



WASHINGTON COUNTY
DIVISION OF PLAN REVIEW AND PERMITTING
80 West Baltimore Street
Hagerstown, Maryland 21740-6003
Telephone: (240) 313-2460
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Hearing Impaired call 7-1-1 for Maryland Relay

COMMERCIAL PERMIT APPLICATION CHECKLIST

Building permits are required for the construction, alteration, repair, addition and removal of structures. Application is made at the Department of Permits & Inspections, 80 West Baltimore Street, Hagerstown, Maryland 21740 between the hours of 7:30 a.m.-4:00 p.m., Monday-Friday.

To expedite the permit review process, please verify the following items are submitted at time of filing for a building permit. The permit application may be rejected if any items are omitted.

EXTENSIVE - NEW CONSTRUCTION AND/OR ADDITION REQUIREMENTS

_____ Three copies of the site plan (dimensioning plan) approved by the Washington County Planning Commission

_____ **Three (3) sets of detailed architectural construction drawings—drawn to scale—to include:** (Drawings marked “Preliminary-Not for Construction” will not be accepted)

_____ 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. Professionals are required to operate within their area of expertise.)

_____ Structural drawings signed and sealed by a Maryland registered structural engineer (The codes and editions used for the design and design loads shall be listed)

_____ Plumbing drawings signed and sealed by a Maryland registered design professional (Show 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 signed and sealed by a Maryland registered design professional (Show HVAC duct layout plans, equipment sizes, fire/smoke/radiation damper locations with rating of dampers, Energy Code compliance (Comcheck EZ), and equipment schedules, as required.

_____ Electrical drawings signed and sealed by a Maryland registered design professional (Include device locations, lighting and receptacle circuiting with home runs labeled, service and meter locations identified, single line diagram with wire sizes, panel board schedules with load calculations completed and Emergency exit lighting and signage)

- _____ **Building code analysis** – Include the occupancy classification(s), type of mixed occupancy, occupancy of adjacent tenant spaces, if applicable, last legal use of the building/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, and 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.
- _____ **Egress floor plan** (Provide location of exits, corridor width and occupant egress paths for large projects)
- _____ **Fire stop systems** (Detail on construction drawings for both through penetration and membrane penetrations)
- _____ **Elevation drawings** (Exterior and interior as may be applicable)
- _____ **Cross sections and wall details** (Convey the construction method and materials to be used. Full height cross sections, in both directions, shall be provided for each stair enclosure and all fire walls)
- _____ **Window and door schedules** (Provide fire-rating, closing device, hardware and glazing type for each window and door. The sequence of operation shall be provided for all access controlled egress doors.)
- _____ **Maryland Accessibility Code compliance** (clearly indicate with details and drawings)
- _____ **Letter of Intent from the tenant/occupant detailing how the building/tenant space will be used.** (Be specific in describing special processes and room names that may not be common knowledge. Include any history of prior tenants and/or use of the building/tenant space.
- _____ **Sprinkler design drawings** (Submit directly to the Maryland State Fire Marsha's officel for review and comment)
- _____ **Special equipment** (i.e. spray booths, walk-in freezer/cooler units, kitchen hoods, incinerators/ crematories or other equipment requiring major structural support) (Provide detailed information 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 applicable sections of the building code.)
- _____ **Kitchen equipment** (Provide manufacturer cut sheets for each piece of equipment to the Health Dept.)
- _____ **Pre-engineered metal building** (Drawings shall be signed and sealed by a Maryland registered engineer and shall include the codes, editions used for the design and design loads listed)

MODERATE PERMIT TYPE REQUIREMENTS

Tenant fit-out

_____ Letter of Intent from the tenant/occupant detailing how the building/tenant space will be used. (Be specific in describing special processes and room names that may not be common knowledge. Include history of prior tenants and/or use of the building/tenant space.

_____ Change of occupancy classification or performing construction work (Signed and sealed construction drawings, including architectural, mechanical, electrical and plumbing)

Moderate interior renovations

_____ Letter of Intent from the tenant/occupant detailing how the building/tenant space will be used. (Be specific in describing special processes and room names that may not be common knowledge. Include any history of prior tenants and/or use of the building/tenant space.

_____ Signed and sealed construction drawings (Architectural, mechanical, electrical and plumbing)

(In some instances mechanical, electrical and/or plumbing drawings provided by a Washington County licensed mechanical, electrical or plumbing contractor may be acceptable. Contact the Chief Plans Examiner for determination – 240-313-2471)

_____ Scaled floor plan indicating location of renovations, extent of work and materials to be used

_____ **Accessory structure** (If greater than 201-sq. ft., signed and sealed architectural plans are required)

MINOR PERMIT TYPE REQUIREMENTS

_____ **Minor interior renovations** (Architect not typically required)

_____ Scaled floor plan indicating location of renovations and extent of work

_____ List of material to be used

_____ **Demolition** (Architect not typically required)

_____ Scaled floor plan indicating area and extent of work

_____ **Kiosks** (Located in the Valley Mall/Prime Outlets) (Architect not typically required)

_____ “Key” plan indicating location of kiosk placement within mall/outlet center

_____ Floor plan/construction details and flame retardant information

(Not required with the use of Retail Merchandising Unit – RMU)

_____ **Sales Office In Model Home** (Architect not typically required)

_____ Scaled floor plan with accessible elements indicated – parking, access to sales area, etc

_____ Scaled plot plan showing both regular and accessible parking

- _____ **Temporary Office/Sales Trailer** (Sealed plans not required if provided by manufacturer)
 - _____ Make and model of unit
 - _____ Floor plan
 - _____ Tie down location and method (Manufacturer's Installation Instructions)
 - _____ Pier sizes and support locations per manufacturer
- _____ **Zoning Certification** (Change of owner/operator/name of business only)
 - _____ Provide last legal tenant (business name)
- _____ **Zoning Certification** (New business w/ same occupancy classification – no construction work)
 - _____ Provide last legal tenant (business name)
 - _____ Floor plan drawn to scale
 - _____ Letter of Intent (Letter detailing proposed use/type of business)
- _____ **Sign** (Freestanding/Pylon)
 - _____ Sign located on copy of approved site plan
 - _____ Plans showing sign is designed and attached to withstand 90mph, 3 second wind gusts (Engineering required if retaining earth or sign exceeds 10-ft. in height)
- _____ **Retaining Wall** (Exceeding 3-ft. above grade or supporting a structure or surcharge)
 - _____ Retaining wall located on copy of approved site plan
 - _____ Engineered drawings
- _____ **Ramp and/or Stairs**
 - _____ Scaled plot plan showing location of ramp/stairs on structure
 - _____ Construction drawings prepared by a Maryland licensed architect
- _____ **Storage Tanks**
 - _____ Scaled plot plan (copy of approved site plan) showing proposed location of tank with dimensions to property lines, structures and other tanks
 - _____ Manufacturer specification sheet(s)
 - _____ Foundation design prepared by a Maryland licensed engineer
- _____ **Tents/Seasonal Projects** (Architect not typically required)
 - _____ Scaled plot plan indicating proposed tent location with dimensions to property line and other structures
 - _____ Floor plan indicating sizes and location of egress openings
- _____ **Cellular Communication Towers - NEW**
 - _____ Copy of approved site plan
 - _____ Three (3) sets of engineered drawings prepared by a Maryland licensed engineer
- _____ **Co-Locating Antennas on an Existing Tower**
 - _____ Structural analysis of existing tower prepared by a Maryland licensed engineer
 - _____ Copy of approved site plan showing location of additional equipment cabinet/pad, if any