



DIVISION OF
PERMITS AND INSPECTIONS

COMMERCIAL PERMIT APPLICATION CHECKLIST

Building permits are required for the construction, alteration, repair, addition and removal of structures. Application is made at the Permitting Office, 747 Northern Ave, Hagerstown, Maryland 21742 between the hours of 7:30 a.m.-4:00 p.m., Monday, Tuesday, Thursday & Friday and on Wednesdays 7:30 am – 3:00 p.m. due to permit tech training.

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 delayed if any items are omitted.

***EXTENSIVE - NEW CONSTRUCTION AND/OR ADDITION REQUIREMENTS
(Includes interior renovations for more than 50% of an existing building space)***

- _____ Three (3) copies of the full site plan along with three additional copies of the dimensioning plan approved by the Washington County Planning Commission (In order for the building permit to be reviewed concurrently with the site plan, the site plan must have been submitted to and have an “accepted” status with the Plan Review Department – (3) copies of the pending dimensioning plan need to be submitted with the building permit application.)
- _____ 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), ventilation calculations 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, emergency exit lighting and signage and Energy Code compliance (Comcheck for lighting).)

_____ 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 (Include detail on construction drawings for both through penetration and membrane penetrations with penetration listing number or type of 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.)

_____ **Intent of Use Form – completed by 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.)**

- _____ Building Envelope Energy Code analysis in the form of a Comcheck
- _____ Sprinkler design drawings (Submit directly to the Maryland State Fire Marshal's Office for review and comment.)
- _____ 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
Renovating less than 50% of the space of the building

_____ **Tenant fit-out**

- _____ Intent of Use Form – completed by 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.)
- _____ Change of occupancy classification or performing construction work (signed and sealed construction drawings, including architectural, mechanical, electrical and plumbing)

_____ **Moderate interior renovations**

- _____ Intent of Use Form – completed by 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 – 240-313-2472.)
- _____ Scaled floor plan indicating location of renovations, extent of work and materials to be used

_____ **Accessory structure** (if greater than 400-sq. ft.)

- _____ Signed and sealed architectural plans required showing use complies with section 105.2 #1
- _____ Site plan determination form
- _____ Plot plan/marked up site plan showing proposed location

_____ **Paint Booth**

- _____ Scaled floor plan
- _____ Building plans (architectural plans not necessary)
- _____ Manufacturer instructions
- _____ Mechanical/electrical/plumbing drawings signed by the master contractor
- _____ **Bed & Breakfast** (Meeting required to determine the information that is needed for the permit application.)
- _____ **Beauty Salons/Barber Shops In Residence** (Meeting required to determine the information that is needed for the permit application.)
- _____ **Special equipment** (i.e. 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.)

<i>MINOR PERMIT TYPE REQUIREMENTS</i>
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- _____ **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 pre-approved 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

- _____ Plot plan/marked up site plan
- _____ **Zoning Permit** (Change of name of legally existing occupancy) Plans not required
 - _____ Provide last legal tenant (business name)
 - _____ Inspector should look for egress problems.
- _____ **Zoning Permit** (New business w/same occupancy classification – no construction work)
 - _____ Provide last legal tenant (business name)
 - _____ Floor plan drawn to scale
 - _____ Intent of Use Form – completed by 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.)
- _____ **Sign** (Freestanding/Pylon)
 - _____ Sign located on copy of approved site plan
 - _____ Plans showing sign is designed and attached to withstand 150mph ultimate design wind speed, 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
 - _____ Flame spread certificate on tent material
- _____ **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**

_____ Two (2) sets of the 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

TRADE PERMITS

Trade permits are accepted during or after the filing of the building permit application; however, they will not be issued until the building permit is issued. Master electricians, master plumbers and master HVAC contractors shall file the permits for the respective trade permits.

ENTRANCE PERMIT (\$25.00)

Applications for a commercial entrance access onto a County road/street shall be taken at the time of the building permit application. A two-year performance bond for a standard commercial entrance permit is required in the amount of \$3,000.00. Cash in lieu of a bond is acceptable.

A base coat is required to be in place prior to the issuance of the Use & Occupancy at which time bond or check in lieu of bond will be released.

GRADING PERMIT (\$20.00 minimum or \$5.00 per acre of disturbance)

Grading permits are required when total disturbed area is greater than 5000 square feet or total disturbed volume is greater than 100 cubic yards.

For additional information regarding grading plans and fee schedules, contact the Division of Engineering at 240-313-2400.

FLOODPLAIN PERMIT (\$35.00 Permit Fee and \$150 Review Fee if applicable)

If construction, grading or stream crossing is within a mapped 100-year floodplain, a Washington County Floodplain permit and an approved Letter of Authorization from the State of Maryland (MDE-Dept. of Water Management Admin.) are required prior to any disturbance.

ENVIRONMENTAL HEALTH (WASHINGTON COUNTY HEALTH DEPT.) 240-313-3400

Applicants need to contact the Washington Co Health Dept. to apply for their well and/or septic permit and pay fees. Applications for a building permit can be taken concurrently with a well/septic permit.

If proposed project involves the preparation or sale of food, applicants will need to submit a set of drawings to the Health Department and pay fees for food review.

MARYLAND STATE HIGHWAY ADMINISTRATION (301-791-4790)

Applicants shall contact the State Highway Administration for a residential driveway access onto a State highway route.