



DPS

**Montgomery County
Department of Permitting Services**

2425 Reedie Drive, 7th Floor
Wheaton, MD 20902
Phone: 311 in Montgomery County or (240) 777-0311



Structural Submittal Requirements for Change of Use

Required Documents

Where the existing structures are subjected to change of use, the following structural drawings and/or document submittals shall be included as a minimum:

- A. Description of the existing structural framing, existing member sizes and locations.
- B. Definition of the existing use and the proposed use.
- C. Required live and dead load criteria for the proposed use. If the proposed use requires higher live and/or dead load assumptions as per IBC 2018 then the computations and details showing the required reinforcing of existing structural members and stiffening of the structural system supporting the proposed loads.
- D. Computations to indicate that stresses in existing structural elements will not increase more than 5% due to new gravity loads.
- E. Where such change of use affects the existing footings, notes on the drawings requesting verification of all soil related design assumptions (utilized by SER for evaluation) by a geotechnical engineer registered in Maryland, prior to commencement of construction.
- F. If the existing structure is adequate to support such change of use then the SER shall provide a statement that the proposed new work meets the requirements stated by International Existing Building Code 2018, the proposed work will not cause an increase in design gravity load of more than 5% for the existing structural elements and the lateral loading to existing lateral load resisting structural elements will not be increased beyond their capacity or more than 10 percent.

Drawings to be submitted for the scope of work shall meet the requirements listed under "[Commercial Submittal Guidelines for Non-Fast Track Permits](#)".