



DPS

**Montgomery County
Department of Permitting Services**

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**Commercial Submittal Guidelines
For Non-Fast Track “Foundation to Grade” 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 to Grade” permit will be issued for the foundation, all below grade and at grade levels of the proposed building. Generally, the grade level is the ceiling of the below grade parking and/or retail level that can be called as plaza, podium or first floor level defined by architect on documents. Complete design of grade level shall be part of the Foundation to Grade 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. All architectural below grade floor plans and grade level plan shall be part of the submittal.
- iii. All wall and building sections, stair and elevator sections and any drawings related to architectural life safety review shall be submitted.
- iv. Architect shall provide 2nd floor and all above level plans as reference files. 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)
- v. Landscaping layout and proposed soil heights affecting the first floor slab design shall be 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 floor plan for all below grade and grade level. (Complete plan shall include reinforcing and framing layout, all beam and column piece marks, all beam locations etc.
- vi. Complete Column schedule along with the typical column details. Column loads at foundation level and at transfer beam level shall be shown on schedule. (Areas above the grade level (2nd floor and up) be marked as "reference only")
- vii. Complete shear walls schedule and details. (Areas above the grade level (2nd floor and up) be marked as "reference only")
- viii. Complete beam schedule for all levels and grade beam/strap beam schedule along with the typical detail to be submitted. (Areas above the grade level (2nd floor and up) be marked as "reference only")
- ix. All section sheets reflecting the details for below grade condition and at grade condition shall be part of submittal. (Such as all basement walls, foundation, ramp, loading dock, garage entry façade attachment at grade etc. Any embedded items at grade level shall be provided under this submittal. (Areas above the grade level (2nd floor and up) be marked as "reference only")
- x. All typical details shall be submitted. (Details not belong to scope of submittal can be marked as reference only.

- xi. Reference Files; Structural floor plans above grade level shall be provided 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 and all below grade and grade level plan shall be submitted.
- ii. Utility invert elevations and locations shall be shown.
- iii. Details for all underground utilities, interceptor and/or pumps shall be provided.
- iv. Any underground conduit installation shall be provided. If conduits are placed as embedded in the elevated slab, conduit placement layout shall be provided by eth MEP and the structural detail shall be shown on structural documents.
- v. All unit installation at electrical rooms and pump rooms shall be clearly shown at every levels.
- vi. All other reference drawings shall be submitted as reference only for the above grade conditions.

Mechanical Plans

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

- i. Foundation plan and all below grade and grade level plan shall be submitted.
- ii. Mechanical rooms, any mechanical units and reference unit schedules and details shall be part of the document.
- iii. Duct openings and any other opening and louver requirement shall be submitted.
- iv. 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 the areas above the grade level (2nd floor and up) be marked as “reference only”)

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.