



Planning-to-construction checklist

01 / PLAN & PREPARE

Assign a person and target date. Check off each milestone when its supporting records are saved. Confirm any task marked not applicable with the relevant office or professional.

Property: _____

ADU type: _____

Reviewing office: _____

Permit no.: _____

☐ 1. Confirm the route

Record the zoning authority, proposed ADU type, current local rules and the office's written answers.

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PERSON

TARGET DATE

☐ 2. Check the site

Ask whether a current survey is needed. Record boundaries, easements, setbacks, coverage, access and any environmental constraints.

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PERSON

TARGET DATE

☐ 3. Confirm utilities

Ask the relevant providers or professionals about electrical service capacity, water and sewer connections, or well/septic capacity and reserve areas.

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PERSON

TARGET DATE

☐ 4. Coordinate the design

Confirm required drawings and professional seals with the reviewing office. Have the design team address structure, fire safety, ventilation, heating/cooling and the applicable energy code.

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PERSON

TARGET DATE

☐ 5. Fund the full scope

Compare bids for the same scope. Identify design, permit, site, utility and construction allowances; record exclusions, contingency and financing conditions.

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PERSON

TARGET DATE

Confirm local rules first. There is no universal four-foot setback or blanket interior-ADU parking exemption in Maryland's ADU statute. Local rules may restrict accessory-structure conversions with alley-only vehicular access; the statute does not specify alley width. Source: Land Use § 4-504.

Planning organizer, not a permit determination. The reviewing office sets required documents, inspections and occupancy approvals. Equipment and professional certification requirements depend on the project.



Planning-to-construction checklist

02 / BUILD & CLOSE OUT

Assign a person and target date. Check off each milestone when its supporting records are saved. Confirm any task marked not applicable with the relevant office or professional.

Property: _____

ADU type: _____

Reviewing office: _____

Permit no.: _____

☐ 6. Verify the contractor

Confirm the license or registration required for this project type, its current status, insurance and who holds each permit. Record the contract scope and change process.

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PERSON

TARGET DATE

☐ 7. Obtain approvals

Use the office's current application checklist. Track comments and revisions, then confirm issued permits and preconstruction conditions before starting the affected work.

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PERSON

TARGET DATE

☐ 8. Plan inspections

Get the inspection sequence for your permits, assign the person who books each visit and identify work that must stay exposed until inspected.

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PERSON

TARGET DATE

☐ 9. Confirm occupancy

Collect required final approvals and ask what occupancy document, ADU/rental license or other permission applies before the intended use begins.

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PERSON

TARGET DATE

☐ 10. Collect the handover

Save approved plans, inspection records, warranties and equipment instructions. Record remaining contract items and maintenance or renewal dates.

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PERSON

TARGET DATE

Verify the right contractor credentials. MHIC licensing covers home improvement work, not new-home construction. Confirm the classification of your ADU and the appropriate state registration and local requirements. Sources: Maryland Labor licensing FAQ; Attorney General new-home builder guidance.

Planning organizer, not a permit determination. The reviewing office sets required documents, inspections and occupancy approvals. Equipment and professional certification requirements depend on the project.