



Department of Permitting Services
Division of Commercial Building Construction
255 Rockville Pike, 2nd Floor, Rockville, Maryland 20850

ADMINISTRATIVE POLICY

Year	POLICY
2017	Fire Protection "Fast Track" Electronic Plan Review
<p><u>Purpose</u></p> <p>1.0 To establish a policy to govern the operations of the Fire Protection "Fast Track" Electronic Plan Review and to establish eligibility criteria for plans.</p> <p><u>DEFINITIONS</u></p> <p>2.0 Permit Technician (PT) - The staff of the Division of Residential Construction and Intake assigned to receive and process "Fast Track" permit applications electronically.</p> <p>2.1 Applicant—The fire protection permit applicant.</p> <p>2.2 Suspended Plan - A plan which, because of significant deficiencies or code errors, cannot be approved as submitted.</p> <p>2.3 Correction List - List of code violations and/or missing documentation.</p> <p>2.4 Manager —The Manager of Fire Protection Systems Section.</p> <p>2.5 Permitting Services Specialist- A fire protection and/or fire alarm system plans examiner.</p> <p><u>POLICY</u></p> <p>3.0 Permit application shall be reviewed within 24 business hours of being correctly submitted unless otherwise subject to Section 3.1 of this policy.</p> <p>3.1 Closure of Montgomery County, the Department of Permitting Services, the Fire Protection Systems Section, lack of available staff, and/or other unforeseen circumstances shall be permitted to extend the review period until such time as the circumstance has been mitigated.</p> <p>3.1 Plans must meet eligibility criteria to be accepted (See Section 5.0).</p> <p><u>RESPONSIBILITIES</u></p> <p>4.0 It is the responsibility of the Manager to implement this procedure.</p>	

Year 2017	POLICY Fire Protection "Fast Track" Electronic Plan Review	
<p><u>ELIGIBILITY CRITERIA</u></p> <p>5.0 Fire protection permits meeting the following criteria shall qualify as "Fast Track" applications:</p> <ul style="list-style-type: none"> a. A single floor with an area of less than or equal to 5,000 square feet (gross). b. Hydraulic calculations are not part of or required by the information being submitted for review. c. Plans and support information shall be uploaded in accordance with the DPS e-Services policy and the electronic plan review policies and procedures of the Fire Protection Systems Section. d. The required filing fee has been paid in full. e. The project must be located within the jurisdiction of the Montgomery County Department of Permitting Services. f. Plans shall not be revisions or corrections to a non- "fast track" permit application. Only new permit applications shall qualify for "fast track" review. g. Permit applications shall contain all of the information noted in the appropriate and applicable fire protection permit application submittal requirements as set forth by the Fire Protection Systems Section. 		
Interpretation/Policy No. 3	Date January 9, 2017	Division Chief Hadi Mansouri