



Montgomery County
Department of Permitting Services

255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240) 777-0311
www.montgomerycountymd.gov/dps



Commercial Submittal Guidelines
For Non-Fast Track “Foundation Only” Permits

Non-fast track permits include new construction, additions, change of use, and alterations that are not qualified for fast track.

Submitted plans must include two complete sets of neatly bound and legible prints (suitable for electronic scanning/imaging) containing a building code analysis, general notes, technical specifications, details and floor plans drawn to scale (preferred 1/8" = 1' or 1/4" = 1'). Plans shall be dimensioned, detailed and sufficiently complete to show clearly the scope of the work to be performed. Preferred plan size between 18" X 24" to 30" X 42". The original seal and signature of the responsible Maryland Licensed Registered Architect or Professional Engineer, as appropriate, must be on all drawings. Drawings shall meet the requirements listed under "Guidelines for Commercial Non Fast Track Permit Submittal Requirement".

“Foundation Only” permit will be issued for only the foundation system supporting the proposed structure not any other building supporting elements such as walls, columns and beams are approved under this permit. Therefore, the following documents shall be included to obtain permit.

A. Site Plan(s)

- i. Vicinity map, north arrow, date and scale (preferred 1' = 30').
- ii. Property lines with bearings and distances.
- iii. Lot or parcel numbers, block number and record plat or deed reference.
- iv. Existing topography and proposed grading at contour intervals of not more than two feet.
- v. Bodies of water, water courses and 100-year floodplains.
 - i. Vegetative cover/landfills.
 - ii. 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.
- iii. Location, height, area and use of all structures.
- iv. Front, side and rear yard setbacks.
- v. Location of underground fuel storage tanks/etc.
- vi. Location of recreational areas, green areas and other open spaces.
- vii. Calculations of building height, building lot coverage, density, green area and parking calculation.
- viii. Location and dimensions of all driveways, parking facilities, handicapped parking and building access*, loading areas, directional traffic controls, points of access to surrounding streets, walkways and location of required fire and rescue vehicle access lanes, noting material, load rating, width, overhead clearance, etc.
- ix. Location of all sewer, water and storm drainage lines, well and septic systems and all easements and rights-of-way.
- x. Landscape plan for parking facility showing all man-made features and the location, size, and species of all plant material.
- xi. 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).
- xii. Building handicap access shall be noted on the site plans unobstructed from
- xiii. parking to the building, including details of curb cuts, ramps, sidewalks, etc.

- xiv. Parking spaces count analysis.

Architectural Plans

All documents listed below shall be submitted as described under GUIDELINES FOR COMMERCIAL NON FAST TRACK PERMIT SUBMITTAL.

- i. Architectural cover sheet, code analysis and the document index shall be part of the main document.
- ii. Architectural foundation level shall be submitted showing the all use at the proposed level.
- iii. Architect shall provide all reference files including all floor plans, stair and elevator sections, wall sections and building sections as a reference only. If electronic application is selected than all reference files shall be uploaded under document folder as a pdf file and named as Reference Only. Reference files shall be named as per the disciplines (Architectural, Structural and MEP)
- iv. Fire truck access plan layout shall be submitted.
- v. Landscaping layout and proposed soil heights affecting the floor slab design shall be part of reference files. submitted

Structural Plans

All documents listed below shall be submitted as described under GUIDELINES FOR COMMERCIAL NON FAST TRACK PERMIT SUBMITTAL.

- i. Approved site plan. Site plan shall clearly indicate all adjacent existing properties if applicable.
- ii. Complete Structural Notes
- iii. Signed and sealed geotechnical report
- iv. Complete Foundation Plan and footing schedule. Outline of the adjacent building property and existing building footings shall be shown on foundation plan in reference to proposed building foundation if and where applicable. If the proposed condition required any support of excavation system for the existing adjacent property, the extend of the support of excavation and its type shall be noted on plan and be reflected on sections to be designed by a specialty engineer.
- v. Complete Column schedule. Column loads at foundation level shall be shown. (Areas above the foundation level to be marked as reference only”
- vi. Complete shear walls schedule and details. (Areas above the foundation level to be marked as “reference only”
- vii. Grade beam/Strap Beam schedule and grade/strap beam details (If applicable)
- viii. Complete typical details
- ix. All foundation sections including basement wall sections shall be included.
- x. Reference Files; Structural floor plans up to and including grade levels and above grade levels shall be provided as reference only. Beam schedules or any other detail sheets also be submitted as reference only. All drawings included as reference only shall be marked as reference only and does not need to be signed and sealed. If electronic application is selected than all reference files shall be uploaded under document folder as a pdf file and named as Reference Only. Reference files shall be named as per the disciplines (Architectural, Structural and MEP)

Plumbing-Electrical Plans

All documents listed below shall be submitted as described under GUIDELINES FOR COMMERCIAL NON FAST TRACK PERMIT SUBMITTAL.

- i. Foundation plan.
- ii. Utility invert elevations and locations.
- iii. Any underground conduit installation shall be provided
- iv. Details for all underground utilities, interceptor and/or pumps.

Mechanical Plans

All documents listed below shall be submitted as described under GUIDELINES FOR COMMERCIAL NON FAST TRACK PERMIT SUBMITTAL.

- i. Foundation level shall be part of the main set.
- ii. Floor plans showing the location of mechanical units and the reference unit schedules showing the weight of units shall be submitted as reference only for structural review.

Any part of the MEP affecting the structural design or construction shall be submitted as a reference unless if it is required by MEP to be part of the main documents.