



DPS

**Montgomery County
Department of Permitting Services**

255 Rockville Pike, 2nd Floor

Rockville, MD 20850-4166

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

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



COMMERCIAL PERMIT WALK THROUGH PLAN SUBMITTAL REQUIREMENTS

- Two completed sets of construction plans, scaled and dimensioned, signed/sealed by a licensed design professional with certification and title block on each page
- Architectural plans or cover page shall include the project's scope of work and code analysis; floor plans showing the space being altered and all means of egress to the identified floor exits, elevations, sections and details, as appropriate; room/door/window schedules, and partition schedules with fire ratings and test numbers, as appropriate
- Electrical drawings to include riser diagram, panel/light schedules and power/light plans. Indicate all new and existing work.
- Structural drawings to include structural floor plans, sections and details, as appropriate; general structural specifications and loading criteria; and computations as appropriate. Indicate all new and existing work.
- Mechanical drawings to show the location of all existing supply and return registers (if the system and ductwork are existing), indicate as such; and completed duct layout with all main branch sizes, register sizes and CFM at each register (if ductwork is new). In addition, provide the equipment schedule for all new equipment.
- The maximum acceptable drawing size is 36"x48".
- Include a bid sheet showing the project's cost with labor and materials for all disciplines – building, mechanical, electrical, plumbing, etc.