



Department of Permitting Services
 Division of Building Construction
 255 Rockville Pike, 2nd Floor
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<http://www.montgomerycountymd.gov/permittingservices>



Commercial Building Permit Submittal Requirements

PROJECT INFORMATION

Name of project	AP#
Address of project	Suite
Permit Type	<i>(mark one - each permit type requires a separate application)</i>
	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition to Existing Structure <input type="checkbox"/> Alteration to Existing Structure (Part E not required) <input type="checkbox"/> Change of Use <input type="checkbox"/> Misc:

Drawings provided	<i>(mark all that apply)</i>	
	<input type="checkbox"/> Architectural (including Life Safety) <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing	<input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Energy/Green Building

PLANS INCONSISTENT WITH THIS CHECKLIST WILL BE DENIED

Complete all Parts unless otherwise indicated. Indicate the sheet where the required information is provided. If the information is provided on a series of sheets, indicate the first sheet where the information is provided. NA (Not Applicable) is only an acceptable response if "☐NA" is provided.

PART A – ARCHITECTURAL (ALL PROJECTS)

	Requirement	On Sheet
1	Written scope of work.	
2	Sheet index.	
3	List of applicable codes.	
4	Code analysis. <i>(see Example A)</i> The code analysis must address all of the information presented in Example A, and the following: <ul style="list-style-type: none"> IECC Compliance Path (See Part F) Design live loads per floor Special use and occupancy conditions Tabulation of required fire-resistance ratings for various structural elements and/or assemblies. 	
5	IBC Height & Area calculations. <i>(see Example B)</i>	
6	Mixed use analysis with calculations. <i>(see Example C)</i>	☐NA

DRAWINGS

7	Key plan with a point of compass.	☐NA
8	Scaled and dimensioned foundation and floor plans showing the use of all spaces/rooms and the means of egress arrangement.	☐NA
9	Scaled and dimensioned plans of handicap accessibility, facilities, and fixtures.	☐ Provided ☐NA
10	Scaled reflected ceiling plans.	☐NA
11	Scaled roof plans clearly showing all openings.	☐NA

EGRESS

12	Occupant load calculations (per IBC and NFPA).	☐NA
13	Egress plan and analysis.	☐NA

DETAILS, ELEVATIONS, SECTIONS

14	Clear indication of fire and/or smoke resistance rated partition locations and ratings, and Use Group separations and ratings. Include listed/approved design numbers used.	<input type="checkbox"/> Provided	<input type="checkbox"/> NA
15	Detailed fire rating of all exit stairs and shaft enclosures.		<input type="checkbox"/> NA
16	Building exterior elevations, showing all openings.		<input type="checkbox"/> NA
17	Building interior elevations, as appropriate.		<input type="checkbox"/> NA
18	Complete sections and details for stairways, ramps (including the guards and hand rails with all dimensions shown), foundations, floors, walls, and roofs.	<input type="checkbox"/> Provided	<input type="checkbox"/> NA
SCHEDULES			
19	Windows and door schedules, including the hardware type and description.		<input type="checkbox"/> NA
20	Room finish schedule.		<input type="checkbox"/> NA
21	Partition schedule and wall legend.		<input type="checkbox"/> NA
OTHER			
22	For Industrialized Buildings. Copy (picture) of the Maryland State certification.		<input type="checkbox"/> NA
23	Legend of symbols used on architectural drawings.		
24	Location and ratings of vertical shafts, flues, etc.		<input type="checkbox"/> NA

PART B STRUCTURAL (ALL PROJECTS)

Requirement		On Sheet	
25	Scale: Minimum 1/8.		<input type="checkbox"/> NA
26	Foundation plans, sections and details.		<input type="checkbox"/> NA
27	Floor framing plans, sections and details.		<input type="checkbox"/> NA
28	Roof framing plans, sections and details.		<input type="checkbox"/> NA
29	Beam (concrete structures), column and foundation schedules.		<input type="checkbox"/> NA
30	Lateral load resisting elements, schedules and details.		<input type="checkbox"/> NA
31	Structural notes and specifications.		<input type="checkbox"/> NA
32	Geotechnical report.		<input type="checkbox"/> NA
33	Retaining walls.		<input type="checkbox"/> NA
34	Soil strengthening methods and underpinning.		<input type="checkbox"/> NA

PART C ELECTRICAL (ALL PROJECTS)

Requirement		On Sheet	
35	Electrical site plan, including area lighting and service(s) provided, loads, and design calculations.		<input type="checkbox"/> NA
36	Scaled floor plans and reflected ceiling plans indicating lighting and power wiring diagrams, location of fixtures, outlets and equipment, clear indication of fixtures on emergency circuits or independent power source, and exit sign markings.		<input type="checkbox"/> NA
37	Emergency power generating equipment.		<input type="checkbox"/> NA
38	Electrical power riser diagram.		<input type="checkbox"/> NA
39	Ground fault protection.		<input type="checkbox"/> NA
40	Grounding.		<input type="checkbox"/> NA
41	Fire alarm riser diagram.		<input type="checkbox"/> NA
42	List of electrical symbols used on drawings.		<input type="checkbox"/> NA
43	Schedule for fixtures.		<input type="checkbox"/> NA
44	Schedule for panels and switchboards.		<input type="checkbox"/> NA
45	Schedule for transformers.		<input type="checkbox"/> NA
46	Electrical load and energy designs.		<input type="checkbox"/> NA

47	Smoke detector, smoke alarm, and carbon monoxide alarm locations.	<input type="checkbox"/> NA
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PART D MECHANICAL (ALL PROJECTS)

Requirement		On Sheet
48	Clear indication of type of heating equipment (oil, gas, electric, etc.) and corresponding fuel distribution lines.	<input type="checkbox"/> NA
49	Clear indication of fuel and its distribution for generators.	<input type="checkbox"/> NA
50	Reflected ceiling plans, roof plans, and elevations or sections, indicating size and location of duct work, piping, grilles, fire dampers, etc.	<input type="checkbox"/> NA
51	Location and size of air handling equipment and plenums.	<input type="checkbox"/> NA
52	Location and size of boilers, chillers, and cooling towers.	<input type="checkbox"/> NA
53	Location of exhaust equipment and associated ducts and fire dampers.	<input type="checkbox"/> NA
54	Location of unit heaters, ventilators, rooftop units, heat pumps, duct heaters, etc.	<input type="checkbox"/> NA
55	Clear indication of any smoke control system.	<input type="checkbox"/> NA
56	Equipment schedule.	<input type="checkbox"/> NA
57	Equipment details.	<input type="checkbox"/> NA
58	List of mechanical symbols used on drawings.	<input type="checkbox"/> NA
59	Commissioning plan (See Part F)	<input type="checkbox"/> NA

PART E SITE (NEW CONSTRUCTION, ADDITIONS, CHANGE OF USE)

Requirement		On Sheet
SITE INFORMATION		
60	Vicinity map, north arrow, date and scale (preferred 1' = 30').	
61	Property lines with bearings and distances.	
62	Lot or parcel numbers, block number, and record plat or deed reference.	
63	Calculations of building height, building lot coverage, density, green area, and parking calculations.	
64	Existing topography and proposed grading at contour intervals of not more than two feet.	
65	Bodies of water, water courses, and 100-year floodplains.	<input type="checkbox"/> NA
66	Vegetative cover/landfills.	<input type="checkbox"/> NA
67	Locations and names of existing or proposed highways and streets serving the site, showing center-lines, widths of paving, grades, median break points and right-of-way lines.	
SITE FEATURES		
68	Location, height, area, and use of all structures.	
69	Front, side, and rear yard setbacks.	
70	Location of aboveground & underground fuel storage tanks & similar containers.	<input type="checkbox"/> NA
71	Location of recreational areas, green areas, and other open spaces.	<input type="checkbox"/> NA
72	Location and dimensions of all driveways, loading areas, directional traffic controls, points of access to surrounding streets, and walkways.	
73	Location of all sewer, water and storm drainage lines, well and septic systems, and all easements and rights-of-way.	
74	Landscape plan for showing all man-made features and the location, size, and species of all plant material.	

FIRE PROTECTION (not required for Change of Use only)		
75	Fire department access site plan approved by MC DFRS.	
76	Fire flow data demonstration compliance with NFPA 1, Fire Code.	
77	Fire hydrant locations within 400' of the building, sizes of all water mains feeding fire hydrants and buildings, and static pressure (if known), along with WSSC contract number and estimated date of completion (if applicable).	<input type="checkbox"/> NA
78	Location of all egress doors discharging to the outside	
ACCESSIBILITY		
79	Accessible route indicated on site plans - unobstructed from parking to the building, including details of curb cuts, ramps, sidewalks, etc.	
80	Parking spaces count analysis, including the number and location of required and provided accessible parking spaces	

PART F IECC COMPLIANCE & GREEN BUILDING
(see Commercial Energy Code information on DPS website)

Requirement		On Sheet
IECC COMPLIANCE		
81	IECC Compliance Path (provide in code analysis)	<input type="checkbox"/> NA
82	Thermal envelope plan	<input type="checkbox"/> NA
83	Thermal envelope details, including insulation, air barriers, daylight zones, and duct insulation	<input type="checkbox"/> NA
84	Fenestration schedule	<input type="checkbox"/> NA
85	Electrical: lighting and lighting controls	<input type="checkbox"/> NA
86	Mechanical: system design criteria and economizers	<input type="checkbox"/> NA
87	Statement of design compliance – stamped, sealed, signed, and dated	<input type="checkbox"/> NA
88	Energy conservation analysis/computations (e.g. ComCheck) with a statement of compliance per Part IV of the DPS Commercial Energy Code requirements document	<input type="checkbox"/> NA
USGBC INFORMATION (NEW CONSTRUCTION ONLY)		
89	USGBC registration number provided.	<input type="checkbox"/> NA
90	USGBC Rating indicated (Certified – Platinum).	<input type="checkbox"/> NA
COMMISSIONING (NEW CONSTRUCTION ONLY)		
90	Mechanical systems commissioning and completion requirements	<input type="checkbox"/> NA
	Commissioning plan provided that includes: <ul style="list-style-type: none"> • Narrative description of activities during each phase • Listing of specific equipment, appliances, or systems to be tested, and a description of the tests • Functions to be tested • Conditions under which the test will be performed • Measurable criteria for performance 	<input type="checkbox"/> NA
91	Statement indicating documents, as specified in the <i>Commercial Energy Code: Building Envelope, Mechanical, Service Water Heating and Lighting</i> handout, are to be provided to the building owner within 90 days of receipt of the certificate of occupancy.	<input type="checkbox"/> NA
92	Name of party who will be conducting the functional testing.	<input type="checkbox"/> NA
93	Total Building Performance Option. IECC or ASHRAE 90.1 compliance report (Acceptable software: Energy Plus, DOE-2, BLAST, SPARK) – INDICATE ON CODE ANALYSIS (see Example A)	<input type="checkbox"/> NA

PART G ADDITIONAL REQUIREMENTS (ALL PROJECTS)

Requirement		On Sheet
	Project specifications for complex structures.	☐NA

Updated 09-18-2015

EXAMPLE A – Code Analysis (Requirement 4)

CODE ANALYSIS	Existing Building		Proposed Alteration	
	IBC	NFPA	IBC	NFPA
IBC occupancy classification(s)				
Type of construction				
Number of stories above grade				
High Rise (Y/N)				
Covered Mall (Y/N)				
IBC 510 Pedestal Construction (Y/N)				
Fully Sprinklered (Y/N)				
Fire Alarm (Y/N)				
Floor area of renovation		sq. ft		sq. ft.
Occupant load				
Energy Compliance Path				

EXAMPLE B – Height & Area Calculations (Requirement 5)

HEIGHT & AREA		Use 1	Use 2	Use 3	Use 4
Height	Tabular				
	Sprinkler Increase				
	Total Allowed				
	Actual				
Area	Tabular				
	Sprinkler Increase				
	Frontage Increase				
	Total Allowed				
	Actual				

EXAMPLE C – Mixed Use Calculations (Requirement 6)

SEPARATED MIXED USE	Area	Occupant Load	Separations Req
Use 1			
Use 2			
Use 3			
Use 4			
TOTAL			

NON-SEPARATED MIXED USE	Area	Occupant Load	Separations Req
Use 1			
Use 2			
Use 3			
Use 4			
TOTAL			

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1. Name of Project
2. Address of project w/ suite/unit
3. Contact information: Name, mailing address, email address, phone number
4. Architect information: Name, mailing address, email address, phone number
5. Design professional's seal, signature, and professional certification