



**WASHINGTON COUNTY**  
**DIVISION OF PLAN REVIEW AND PERMITTING**  
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## **WASHINGTON COUNTY COMMERCIAL BUILDING PERMIT PROCESS**

A letter shall be provided from the tenant/occupant of the proposed structure detailing how the building will be used. Please be specific in describing special processes and room names that may not be common knowledge. Please include any history that you may be aware of in reference to prior tenants and the use of the building.

Three sets of construction drawings (drawn to scale) that include the following information are required for all commercial permits. Please note that drawings marked **“Preliminary Not For Construction”** will not be accepted for permit application.

- **Maryland licensed design professional’s** wet seal with signature, date and professional certification. Title block rules shall be followed as required by the applicable professional design board. Please note that design professionals are required to operate within their area of expertise.
- **Building Code Analysis** shall include the occupancy classification(s), type of mixed occupancy, occupancy classification of adjacent tenant spaces if applicable, last legal use of the building or tenant space, construction type, square footage of each floor and/or tenant space, sprinkler system installation and type, fire alarm system installation, occupant load calculation, height and area calculation, key plan for the entire building, fire separation and rating requirements with U.L. design numbers, plumbing fixture calculation,
- **Floor plans** with all areas labeled according to the proposed use. Proposed furniture layout and storage area layout shall be provided as applicable. Manufacturer’s cut sheets shall be provided for systems furniture indicating the flame spread and smoke development ratings.
- **Elevation drawings** of the exterior and interior of the proposed structure as may be applicable.
- **Cross sections and wall details** as required to fully convey the construction method and materials to be used. Full height cross sections (in both directions) shall be provided for each stair enclosure and for all fire walls.
- **Window and door schedules** shall provide the fire-rating, closing device, hardware and glazing type for each window or door. The sequence of operation shall be provided for all access controlled egress doors.
- **Structural drawings** signed sealed and dated by a Maryland registered structural engineer. The codes and editions used for the design as well as the design loads used shall be listed.

- **Pre-engineered metal building drawings**, sealed and signed by a Maryland registered engineer are required at time of permit application. The codes and editions used for the design and the design loads shall be listed.
- **Egress floor plans** shall be provided showing the location of exits, corridor width and occupant egress paths for large projects.
- **Maryland Accessibility Code** compliance shall be clearly indicated through details and drawings.
- **Hazardous materials** type and quantity shall be provided as indicated per tables 703.7(1) and 703.7(2) of the International Building Code.
- **Fire stop systems** shall be detailed on the construction drawings for both through penetrations and membrane penetrations.
- **Sprinkler design** drawings shall be provided directly to the State Fire Marshal's office for review and comment.
- **Plumbing drawings** (sealed and signed by a design professional) shall be provided showing floor plan and riser diagrams, plumbing fixtures and ADA compliance details. A minimum of one "hi-lo" accessible drinking fountain and one mop sink are required for each building/tenant space.
- **Mechanical drawings** (sealed and signed by a design professional) shall include HVAC duct layout plans, equipment sizes, fire/smoke/radiation damper locations with rating of dampers, Energy Code compliance (Comcheck EZ), equipment schedules as required.
- **Electrical drawings** (sealed and signed by a design professional) shall include device locations, lighting and receptacle circuiting with home runs labeled, service and meter locations shall be identified and a single line diagram shall be provided with wire sizes shown. Panel board schedules shall be provided with load calculations completed. Emergency exit lighting and signage shall be indicated
- **Special equipment:** Detailed information shall be provided from the manufacturer in the form of cut-sheets and installation information. Specific U.L. design numbers and testing information shall be provided as required by the applicable sections of the building codes. A few examples of special equipment are spray booths, walk-in freezer/cooler units, kitchen hoods, incinerators/crematories and equipment requiring major structural support.
- **Kitchen equipment plans** with manufacturer cut sheets for each piece of equipment will need to be provided directly to the Health Department for review and comment.

**When an alternate means of building code compliance seems necessary it is the responsibility of the design professional in charge of the project to submit a letter to the building code official requesting a modification. The letter shall indicate which section of the building code is in question and shall explain why the building code section can not be followed. The letter shall then clearly indicate how the proposed modification is equivalent to the building code requirement.**