



DIVISION OF
PLAN REVIEW & PERMITTING

MEMORANDUM

TO: Plan Review & Permitting, Customers, Contractors, and Vendors

FROM: Ashley R. Holloway, Director of Plan Review & Permitting

DATE: July 23, 2019

SUBJECT: Fee Waiver Request Policy

COPY: Becky Gander, Chief of Permitting

Please be advised of the Fee Waiver Request Policy that is in effect:

A fee waiver request form will no longer be required for projects owned or applied for by either a County agency, the Washington County Board of Education, Hagerstown Community College, or local jurisdictions. In addition, fire stations as external (non-profit) agencies will receive the automatic waiver. Fee Waiver Request is for both county permitting fees and county plan review fees. Fees for outside external approving agencies are separate from fees collected by Washington County. You must contact outside approving agencies for their individual fee waiver policy.

Requests for Emergency Medical Services facilities are not automatically waived. Generally, the tax exempt, non-profit organizations are usually granted a county fee waiver exemption but it is not an automatic waiver and all applicants must submit a county fee waiver request for review.

All county fee waiver requests for projects on private property shall be submitted directly to the attention of Becky Gander, Chief of Permitting, for processing.