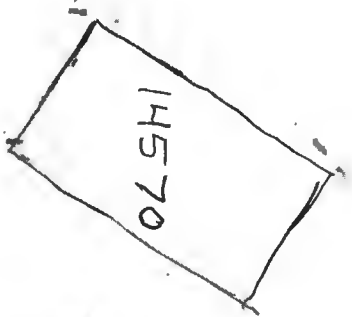


DATE 3/17/06
 AND ZONING
 2A



4th House on Left After Roxbury Rd.

14591 Roxbury Rd -



14550-
1960 L.B. Scott
Sub. - Lot 9

588

↓ 14584- 1961

Warfields
Lot 14
14567 Tr. a.

B 1	12150	SEQUENCE NO. (MDE USE ONLY)	STATE OF MARYLAND APPLICATION FOR PERMIT TO DRILL WELL please type	STATE PERMIT NUMBER HO-95-2430 <small>70 fill in this form completely 79</small>
------------	--------------	--------------------------------	--	---

Date Received (APA) 11 01 12

OWNER INFORMATION

8 11 / 01 / 12 MM DO YY 13

15 Newcomb Last Name 34 Mike Owner First Name

36 14570 - Triadelphia Rd Street or RFD 55

57 Blennely Town 70 MD State 72 21737 Zip 76

B 3 LOCATION OF WELL

8 Howard COUNTY 21

23 SUBDIVISION _____ 42

SECTION 44 / 46 LOT 48 / 50

52 Blennely NEAREST TOWN 71

DRILLER INFORMATION

Driller's Name Joseph E Maynell M S D O 24 76 License No. 81

Firm Name Joseph E Maynell Well Drilling

Address 5512 Ridge Rd Mt. Airy 21771

Signature Joseph E Maynell 11-5-2012 Date

B 4 SOURCES OF DRILLING WATER

1. well 11 14570 - Triadelphia Rd STREET ADDRESS 30

2. _____

3. _____

ON WHICH SIDE OF ROAD (CIRCLE APPROPRIATE BOX)

N
W <input checked="" type="checkbox"/> S <input type="checkbox"/> E
S

34 60 37 DISTANCE FROM ROAD 38 39 ENTER FT OR MI

TAX MAP: 21 BLK: 23 PARCEL 43

B 2 WELL INFORMATION

APPROX. PUMPING RATE 4 (GAL. PER MIN.) 8 12

AVERAGE DAILY QUANTITY NEEDED 500 (GAL. PER DAY) 14 20

USE FOR WATER (CIRCLE APPROPRIATE BOX)

DOMESTIC POTABLE SUPPLY & RESIDENTIAL IRRIGATION

FARMING (LIVESTOCK WATERING & AGRICULTURAL IRRIGATION)

INDUSTRIAL, COMMERCIAL, DEWATERING

PUBLIC WATER SUPPLY WELL

TEST, OBSERVATION, MONITORING

OPEN LOOP GEOTHERMAL

CLOSED LOOP GEOTHERMAL

NOT TO BE FILLED IN BY DRILLER HEALTH DEPARTMENT APPROVAL

Howard COUNTY NAME 13 COUNTY NO.

STATE SIGNATURE _____ INSERT S → 41

DATE ISSUED 11/5/2012 Brian Baker 11/5/2013 EXP. DATE

43 MM DO YY 48 CO SIGNATURE

APPROXIMATE DEPTH OF WELL 260 FEET 24 28

APPROXIMATE DIAMETER OF WELL 6 INCH NEAREST INCH

METHOD OF DRILLING (circle one)

BORED (or Augered) JETTED Jetted & DRIVEN

30 AIR-ROTary AIR-PERcussion ROTARY (Hydraulic Rotary)

37 CABLE REVerse-ROTary DRive-POINT

other _____

REPLACEMENT OR DEEPEMED WELLS (CIRCLE APPROPRIATE BOX)

THIS WELL WILL NOT REPLACE AN EXISTING WELL

THIS WELL WILL REPLACE A WELL THAT WILL BE ABANDONED AND SEALED

39 THIS WELL WILL REPLACE A WELL THAT WILL BE USED AS A STANDBY-CONTACT LOCAL APPROVING AUTHORITY FOR POLICY ON STANDBY WELLS

THIS WELL WILL DEEPEM AN EXISTING WELL

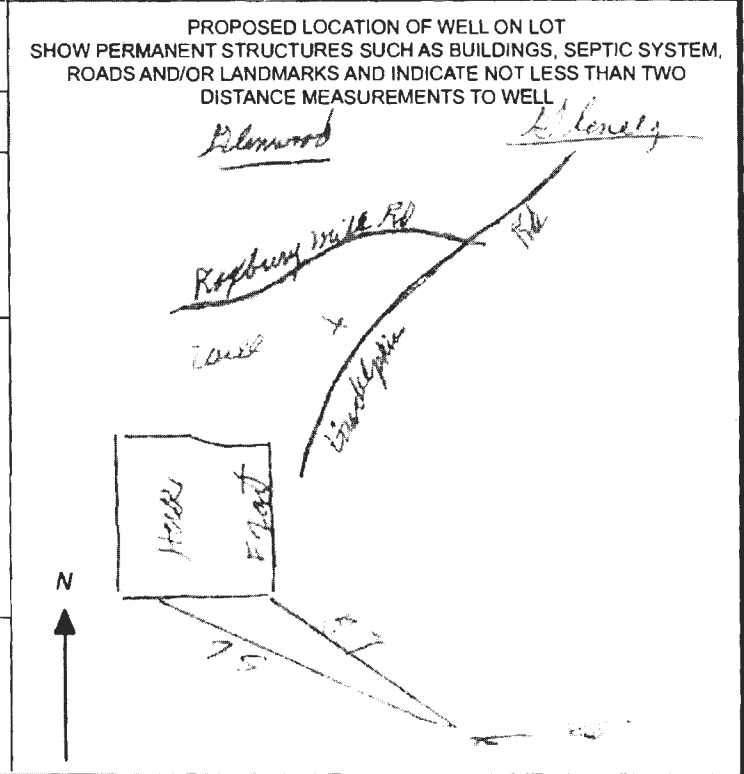
PERMIT NUMBER OF WELL TO BE REPLACED OR DEEPEMED (IF AVAILABLE) 41 _____ 52

Not to be filled in by driller (MDE OR COUNTY USE ONLY)

APPROX. PERMIT NUMBER _____ **G** _____

PERMIT No HO-95-2430

70 71 72 73 74 75 76 77 78 79



SPECIAL CONDITIONS

NOTE: APPROVING AUTHORITIES SHOULD USE SEPARATE SHEET IF NEEDED

C1 08026

SEQUENCE NO. (MDE USE ONLY)

STATE OF MARYLAND WELL COMPLETION REPORT FILL IN THIS FORM COMPLETELY PLEASE TYPE

THIS REPORT MUST BE SUBMITTED WITHIN 45 DAYS AFTER WELL IS COMPLETED.

(THIS NUMBER IS TO BE PUNCHED IN COLS. 3-6 ON ALL CARDS)

COUNTY NUMBER

ST/CO USE ONLY DATE Received MM DD YY 12 05 12

DATE WELL COMPLETED MM DD YY 11 13 2012

Depth of Well 22 200 26 (TO NEAREST FOOT)

PERMIT NO. FROM "PERMIT TO DRILL WELL" HO-95-2430

OWNER Newcomb Mike WELL SITE ADDRESS 14570 Philadelphia Rd TOWN Glenely 21737 SUBDIVISION SECTION LOT

WELL LOG Not required for driven wells

STATE THE KIND OF FORMATIONS PENETRATED, THEIR COLOR, DEPTH, THICKNESS AND IF WATER BEARING

Table with columns: DESCRIPTION (Use additional sheets if needed), FEET (FROM TO), check if water bearing. Entries: Sandstone 0 57, Mica rock 57 200, Water 160'

GROUTING RECORD

WELL HAS BEEN GROUTED (Circle Appropriate Box) YES [Y] NO [N] TYPE OF GROUTING MATERIAL (Circle one) CEMENT [CM] BENTONITE CLAY [BC] NO. OF BAGS 14 NO. OF POUNDS 1316 GALLONS OF WATER 84 DEPTH OF GROUT SEAL (to nearest foot) from 0 ft. to 58 ft.

CASING RECORD

MAIN CASING TYPE PL Nominal diameter top (main) casing (nearest inch) 6 Total depth of main casing (nearest foot) 61

OTHER CASING (if used) diameter inch depth (feet) from to

SCREEN RECORD

screen type or open hole (insert appropriate code below) [ST] [BR] [HO] [PL] [OT]

NUMBER OF UNSUCCESSFUL WELLS: 0

WELL HYDROFRACTURED YES [Y] NO [N]

- CIRCLE APPROPRIATE LETTER A WELL WAS ABANDONED AND SEALED WHEN THIS WELL WAS COMPLETED E ELECTRIC LOG OBTAINED P TEST WELL CONVERTED TO PRODUCTION WELL

I HEREBY CERTIFY THAT THIS WELL HAS BEEN CONSTRUCTED IN ACCORDANCE WITH COMAR 26.04.04 "WELL CONSTRUCTION" AND IN CONFORMANCE WITH ALL CONDITIONS STATED IN THE ABOVE CAPTIONED PERMIT...

DRILLERS LIC. NO. MSD025 DRILLERS SIGNATURE [Signature]

LIC. NO. D

SITE SUPERVISOR (sign. of driller or journeyman responsible for sitework if different from permittee)

DEPTH (nearest ft.)

Table with columns: T, E, A, C, H, S, C, R, E, N. Rows: 1-21, 23-32, 33-41, 43-47, 49-51. Values: 59, 200

GRAVEL PACK IF WELL DRILLED WAS FLOWING WELL INSERT F IN BOX 68

MDE USE ONLY (NOT TO BE FILLED IN BY DRILLER) T (E.R.O.S.) W Q

TELESCOPE CASING LOG INDICATOR OTHER DATA

C 3

PUMPING TEST HOURS PUMPED (nearest hour) 3 PUMPING RATE (gal. per min.) 5 METHOD USED TO MEASURE PUMPING RATE Bucket WATER LEVEL (distance from land surface) BEFORE PUMPING 37 ft. WHEN PUMPING 165 ft. TYPE OF PUMP USED (for test) A skiston T turbine C centrifugal R rotary O other (describe below) J jet S submersible

PUMP INSTALLED

DRILLER INSTALLED PUMP (CIRCLE) YES [NO] IF DRILLER INSTALLS PUMP, THIS SECTION MUST BE COMPLETED FOR ALL WELLS. TYPE OF PUMP INSTALLED PLACE (A,C,J,P,R,S,T,O) IN BOX 29 CAPACITY: GALLONS PER MINUTE (to nearest gallon) 31 35 PUMP HORSE POWER 37 41 PUMP COLUMN LENGTH (nearest ft.) 43 47 CASING HEIGHT (circle appropriate box and enter casing height) [+] above LAND SURFACE [-] below 2 (nearest foot)

LATITUDE 39.25394 LONGITUDE 77.01934 (DEFAULT COORD. WGS 84)

NOTES:

Oswald Jr, Woodin

From: Oswald Jr, Woodin
Sent: Thursday, April 3, 2025 1:07 PM
To: Ginger Reed
Subject: B25000884_14570 Triadelphia Road_Waiver Request
Attachments: County Waiver Form interactive_Perc Cert Plan Requirements.pdf

Hi Mrs. Reed,

Thank you for the copy of the septic inspection form. I spoke with my supervisor. He suggested (before making any changes to your building permit) that you request a waiver to the percolation certification plan requirements. To start this process, you will need to complete the waiver form (attached), and submit it along with a revised site plan to appropriate engineer scale showing the septic system components and well in their exact location along with all proposed structures. Please note, the site plan submitted with the building permit appears to be a copy of a copy, and it's no longer 1" = 60' scale.

For the site plan, you may need to work with Owings brothers or with one of the engineers on the list. You may also try going to back to the original engineer "Duley and Associates" for a copy of this site plan and ask them to scale in the proposed structures plus the well and septic. Please submit the completed waiver form and site plan to this office for review. Once we have the packet for review, I will need to conduct a quick site visit to put eyes on the well and septic. I'll contact before I come out.

Please let me know if you have any questions.

Regards,

Hank

Hank Oswald
Licensed Environmental Health Specialist
Bureau of Environmental Health
Howard County Health Department
8930 Stanford Blvd. Columbia, MD 21045
(410) 313 - 1786
www.hchealth.org

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*Tim Owings
410-791-7022*

Oswald Jr, Woodin

From: Oswald Jr, Woodin
Sent: Tuesday, March 18, 2025 10:36 AM
To: Tina Simons
Cc: INFO@OWINGSBROTHERS.COM
Subject: B25000884_14570 Triadelphia Road_BP Response
Attachments: Building Permit Application Process.pdf; Percolation & Plan Requirements For Developed Lots.pdf; Site Plan Requirements For New SFD_Updated 5.31.17.pdf; ENGINEERS_2.4.2020.pdf; SEPTIC CONTRACTORS 2.4.2020.pdf; Well and On-site Sewage Disposal System Setbacks 10-2402018 (1).pdf

2/24/25 Update to Mike
Oswald regarding the lot
requirements. etc.

Hi Tina,

Good morning. This email is in response to building permit B25000884 for 14570 Triadelphia Road. The permit application describes a sunroom, deck, porch and garage extension. Upon review of the septic record for this property, it did not contain an as-built drawing or an approved percolation certification plan. According to *Howard County Code Sec 3.805*, there must be an approved percolation certification plan which establishes a sewage disposal area on the property for future septic system repairs prior to health department approval of a building permit. The site plan must also be revised to include the well and septic components.

I've attached literature about our building permit review process, perc test and plan requirements for developed lots and other supporting docs. Please read through the attachments carefully. The perc test starts with a perc test application, test plan from an engineer and fee. Once we have a test plan that meets requirements, the homeowner will need to hire a licensed septic contractor with a backhoe to dig the perc the test holes. If testing is a success, the engineer will convert the test plan into a percolation certification plan and submit for final review and approval.

At this time, the building will remain on hold until the above mentioned requirements are met. Should you have any questions, please don't hesitate to ask.

Hank

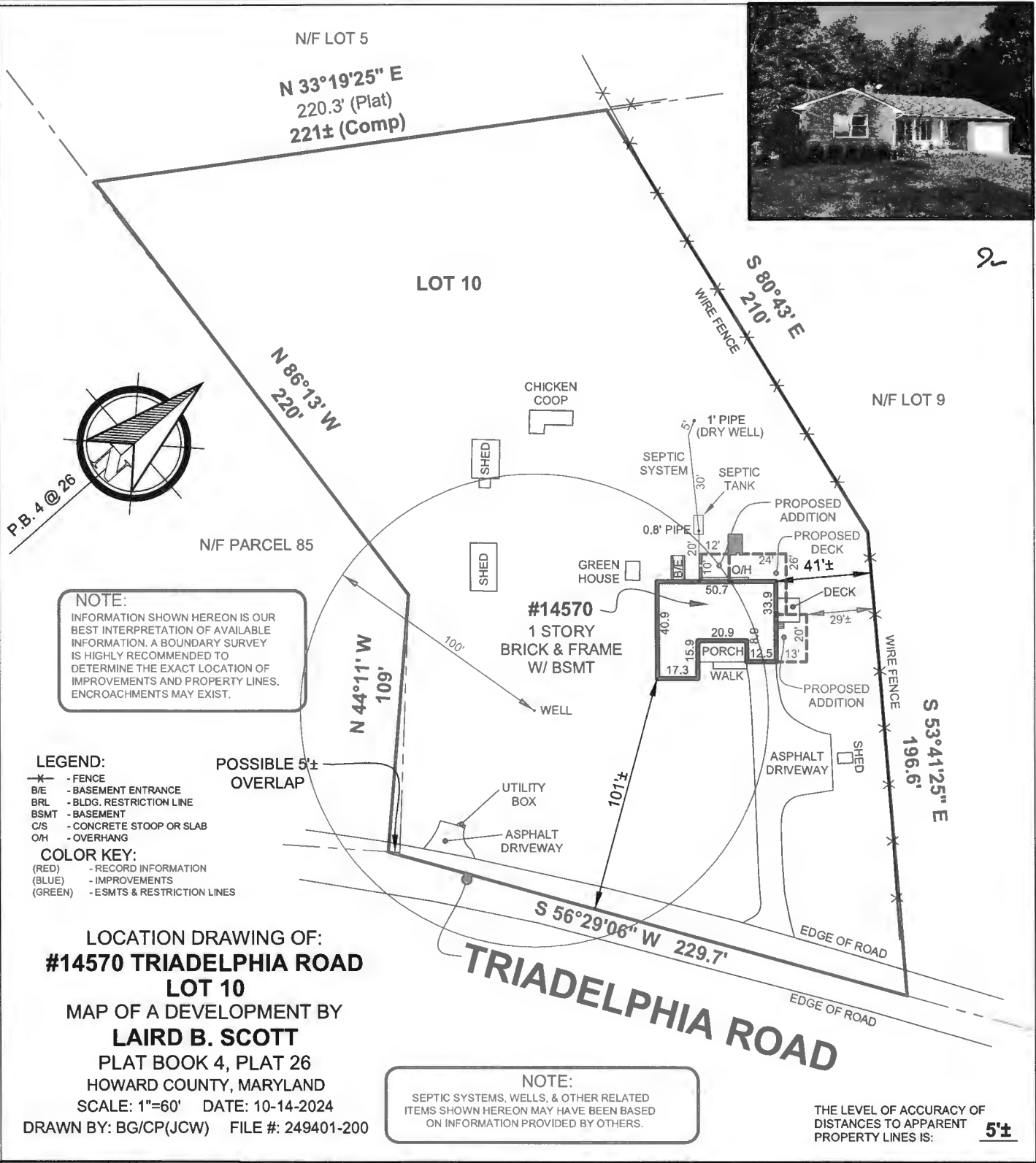
Hank Oswald
Licensed Environmental Health Specialist
Bureau of Environmental Health
Howard County Health Department
8930 Stanford Blvd. Columbia, MD 21045
(410) 313 - 1786
www.hchealth.org

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(Attachments: BP app process, Perc test & Plan req., Site Plan req., Setbacks, List of Eng. & septic contractors.)



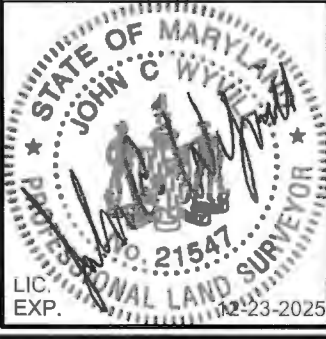
2



LOCATION DRAWING OF:
#14570 TRIADELPHIA ROAD
LOT 10
 MAP OF A DEVELOPMENT BY
LAIRD B. SCOTT
 PLAT BOOK 4, PLAT 26
 HOWARD COUNTY, MARYLAND
 SCALE: 1"=60' DATE: 10-14-2024
 DRAWN BY: BG/CP(JCW) FILE #: 249401-200

NOTE:
 SEPTIC SYSTEMS, WELLS, & OTHER RELATED ITEMS SHOWN HEREON MAY HAVE BEEN BASED ON INFORMATION PROVIDED BY OTHERS.

THE LEVEL OF ACCURACY OF DISTANCES TO APPARENT PROPERTY LINES IS: **5'±**



SURVEYOR'S CERTIFICATE

I HEREBY STATE THAT I WAS IN RESPONSIBLE CHARGE OVER THE PREPARATION OF THIS DRAWING AND THE SURVEY WORK REFLECTED HEREIN AND IT IS IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN REGULATION 12 CHAPTER 09.13.06 OF THE CODE OF MARYLAND ANNOTATED REGULATIONS. THIS SURVEY IS NOT TO BE USED OR RELIED UPON FOR THE ESTABLISHMENT OF FENCES, BUILDING, OR OTHER IMPROVEMENTS. THIS PLAT DOES NOT PROVIDE FOR THE ACCURATE IDENTIFICATION OF PROPERTY BOUNDARY LINES, BUT SUCH IDENTIFICATION MAY NOT BE REQUIRED FOR THE TRANSFER OF TITLE OR SECURING FINANCING OR REFINANCING. THIS PLAT IS OF BENEFIT TO A CONSUMER ONLY INsofar AS IT IS REQUIRED BY A LENDER OR A TITLE INSURANCE COMPANY OR ITS AGENTS IN CONNECTION WITH THE CONTEMPLATED TRANSFER, FINANCING OR REFINANCING. THE LEVEL OF ACCURACY FOR THIS DRAWING IS 5'±. NO TITLE REPORT WAS FURNISHED TO NOR DONE BY THIS COMPANY. SAID PROPERTY SUBJECT TO ALL NOTES, RESTRICTIONS AND EASEMENTS OF RECORD. BUILDING RESTRICTION LINES AND EASEMENTS MAY NOT BE SHOWN ON THIS SURVEY. IMPROVEMENTS WHICH IN THE SURVEYOR'S OPINION APPEAR TO BE IN A STATE OF DISREPAIR OR MAY BE CONSIDERED "TEMPORARY" MAY NOT BE SHOWN. IF IT APPEARS ENCROACHMENTS MAY EXIST, A BOUNDARY SURVEY IS RECOMMENDED.

A Land Surveying Company

DULEY
and
Associates, Inc.

Serving D.C. and MD.

14604 Elm Street, Upper Marlboro, MD 20772
 Phone: 301-888-1111 Fax: 301-888-1114
 Email: orders@duley.biz On the web: www.duley.biz

SITE INSPECTION SHEET

OWNER: Randy & Ginger Reed PHONE #: _____

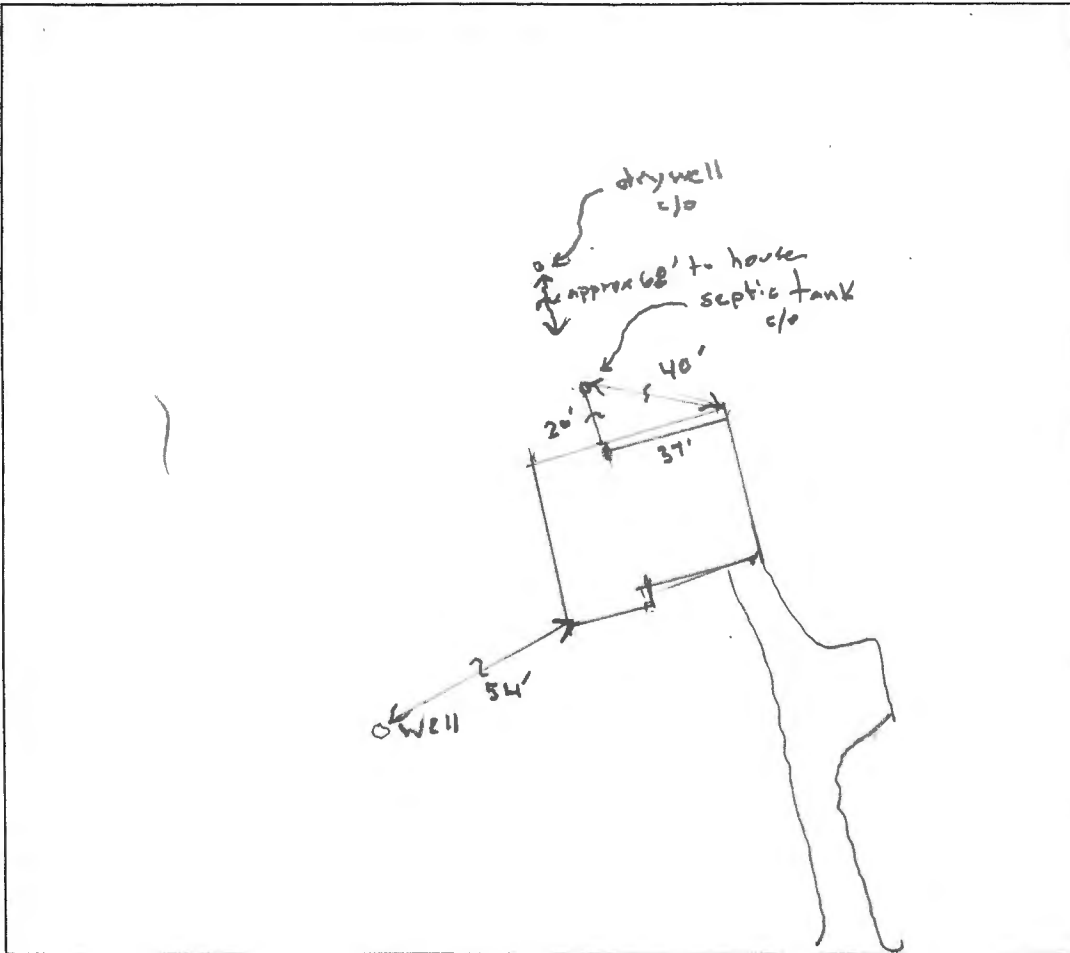
ADDRESS: 14570 Triadelphia Rd CONTRACTOR: _____

Glenelg MD 21737 WELL TAG #: HO-95-2430

SUBDIVISION: _____ LOT: _____ COUNTY #: _____

PROPOSAL: 11' x 12' sunroom, 23' x 23' L shaped deck w/ 12' porch section, and 15' x 22' garage extension

LOCATION DIAGRAM



COMMENTS: No observed issues w/ the well or septic system.

DATE: 5/6/25 INSPECTOR: Hank Oswald

Site Visit – 5/6/25
14570 Triadelphia Road
Glenelg, MD 21737



Site Visit - 5/6/25
14570 Triadelphia Road
Glenelg, MD 21737



Site Visit - 5/6/25
14570 Triadelphia Road
Glenelg, MD 21737



Septic Tank c/o

drywell c/o

Site Visit – 5/6/25
14570 Triadelphia Road
Glenelg, MD 21737



Septic Tank
c/o

Maura J. Rossman, M.D., Health Officer

APPLICATION FOR WAIVER

To Howard Co Code Subtitle 8: Onsite Sewage Disposal Systems and Subtitle 9: Individual Potable Water Supply Systems

Date Submitted: 4/21/2025

Property Address: 14570 Triadelphia Road, Glenelg MD 21737

<u>n/a 1004</u>	<u>10</u>	<u>0021</u>	<u>0023</u>	<u>0043</u>	<u>331532</u>
Subdivision	Lot	Tax Map	Grid	Parcel	Tax Account #

Provide a brief site history including previously submitted and active plans with the Health Department or the County (subdivision plans, perc test applications, Building Permit applications):

Current have building permit submitted, Permit #B25000884, sending in revised site plan with well and septic information that was missing from previous site plan.

In the area below, list the specific section of the Howard Co Code to which a waiver is being requested and provide a brief summary of the regulation and an explanation of why the waiver is being requested (Attach a separate sheet if necessary).

Regulation Section	Summary and Explanation
1. <u>Section 3.805 (a)</u>	<u>Perc Certification Plan Requirements. Before a building permit is issued, a Perc certification plan shall be submitted and approved that complies with the provisions of this subtitle.</u>
2. _____	_____

Randy Reed Digitally signed by Randy Reed
Date: 2025.04.22 08:23:25 -04'00'

Property Owner's Signature

Health Department Use Only

Reviewed by Hank Oswald 5/16/25
HCHD Staff Date

Comments/Conditions: approved per floorplan + site plan as initiated.

Approved by: [Signature] 5/15/25
BEH Deputy Director Date