



## Montgomery County Department of Permitting Services

255 Rockville Pike, 2<sup>nd</sup> Floor  
Rockville, MD 20850-4166

Phone: 311 in Montgomery County or (240)777-0311

<http://www.montgomerycountymd.gov/permittingservices>



# COMMERCIAL BUILDING PERMIT PLAN DESIGN GUIDELINES

## GENERAL

Each sheet of both plan sets must have an original seal and signature of a Maryland Registered Architect or Professional Engineer, as required by Maryland law, including the required Title Block Certification as shown below:

All plans sealed by an Architect shall have the following statement on each sheet and the requested information filled in. *“Professional Certification. I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, License No. \_\_\_\_\_, Expiration Date: \_\_\_\_\_.”*

All plans sealed by a Professional Engineer shall have the following statement on each sheet and the requested information filled in. *“Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. \_\_\_\_\_, Expiration Date: \_\_\_\_\_.”*

## ARCHITECTURAL DRAWINGS

Must include scaled and dimensioned floor plans, elevations, sections, and details (as appropriate). All plans shall have a code analysis, a list of current and applicable codes, a scope of work a drawing index, appropriate schedules (door, window, hardware, etc.), a key plan showing the entire floor, and wall type/legends (see attached sheets for examples). Clearly indicate what is new and what is existing.

## ELECTRICAL & MECHANICAL DRAWINGS

Must identify the electrical panels and mechanical systems that are existing; show power/light plans with applicable schedules; and show locations of supply and return registers. If new systems are to be installed, then provide complete electrical riser diagram, panel schedules, and locations; and/or complete mechanical plans with all applicable schedules, ductwork, and register layout. Provide the weight of all new and relocated equipment greater than 100 lbs. Clearly indicate what is new and what is existing.

## STRUCTURAL DRAWINGS

If applicable, to include structural floor plans, sections and details, general structural specifications and load criteria and computations as appropriate. Clearly indicate what is new and what is existing.

## SUPPORT DOCUMENTS

Please include a completed DPS Maryland Accessibility Compliance Form. For fire damage repair projects, provide insurance documentation indicating the scope and value of the repairs.

## INTERIOR DEMOS, KIOSKS, AND MODULAR FURNITURE

### INTERIOR DEMOLITIONS

Provide **demolition plans** for all alteration projects that involve interior demolition of a previous tenant space. For projects with a small amount of demolition, elements to be demolished may be called out on the proposed floor plan.

- Provide clear a scope of work for **demolition-only** projects.
- Commercial alteration permits for interior demolition are **restricted to interior tenant work only**.

### KIOSKS

Provide a clear, enlarged **partial floor plan** of the area of the kiosk (to scale or dimensioned) demonstrating the minimum required clearance of 10 feet to storefronts and the minimum required clearance of 20 feet from kiosk-to-kiosk or to another structure.

- Indicate on the plans if there is a **ceiling or cover above the kiosk**. If a ceiling or cover is provided, identify how automatic fire sprinkler coverage will be provided.
- Materials used in the **kiosk construction** must be consistent with IBC building construction type of the surrounding mall, fire-retardant treated (FRT) wood, or materials acceptable to the IBC for the construction of kiosks.
- Sales/service counters** shall comply with ADA.
- If a kiosk has an **electrical panel**, then you will need to provide a complete electrical riser diagram.
  - Show wiring back to the existing source.
  - Clearly identify what is existing, what is new, and what is relocated.
  - Identify all overcurrent protection and wire sizes for the riser.
  - Provide all applicable panel schedules.
  - Show a scaled location of all new or relocated electrical system components, to include transformers and disconnects. If kiosk is fed from an individual circuit(s) from an existing panel, identify as such in plans.

### MODULAR FURNITURE

- Provide a clear scope of work.
- Provide a **typical modular workstation** layout for verifying the opening to the work area and the height of the furniture components.
- Provide documentation of acceptable **flame-spread index and smoke-developed index**.