



Plan Submittal Guidelines for Additions/Alterations

Plan Submittal Guidelines

These guidelines contain a list of plan, details, specifications, and technical information generally required for plan review for additions/alterations to single-family dwellings (attached or detached). This list is not all-inclusive and detailed, and further information may be required if needed at the time of plan review. When the proposed construction is not conforming to the residential building code, is a townhouse or when the project is unusual or complex, DPS may require certification from a Maryland Registered Architect or Professional Engineer. The design must be in accordance with accepted engineering practice. Plans provided by a Maryland Registered Design Professional must include their seal, signature, date, and certification statement.

A. General Requirements

1. All applications must be submitted using the DPS online services.
<https://permittingervices.montgomerycountymd.gov/account/Login.aspx>
2. Provide a complete set of legible construction drawings containing floor plans, details, general notes, and technical specifications (including building code analysis), drawn to scale and dimensioned, sufficiently complete and detailed to clearly show the scope of the work to be performed. Plans must be submitted on a minimum 11x17 sheet size. Plans must be either digitally created or scanned into a PDF. Pictures of plans, plans with dark background, faint images, blurred lines or lettering, lined paper, or graph paper are not acceptable.
3. Each drawing must have a title block that includes the project address, scope of work, drawing title, sheet number and date.
4. Clouds, if used, must be identified, and dated.
5. Copy of the Maryland Department of Assessments and Taxation, Real Property Data Search, showing the property land area.

B. Zoning Requirements

For building permits without Maryland National Capital Park and Planning Commission (MNCPPC) site plan approval, click [for 2-story and 2nd story additions](#) or click [one story addition](#). For building permits with MNCPPC site plan approval, call 311 (240-777-0311 if outside Montgomery County).

C. Drainage Plans, Engineering Scale 1" to 10 Feet

A drainage plan is required prior to issuance of any building permit for an addition to an existing residential building which proposes an increase of more than 400 square feet of the footprint of the building, measured from outside wall to outside wall of the addition, on a residential lot that is less than 15,000 square feet and where a stormwater management plan has not already been approved. A drainage plan is also required for any new detached Accessory Dwelling Unit (ADU) regardless of the building square footage or lot size.

1. All property lines, lot dimensions, lot area, widths of easements, and rights of way.
2. Elevations at the corners and halfway between the corners of the existing and proposed house or addition, corresponding front-, side-, and backyard-yard midpoints, and corresponding lot lines points. NOTE – Additional topographic info may be required as deemed necessary.
3. Elevations of the lower floor, basement floor slab, garage floor slab, and impervious surfaces for existing and proposed buildings.
4. Location and elevation of roof downspouts for existing and proposed buildings
5. Directional arrows to show the existing and proposed drainage pattern. For example, show downspout flows and sheet flows that are conveyed off the lot or collected to an on-site device or facility.
6. Size, material, length, and class of drainage pipes within the existing and proposed collection system, and the elevation of the bottom of the pipe at discharge points.
7. If fill is added on the lot, the grades on neighboring properties must be shown for the existing and proposed buildings. Site grading shall not obstruct existing drainage from adjacent properties
8. Plans prepared by an engineer, surveyor or architect licensed in Maryland, Include his/her seal, date, and signature.

D. Architectural/Structural Plans (drawn to scale and dimensioned)

1. Cover Sheet
 - a. Project address.
 - b. Description of work.
 - c. Names, addresses and telephone numbers of owner, contractor, architect, engineer, if any.
 - d. Drawing Index.
 - e. Square footage calculations for all added and/or altered areas, including basements (finished and unfished) garages, decks, porches, etc.
 - f. Design criteria as required by the International Residential Code (IRC) 2018 as amended by Montgomery County for: floor load, roof load, ground snow load, wind loads, frost depth, flood-resistant construction provisions, if any. Note structural lumber species and grades.
2. Architectural floor plans - one plan for each floor (Scale preferred 1/4"=1')
 - a. Label floor plan(s) of **existing** building (basement, first story, etc.) affected by the addition/alteration, including dimensions, use of each space, stairways, doors, windows, construction materials, means of egress, etc.
 - b. Label floor plan(s) of **proposed** addition/alteration including dimensions, use of space, stairways, doors, windows, construction materials, means of egress, etc.
 - c. Provide floor by floor square footage calculations for all altered and added areas.
 - d. Provide location of smoke and carbon monoxide alarms.
 - e. Provide door and window schedules with size, glazing type (tempered, for example), and U-value.
 - f. Provide location of smoke detectors.
3. Foundation plans (Scale preferred: 1/4" = 1')
 - a. Provide an **existing** footing/foundation plan with dimensions noting the existing foundation and footing construction and sizes.
 - b. Provide a **proposed** footing/foundation plan with dimensions noting the existing foundation and footing construction and sizes and soil data, if necessary, such as type of soil and bearing capacity.

4. Structural Framing Plans – one structural framing plan per each floor and a roof framing plan.
 - a. Provide **existing** floor and roof structural framing plans of the areas affected by the addition/alteration. Indicate location, size, spacing, and material of all existing structural and framing elements
 - b. Provide **proposed** floor and roof structural framing plans of the proposed addition/alteration. Plans must be line drawn and dimensioned. Indicate location, size, spacing, and material of all structural and framing elements (sheathing, rafters, trusses, joists, beams, posts, bearing walls, foundation walls, footings, etc.),
 - c. When using wood trusses, provide truss design drawings showing depth, span, spacing, bearing widths, design loads, and connections on framing plans.
 - d. Provide a steel lintel schedule, if any, for the support of the brick veneer.
 - e. Provide Wall Bracing Plans and details - indicate method(s) of wall bracing as specified in Chapter 6 of IRC 2018 IRC. Provide braced wall panel layout specifying amount of bracing, location of braced wall lines and braced wall panels on each story, panel length, connection details, etc.
5. Elevations of existing building and proposed addition (Scale: 1/4" = 1')
 - a. Show doors, windows, other exterior openings, exterior structural elements, gables, dormers, stairways, chimneys, other exterior architectural features/details, and exterior finish materials.
 - b. Show exterior proposed grade, roof pitch, and vertical dimensions of all construction elements and architectural features.
 - c. Show crawl space, if any, including elevations and vents
 - d. Indicate braced wall lines and braced wall panels.
6. Cross-sections (Scale: 1/4" = 1')
 - a. Show existing and proposed work affected by the addition/alteration
 - b. Show vertical dimensions of all significant construction elements (ceiling heights, duct/beam clearances, door/window openings, headroom, door/window heights, sill heights, etc.)
 - c. Show size, spacing, and material of all structural elements (footings, foundation walls, bearing walls, posts, beams, joists, rafters, trusses, sheathing, etc.)
 - d. Show special areas/features (stairs, fireplace/chimney, etc.)
 - e. At least one complete section showing the thermal envelope
7. Details (Scale: 1/2" = 1')
 - a. Show footings, retaining walls, unusual structural arrangements and/or connections, indicating materials and size, type, location, and spacing of reinforcing, connectors, etc.
 - b. Show stairway construction (including spiral/circular) indicating materials and dimensions of all treads, risers, landings, winders, guards, handrails, headroom, etc.

E. Technical Information Required

1. Specifications
 - a. [Design criteria](#) as required by the International Residential Code (IRC) 2018 as amended by Montgomery County for: floor load, roof load, ground snow load, wind loads, seismic design category, frost line depth, decay protection measures, flood-resistant construction provisions, if any.
 - b. Species/grades of framing lumber.
 - c. Grades/classes of other structural elements; and
 - d. Grades/types of construction materials and finishes

2. Engineering data/computations required to complete plan review
3. The plan reviewer may require that the structural aspects of the construction documents be signed and sealed by a Maryland Registered Architect or Professional Engineer. The design must be in accordance with accepted engineering practice.

F. Energy Efficiency Requirements

1. Energy conservation plans, analysis/computations based on the International Energy Conservation Code 2018. [Residential Energy Requirements](#).

G. Permit Revisions

Revisions to permits may be submitted only before the permit has received a final inspection approval. Revised plans must clearly detail what is being changed. **All proposed changes must be dated, and clearly identify with clouds.** Additionally, provide all square footage calculations of all added and changed areas. Revision fees will be calculated by DPS staff. All revision applications must be submitted using the DPS online service using the same permit number.

NOTE: Properties that lie within incorporated areas typically require building permits from the municipality in addition to Montgomery County Department of Permitting Services (DPS), see Permit Procedures for Properties Within a Montgomery County Municipality document issued by DPS. Failure to comply with these guidelines may result in your plan(s) not being accepted for review.