Minimum Data for Submittal of Commercial Plans

Premise Address: ____________________________________________________________

AP#_________________                                          U/O#___________________

☐ New Construction   ☐ Alteration to an Existing Structure   ☐ Misc   ☐ Change of Use
☐ Addition to an Existing Structure

TWO SETS OF PLANS TO INCLUDE:

Original seals and signatures on all sheets - ☐ Yes  ☐ Need  ☐ N/A
(signed and sealed by a MD Registered Professional)

Index Sheet/Cover Page - ☐ Yes  ☐ Need  ☐ N/A

Site Plans - ☐ Yes  ☐ Need  ☐ N/A
(site plans not needed for interior except for 1st tenant or rooftop equipment)

Scope of Work - ☐ Yes  ☐ Need  ☐ N/A
(not required for new construction)

Code Analysis - ☐ Yes  ☐ Need  ☐ N/A
(change of use should show what use it was and what the new use is)

U/O Application - ☐ Yes  ☐ Need  ☐ N/A
ASK (for all change of use, brand new tenant, shell, occupied misc. structures)

Mixed Use analysis (Calculations if required) - ☐ Yes  ☐ Need  ☐ N/A
(anything with more then one use)

Mechanical Plans - ☐ Yes  ☐ Need  ☐ N/A
(equipment schedule, mechanical symbols, hood details w/exhaust locations)

Electrical Plans - ☐ Yes  ☐ Need  ☐ N/A
(riser diagram, electrical symbols, equipment schedule)

Structural Plans - ☐ Yes  ☐ Need  ☐ N/A
Soils report for all new construction and additions, along with wind load, calculations, uniform design, and live load as applicable

Landscape Plans (would go to zoning normally in with site plan - ☐ Yes  ☐ Need  ☐ N/A
(new construction and additions)
(2) energy conservation elevation documents - □ Yes □ Need □ N/A
(new and additions)

For any building having 3 levels above ground or more, 2 copies of Geotechnical Engineering Reports are required (new and additions) - □ Yes □ Need □ N/A

Plumbing Plans (for reference, permit obtained thru WSSC) - □ Yes □ Need □ N/A

SSI special inspection report (all additions and new) - □ Yes □ Need □ N/A

**THIS PORTION IS TO BE FILLED OUT BY THE PERMIT TECHNICIAN**

AP#__________________

Completed and Signed Building Permit Application - □ Yes □ Need □ N/A

**Note:** If the address is within the city limits of Poolesville, Barnysville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required.

Impact Tax Credit Application with Original signatures must be submitted, if applicable. (client should provide application filled out and signed, client will usually let you know if this applies)

Sediment Control Number - □ Yes □ Need □ N/A
(for additions and new construction, alterations doesn’t need SC)

Contact Persons Name, Telephone and Fax Numbers - □ Yes □ Need □ N/A

Completed Use & Occupancy Application - □ Yes □ Need □ N/A
(if change of use, new, shell, occupied misc structures, 4 site plans with parking calculations are required, unless in parking district, see parking district map)

Access Permit Form (ROW) - □ Yes □ Need □ N/A
(ask if there is any work being done in the r-of-w (additions and new)

Completed Well & Septic □ Yes □ Need □ N/A
(if on well/septic this would be for New and Add)

Five Sets of Site Plans (6 If On Well & Septic) - □ Yes □ Need □ N/A

Copy of Special Exception (if applicable) - □ Yes □ Need □ N/A

Completed Environmental Protection Form For Impervious Area’s --------------- □ Yes □ Need □ N/A

Zone______

Check one

DPS____
P/P ____

11/29/10