

AFFIX TO THE DPS
APPROVED PLANS



DPS

Montgomery County
Department of Permitting Services
2425 Reedie Drive, 7th Floor
Wheaton, MD 20902
Phone: (240) 777-0311 (MC311)
montgomerycountymd.gov/dps



COMMERCIAL BUILDING & MECHANICAL INSPECTIONS **PRE-CONSTRUCTION MEETING CHECKLIST**

A. BUILDING AND MECHANICAL INSPECTIONS & SCHEDULING GUIDELINES:

1. Printed DPS approved plans and documents along with all applicable deferred submittals, reviewed and approved by the registered design professional in responsible charge as shop drawings must be on site for inspector's use. Any changes affecting Structural, Accessibility (ADA), Egress, Life Safety, Energy or Mechanical Systems require a formal DPS Plan Revision submission for review and re-approval.
2. Schedule Inspections on-line or via 311 before 12PM for next day service. Always Provide contact information and suite/unit number when scheduling any inspection.
3. Check on-line or via 311 to verify the assigned inspector after 7:00 AM the day of inspection. Customers may then contact the inspector directly for an inspection time frame or to cancel any scheduled inspection(s).
4. Schedule the required inspections marked below after pre-requisite approvals.



Applicable Building Inspections				
Y/N	Code	Inspection Type	Description	Pre-requisites approvals
	051	Footing/ Foundation	Footings/foundation reinforcing, & soil bearing (visual inspection)	Soils Testing if >2000 PSF (3rd Party, see Section C)
	054	Concrete Wall	Interior and Exterior	Wall Check ¹ (074 for New/Adds)
	056	Masonry	Interior and Exterior walls	Wall Check ¹ (074 for New/Adds)
	069	Concrete Slab	Concrete SOG, Framed decks/platforms	Underground/platform Plumbing, Electrical & energy slab.
	042	Wall Bracing	Exterior - Structural Wall Bracing/Sheathing	Wall Check ¹ (074 for New/Adds)
	070	Wall Close-in	Interior - Close-in (partitions & shafts) One-sided sheathing/drywall allowed. Pre-Rock	Wall Check ¹ (074 for New/Adds) Plumbing & Electrical
	506	Energy Wall Close-in	Air barrier * & Wall Insulation Inspection. Spray thermal insulation requires pre-approval**	Wall close-in approval. (*Partial Inspection Fee) Framing/Bracing (070). (**3rd Party Cert/Letter needed)
	071	Ceiling Close-in	Close-in of acoustical and hard ceiling framing. Schedule with Mechanical	Plumbing, Electrical, Sprinkler (Hydro) & Fire Alarm (Low Voltage)
	504	Energy Ceiling Close-in	Ceiling Insulation Inspection. Spray thermal insulation requires pre-approval*	Ceiling Framing (071). (*3rd Party Cert/Letter needed)
	251	Final	Final Life Safety, Energy, Fire Prevention, & ADA compliance check. Sched. with Mechanical	Final Plumbing, Electrical, Sprinkler & Fire Alarm, Commissioning & Energy Final.

¹ Any construction above the ground floor, requires a location survey (Wall Check). Submit the Wall Check to Zoning for review.

CUSTOMER ACKNOWLEDGMENT OF DPS PERMIT INSPECTIONS REQUIREMENTS:

GC/Owner Name: _____ Signature: _____ Date: _____



COMMERCIAL BUILDING & MECHANICAL INSPECTIONS
PRE-CONSTRUCTION MEETING CHECKLIST (Continued)

Applicable Mechanical Inspections				
Y/N	Code	Description	Types of Inspections	Pre-requisites approvals
	604	Hood	Type I Hood Inspection and grease duct light test*.	Third party structural reinforcement approval. (*300-Watt Bulb with blacked-out space.)
	606	Duct	Hard Duct Inspection for sizing and joint sealing prior to duct insulation application	
	608	Ceiling Close-in	Close-in of mech. systems, ductwork, insulation & connections. Schedule with Building	Hydronic, Refrigerant & Fuel Oil piping pressure testing certification (see section B)
	651	Final	Final approval of equipment, and components. Schedule with Building	Final Plumbing, Electrical, Sprinkler & Fire Alarm

General Note: The inspector will disapprove/cancel the inspection(s) if any pre-requisite inspection requirements or trade close-in/final inspections are not approved, or inspections are not scheduled correctly. Repeat disapproval(s) is subject to a Re-Fee.

B. OTHER INSPECTION/TESTING REPORTS or SUPPORTING DOCUMENTATION

The inspection/test reports and supporting documents marked below are required for this project:

Y/N	Code	Supporting Document	Who is it submitted to?	When is it submitted?
	N/A	Third Party Inspection Certifications & Reports (see section H)	Inspector ^{tt}	Within 10 days of inspection completion
	550	Testing, Adjustment, & Balancing Report; Lighting Report; and, Commissioning Report and/or Cx/FPT Checklist. 	Email to: DPS.Commissioning@montgomerycountymd.gov or to the project assigned energy-green-building-sustainability reviewer	Submitted & approved prior to Building & Mechanical Final
	610	Mechanical Testing Certification To be completed by HVACR Master or MD registered PE 	Inspector ^{tt}	At Building & Mechanical Inspection Ceiling Close-in
	069	Concrete Slab Repair Detail from Design Professional in Responsible Charge	Inspector ^{tt}	Prior to 069 inspection

^{tt} Hand deliver printed inspection certifications/reports to the Building Inspector at the next scheduled inspection.

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C. DEFERRED SUBMITTALS

As per IBC Chapter 1, Section 107.3.4.1 deferred submittals are defined as those portions of the design that are not submitted at the time of the permit application and are designed by others (delegate engineer/ architect). The work of delegate engineer/ architect (deferred submittals, AKA “shop drawings”) shall be reviewed and approved by the registered design professional in responsible charge (“the of-record” professional) as shop drawings with an approval stamp of “Approved” or “No exception Taken” only.

Are deferred submittals subject to DPS or 3rd Party inspection applicable to this project? **Yes / No**

If yes, the deferred submittals marked below shall be available at the job site for the inspector's use:

- Wood Floor/Roof Trusses
- Light gage metal (Cold formed steel) bearing walls and/or floor framing not designed by SER
- Steel Joists
- Cupola Design (Church)
- Stair, handrail, guardrail design
- Canopy
- Pre-Manufactured Buildings (Metal, precast, cold-formed, steel etc.)
- Hazardous Material Inventory Sheet and SDS information, to determine compliance with NFPA 1, NFPA 45, & International Building Code
- Other (Specify)_____.

D. USE & OCCUPANCY:

A Use and Occupancy Permit is required – Yes / No . Proposed Use Type _____.

Additional Use Type requirements: _____.

E. PROTECTION OF OPENINGS & JOINTS:

Rated wall/ceiling/floor & joint assemblies required by plan or Use Type? **Yes / No**

If yes, comply with the following:

- Perform assembly construction per the UL Listed assemblies and approved plans.
- Provide a printed copy of approved through-penetration and/or membrane penetration firestopping Systems Number(s) (from manufacturer*) for proposed opening protection in rated assemblies at the time of close-in inspection.
- Provide a printed copy of approved/proposed fire-resistant joint system(s).**
- Permanent signs or stenciling in concealed spaces where there is an accessible concealed floor, floor-ceiling or attic space, fire walls, fire barriers, fire partitions, smoke barriers and smoke partitions or any other wall required to have protected openings or penetrations per IBC 703.7.



*This documentation should comply with ASTM E814 or UL1479 & include installation requirements .

** Compliant with ASTM E1966 (Standard Test Method for Fire-resistive Joint Systems) UL 2079 (Tests for Fire Resistance of Building Joint Systems) at the time of close-in inspection.

NOTE: Inspections of penetration/membrane firestop and fire resistive joint systems. shall be performed per ASTM E 2174 “Standard Practice for On-Site Inspection of Installed Fire Stops” and ASTM E 2393 “Standard Practice for On-Site Inspection of Installed Fire Resistive Joint System and Perimeter Fire Barriers.”

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PRE-CONSTRUCTION MEETING CHECKLIST (Continued)

H. THIRD PARTY INSPECTIONS (continued):

Permit Number _____ Date: _____.

Permit Address _____.

DPS Inspector, _____, Authorized the following 3rd Party Inspections:

CODE	DESCRIPTION OF INSPECTION	CODE	DESCRIPTION OF INSPECTION
044	EIFS	069	SLABS (DECK/FLOORS)
051	FOOTING/REBAR (FOUNDATION)	072	CONCRETE COLUMNS/REBAR
052	CAISSON/PILES	075	LIGHT GAGE STEEL
054	CONCRETE WALLS/REBAR	259	SOIL BEARING/ COMPACTION TEST
056	MASONRY WALLS/REBAR	502	ENERGY SLAB INSPECTION (insulation)
058	STEEL ASSEMBLY	504	ENERGY CEILING CLOSE-IN
059	STEEL CONNECTIONS (WELD, BOLT)	506	ENERGY WALL CLOSE-IN
060	CONCRETE PRECAST	550	ENERGY FINAL
061	SPRAY FIRE PROTECTION	605	SHAFT & FIRE RATED ASSEMBLY
065	PARGING-BACKFILL-WATERPROOFING	706	FIRE STOPPING

When third party inspections are required, the customer shall have the balance of this section completed by the third-party inspector agent(s) and post a copy on the permit plans.

Third Party Inspector

Company Name: _____.

3rd Party Inspector Engineer of Record: _____.

Geotechnical Inspector (Same as 3rd Party Inspector? Yes / No):

Company Name: _____.


Geotechnical Inspector Engineer of Record: _____.

THIRD PARTY INSPECTOR ACKNOWLEDGMENT OF DPS INSPECTIONS REQUIREMENTS:

Signature: _____ Date: _____ MD PE # _____.

GEOTECHNICAL INSPECTOR ACKNOWLEDGMENT OF DPS INSPECTIONS REQUIREMENTS:

Signature: _____ Date: _____ MD PE # _____.

Who is it submitted to? And how?	Third-Party Inspections Guidelines	Inspection/Testing Certificate
Printed Certification(s) and backup documentation (Field Report(s)) shall be hand delivered to the Building Inspector at the project site on the next scheduled Commercial Building inspection.		
When is it submitted?		
Within 10 days of inspection/inspection phase completion.		