

PROCEDURES FOR FILING A
COMMERCIAL BUILDING PERMIT APPLICATION
FOR
WASHINGTON COUNTY, MARYLAND



DIVISION OF PLAN REVIEW & PERMITTING
80 WEST BALTIMORE STREET
HAGERSTOWN, MARYLAND 21740
TELEPHONE: 240-313-2460
www.washco-md.net

PREFACE

Providing services for the safety, health and general welfare of its people and planning for the orderly growth and development of its land are primary functions of any government. In order to implement, finance and enforce these functions fairly and equally for all citizens, reasonable, acceptable standards must be established and followed.

The governing body of Washington County, the Board of County Commissioners, has adopted certain codes, ordinances and regulations. These regulations require all persons wishing to build or use land in the County to follow prescribed procedures for obtaining and paying for permits.

It is the purpose of this booklet to describe these procedures and inform the permit applicant so that time and undue expense can be saved in obtaining permit approvals.

CONTENTS

	Page
Permit Requirement	4
Application Requirements	5
Fees	6
Review Agencies	7
Review/Processing Time	7
An Approved Permit	7
Inspections	8
Use & Occupancy Certificate	8
Penalties	8
Appendix	
1 Building Permit Application	9
2 Current Building Codes	11
3 Owner's Representative Affidavit	12
4 Incorporated Towns' Contact Information	13
5 Site Plan Determination Form	15
6 Commercial Permit Application Checklist	17
7 Reviewing Agencies & Contact Information	21
8 Interactive Voice Response System (IVR) Brochure	23

PERMIT REQUIREMENT

Building permits for commercial construction projects are reviewed using the International Building Code (IBC) and the current adopted local Washington County Building Code Amendments. The purpose of the IBC is to “establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations”.

A permit is required when any owner or authorized agent intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the current adopted International Building Code (IBC). See **Appendix 1 – Building Permit Application** and **Appendix 2 - Current Building Codes**. Please visit the Division’s website at <http://www.washco-md.net/permits/permits1.shtm> for the current adopted building codes.

Application for a permit may be made by the owner or lessee of the property or agent of either, or by the licensed engineer or architect employed in connection with the proposed work. If the application is made by a person other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner. **See Appendix 3 - Owner’s Affidavit**

If the proposed construction is on property located in Washington County and outside of the corporate town limits of Boonsboro, Clear Spring, Funkstown, Hagerstown, Hancock, Keedysville, Sharpsburg, or Williamsport, application is made, in person, at:

Washington County Division of Plan Review & Permitting
County Administration Annex
80 West Baltimore Street
Hagerstown, Maryland 21740

If the property is located within the corporate boundaries of one of the above listed incorporated towns, application shall be made at the designated Town Hall office. **See Appendix 4 - Incorporated Towns’ Contact Information**. Note: Residents within the town limits of Boonsboro, Funkstown and Williamsport apply for building permits at the offices of the Division of Plan Review & Permitting (the “Division”) after receiving zoning approval from their town’s zoning administrator. The Town will review and approve the application for compliance with their local zoning then forward the town permit application and building plans to the Division for review and approval of the building codes. Once approved by the Division the application is returned to the Town for issuance.

APPLICATION REQUIREMENTS

SITE PLAN If required, a site plan shall be reviewed and approved by the Washington County Planning Commission prior to making application for a building permit. Six copies of the “dimensioning plan” from the approved site plan shall be provided at the time of building permit application.

If it is not clear as to whether a site plan is required for a particular project, a Site Plan Determination Form should be completed and submitted to the Division for review. **See Appendix 5 – Site Plan Determination Form**

If a site plan is not required, then a “scaled” plot shall be provided at the time of building permit application and shall include the following information:

- Outline of the entire property.
- All existing and/or future structures with measurements from proposed structures to each property line.
- Location of existing and/or future septic and well
- Any street right-of-ways or easements
- Existing/Proposed entrance/exit to property, parking area(s), driving paths, etc.
- Limits of ground disturbance and soil stockpile area

BUILDING PLANS In addition to the site plan or plot plan, three (3) complete sets of architectural construction drawings, drawn to scale, shall also be submitted and include: (Note: 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), 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 interior and exterior 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 (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.)
- 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)
- 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)

See Appendix 6 Commercial Checklist for information required for permit applications such as interior fit-outs, interior renovations, signs, kiosks, sales, trailers, etc.

FEES

Fees are based on the current adopted fee schedule. Fees are based on an application fee and technology fee plus a square footage amount on new construction and additions. (The technology fee is assigned to each permit to help defer the cost of the computer software system that enables the inspectors to perform more efficiently and allow the trade contractor to apply for trade permits on-line and obtain other permitting information.) Additional fees may apply pursuant to the Washington County Excise Tax Ordinance. The Excise Tax Ordinance is available on line at www.washco-md.net and selecting the "County Ordinances" tab. Outside reviewing agencies may also charge a fee. Fees may be charged for revisions or modifications to a pending or approved permit, a permit extension request and/or a premature inspection request.

A minimum fee is required at the time of application and all fees shall be paid prior to the issuance of the building permit. Fees for trade permits are indicated on their current permit applications and are required at the time of making application.

Please visit the departmental website at <http://www.washco-md.net/permits/permits1.shtm> for the current adopted fee schedule.

REVIEWING AGENCIES

The Division determines which agencies an application must be routed to for review and approval. Applications are sent only to those agencies having jurisdiction. Seldom, will an application require review and approval from all agencies. (**See Appendix 7 - Reviewing Agencies and Contact Information**)

REVIEW/PROCESSING TIME

Time required for processing of a permit varies depending upon the complexity of the project, the number of agency approvals required and the number of building permits currently in the review process. It is the goal of the Division to review the building plans and issue comments within six weeks of the application date; however, all permits are reviewed as quickly as conditions allow. To expedite the permit review process applications should include all required information at the initial building permit application.

AN APPROVED PERMIT

Once all agency approvals are obtained and fees have been paid the approved permit will be mailed to the applicant. Construction shall not be started before the building permit is obtained and posted. The approved permit packet will consist of:

- A printed copy with the building permit number, the owner's name, contractor information (if applicable), address of property, proposed and required setbacks for the structure, a detailed list of general and special conditions and a list of the required inspections. It is very important that all the conditions are reviewed upon receiving the approved permit. Some conditions require information to be submitted prior to an inspection and failure to provide this information may cause undue delays and expense. In addition to the building permit, printouts of the approved entrance and grading permits will also be included (if applicable).
- A building permit placard bearing the assigned permit number. The placard must be displayed in a prominent location visible from the road at the construction site. Failure to display the permit placard may result in inspections not being performed creating undue delays and expense.
- The approved building plans signed and dated by the plans reviewer. To reduce delays in construction, it is imperative that these plans be reviewed closely as the plan reviewer has added comments regarding minimum building code requirements.
- An instruction sheet with inspection information and a copy of the IVR (Interactive Voice Response System) User's Guide used to schedule required inspections listed on the permit print out. (**See Appendix 8 – IVR Brochure**)

INSPECTIONS

It is the responsibility of the owner and/or contractor to request the required inspections. Inspections are performed by the Department of Engineering & Construction within twenty-four (24) hours of the request. Inspections are requested through the (Interactive Voice Response System (IVR) by dialing 240-313-2488 or on-line through Citizen Access at www.VelocityHall.com/washingtoncounty. Through the IVR and Citizen Access one can schedule and/or cancel inspections, obtain inspection results check a permit status and obtain additional departmental information. Inspections are scheduled using the assigned permit number. Failure to request all required inspections is a violation of the building code and will cause delays and undue expense especially if work completed without a required inspection is required to be removed.

USE & OCCUPANCY

No structure may be used or occupied prior to the issuance of the Use and Occupancy Certificate. All construction must be complete and have obtained final electrical, mechanical, plumbing and building inspections. If the property is on a parcel not serviced by public water and sewer, water samples shall be approved by the Washington County Health Department. Adequate time should be allowed in obtaining the water sample approval.

PENALTIES

Any person who shall violate a provision of the building code or fail to comply with any of the requirements may be issued a civil citation providing for a fine of \$100.00. In addition to the civil citation, matters can be referred to the State's Attorney Office for compliance at which time a minimum fine of \$250.00 per day, not to exceed \$1,000.00 per day, imprisonment and/or the fine and imprisonment.



Appendix 1 – Building Permit Application BUILDING PERMIT APPLICATION

Washington County Division of Plan Review & Permitting
80 West Baltimore Street, Hagerstown, Maryland 21740 - 240-313-2460

JOB LOCATION			DISTRICT ACCOUNT NO:				
TYPE OF IMPROVEMENT (DWELLING, DETACHED GARAGE, DECK, FINISH BASEMENT, REMODEL, ETC.)					LOT SIZE - ACERAGE		
PROPERTY OWNER INFORMATION							
PROPERTY OWNER(S)					TELEPHONE		
PROPERTY OWNER(S) ADDRESS			CITY	STATE	ZIP		
APPLICANT INFORMATION							
APPLICANT/OWNER REPRESENTATIVE					TELEPHONE		
APPLICANT/OWNER REPRESENTATIVE ADDRESS			CITY	STATE	ZIP		
CONTRACTOR INFORMATION							
CONTRACTOR'S NAME					TELEPHONE		
CONTRACTOR'S ADDRESS			CITY	STATE	ZIP		
CONTRACTOR'S MARYLAND STATE HOME BUILDER'S LICENSE NO.			CONTRACTOR'S HOME IMPROVEMENT LICENSE NO.				
HB-			MHIC-				
RESIDENTIAL CONSTRUCTION							
TOTAL FINISHED SQUARE FOOTAGE (ALL HABITABLE SPACE*) (*AREA FOR LIVING, EATING, SLEEPING, COOKING)			TOTAL UNFINISHED SQUARE FOOTAGE (BASEMENT, PORCH/DECK, GARAGE, ETC.)				
DETAILED DESCRIPTION OF RESIDENTIAL CONSTRUCTION							
<p>EXAMPLE: TWO STORY DWELLING, FULL UNFINISHED BASEMENT WITH ROUGH-IN FULL BATH, TWO-CAR ATTACHED GARAGE ON SLAB WITH FINISHED AREA ABOVE, WOODBURNING FIREPLACE IN FAMILY ROOM. DIRECT VENT GAS FIREPLACE IN LIVING ROOM, REAR DECK WITHOUT ROOF, COVERED FRONT PORCH</p>							
FOUNDATION SIZE	GARAGE/SHED/CARPORT SIZE	TOTAL BEDROOMS:	PUBLIC: EXISTING/PROPOSED ___ Water ___ Sewer		TYPE OF HEAT:	ELEC	GAS: NATURAL
EXTERIOR FINISH TYPE	PORCH/DECK SIZE	BATHROOMS		PRIVATE: EXISTING/PROPOSED ___ Septic ___ Well	AIR COND Y N	OIL	PROPANE
		FULL	HALF				
ROOF TYPE:	CRAWL SPACE: ___YES ___ NO	SLAB ON GRADE ___YES ___NO	AREA ABOVE GARAGE? ___YES ___NO				
TRUSS	BASEMENT: ___YES ___NO		IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)				
RAFTER	IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)		SQUARE FOOTAGE: _____ SQ. FT.				
	IF UNFINISHED WILL THERE BE A ROUGH-IN BATH? ___YES ___NO		OCCUPIED AS: OFFICE BEDROOM STORAGE				
	EXIT FROM BASEMENT: WALK-OUT BILCO WINDOW WELL		OTHER: _____				

Appendix 1 – Building Permit Application

COMMERCIAL CONSTRUCTION

DETAILED DESCRIPTION OF COMMERCIAL CONSTRUCTION:

EXAMPLE: 40X60 POLE BUILDING FRAME CONSTRUCTION WITH PREENGINEERED TRUSSES WITH GRAVEL BASE FOR COMMERCIAL STORAGE OF SUPPLIES FOR PROPOSED NURSERY

SITE PLAN: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, SITE PLAN NUMBER/NAME: SP- _____ NAME: _____
---	--

DESIGNER OF RECORD INFORMATION (MUST BE LICENSED IN MARYLAND)

DESIGNER OF RECORD COMPANY NAME/REPRESENTATIVE'S NAME	TELEPHONE:
--	-------------------

ADDRESS	CITY	STATE	ZIP
---------	------	-------	-----

CONTRACTOR INFORMATION

CONTRACTOR COMPANY/REPRESENTATIVE'S NAME	TELEPHONE:
---	-------------------

ADDRESS	CITY	STATE	ZIP
---------	------	-------	-----

EXISTING USE:	PROPOSED USE:
----------------------	----------------------

FOUNDATION SIZE:	PUBLIC: EXISTING/PROPOSED <input type="checkbox"/> Water <input type="checkbox"/> Sewer	PRIVATE: EXISTING/PROPOSED <input type="checkbox"/> Well <input type="checkbox"/> Septic	TYPE OF HEAT: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Oil
-------------------------	--	---	---

NUMBER OF STORIES:	NO. STORIES ABOVE GRADE:	NO. STORIES BELOW GRADE:
---------------------------	---------------------------------	---------------------------------

TOTAL SQUARE FOOTAGE:	SQUARE FOOTAGE PER FLOOR: <input type="checkbox"/> 1 ST Floor <input type="checkbox"/> 2 nd Floor <input type="checkbox"/> 3 rd Floor <input type="checkbox"/> 4 th Floor <input type="checkbox"/> 5 th Floor <input type="checkbox"/> 6 th Floor
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SPRINKLER SYSTEM EXISTING: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIAL TYPE: NFPA-13 NFPA-13R NFPA-13D	SPRINKLER SYSTEM PROPOSED: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIAL TYPE: NFPA-13 NFPA-13R NFPA-13D
--	--

PRE-ENGINEERED METAL BUILDING: <input type="checkbox"/> YES <input type="checkbox"/> NO	ENERGY CODE COMPLIANCE METHOD: (CIRCLE ONE) ANSI/ASHRAE 90.1 PRESCRIPTIVE METHOD PERFORMANCE METHOD
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USE & OCCUPANCY CLASSIFICATION: (Circle All That Apply)					
Assembly (A-1, A-2, A-3, A-4, A-5)	Business (B)	Factory (F-1 or F-2)	High-Hazard (H-1, H-2, H-3, H-4, H-5)	Institutional (I-1, I-2, I-3)	
Mercantile (M)	Residential (R-1, R-2, R-3, R-4)	Storage (S-1 or S-2)	Utility/Miscellaneous (U)		

APPENDIX 2 – CURRENT BUILDING CODES

Building

International Building Code w/ local amendments
Maryland Accessibility Code (International Existing Building Code)

Plumbing

International Plumbing Code w/ local amendments

Electrical

National Electrical Code w/ local amendments
International Electrical Code – Administration Provisions

Mechanical

International Mechanical Code w/ local amendments

Gas

International Fuel Gas Code

Energy

International Energy Conservation Code

Please visit the Division's website at www.washco-md.net/permits/codes.shtm to view current year adopted building codes as well as view and/or print the current local amendments.

APPENDIX 3 – OWNER’S REPRESENTATIVE AFFIDAVIT

Washington County

Division of Plan Review & Permitting

Owner’s Representative Affidavit



This is to certify that _____ is authorized to make application for the work described as _____*, and located at _____.

The said work is authorized by _____, the owner in fee, as required by Section 105.1 of the currently adopted International Residential Code and the International Building Code.

This office does not enforce covenants or deed restrictions and it is the owner’s, builder’s and/or developer’s responsibility to make sure the covenants and/or deed restrictions are not being violated as a result of the issuance of this permit.

OWNER:

Name

Address

City, State, Zip Code

Owner’s Signature

AUTHORIZED REPRESENTATIVE:

Name

Address

City, State, Zip Code

Authorized Representative’s Signature

PLEASE SIGN AND RETURN TO:

Washington County Division of Plan Review & Permitting
80 West Baltimore Street
Hagerstown, Maryland 21740
240-313-2460 (Phone)
240-313-2461 (Fax)

APPENDIX 4 – INCORPORATED TOWNS’ CONTACT INFORMATION

Town of Boonsboro

21 North Main Street
Boonsboro, MD 21713
Phone: 301-432-5141

E-mail: www.boonsboromd.govoffice2.com

Town of Clear Spring

146 Cumberland Street
P.O. Box 104
Clear Spring, MD 21722
Phone: 301-842-2252

E-mail: townofclearspring@starpower.net

Town of Funkstown

30 East Baltimore St.
P.O. Box 235
Funkstown, MD 21734
Phone: 301-791-0948

E-mail: www.funkstown.com/government

City of Hagerstown

Office of Code Compliance
11 Public Square, Suite 300
Hagerstown, MD 21740
Phone: 301-739-8577 Ext. 194

Email: codecompliance@hagerstownmd.org

Town of Hancock

Hancock Chamber of Commerce
126 West High Street
Hancock, MD 21750
Phone: 301-678-5622

E-mail: info@HancockMD.com

Town of Keedysville

P.O. Box 359
Keedysville, MD 21756
Phone: 301-432-5795

E-mail: www.keedysvillemd.com/news.asp

Town of Smithsburg

21 West Water Street
Smithsburg, MD 21783
Phone: 301-824-7234

E-mail: www.wc-link.org/smithsburg

Town of Sharpsburg

P.O. Box 368
Sharpsburg, MD 21782
Phone: 301-432-4428

E-mail: townofsharpsburg@comcast.net

Town of Williamsport

2 North Conococheague Street
Williamsport, MD 21795
Phone: 301-223-7711

E-mail: www.williamsportmd.gov

Site Plan Determination Form

Prior to filing a permit application for additions or revisions to multi-family or non-residential projects, this form shall be completed to determine the necessity of a commercial site plan application in compliance with Section 4.11 of the Washington County Zoning Ordinance.

OWNER INFORMATION

Name: _____
Address: _____
Phone No.: Office: _____ Cell: _____

SUMMARY DATA

PROPERTY ADDRESS: _____ Map: _____ Block: _____ Parcel: _____
(See reverse side for how to

ZONING DISTRICT: _____ AREA OF DISTURBANCE: _____ sq. ft. estimate area of disturbance)

NAME OF EXISTING/PREVIOUS BUSINESS: _____

IS PROPERTY CURRENTLY OCCUPIED? YES NO IF NOT, WHEN DID PREVIOUS OCCUPANT VACATE? _____

EXISTING/PREVIOUS USE OF PROPERTY: Retail Warehouse Industrial Office Restaurant Church Residential

DID EXISTING/PREVIOUS OCCUPANT HAVE AN APPROVED SITE PLAN? YES NO IF YES, PLEASE ATTACH A COPY

	EXISTING BUSINESS	PROPOSED BUSINESS
Number of Parking Spaces	_____	_____
Number of Employees	_____	_____
Daily Traffic (One-Way Trips, Including Employees)	_____	_____
Hours of Operation	_____	_____
Gross Floor Area of Building(s)	_____	_____
Number of Floors	_____	_____

PROPOSED USE OF PROPERTY: Retail Warehouse Industrial Office Restaurant Church Residential

NAME OF PROPOSED BUSINESS: _____

*****ON A SEPARATE SHEET PROVIDE A DETAILED DESCRIPTION OF THE OPERATIONS OF PROPOSED TENANT USE*****

DATE

SIGNATURE OF OWNER

SIGNATURE AND VERIFICATION

- REVIEW AND APPROVAL OF SITE PLAN REQUIRED BY THE DIVISION OF PLAN REVIEW & PERMITTING
- SITE PLAN NOT REQUIRED
- CONDITIONS:

Kathy A. Kroboth, Zoning Coordinator

Date

Determining Area or Limit of Disturbance for Grading Permit Requirements

It is important to properly assess the limits of earth disturbance associated with the construction project in order to determine applicable requirements and the level of review and approval required.

What is earth disturbance?

Earth disturbance is defined as any human activity which moves or changes the surface of land, including, but not limited to, clearing and grubbing, grading, excavation, embankments, land development, timber harvesting activities, road maintenance activities, mineral extraction, moving, depositing, stockpiling or storing of soil, rock or earth materials. All earth disturbance activities must be included when determining the total area or limit of disturbance.

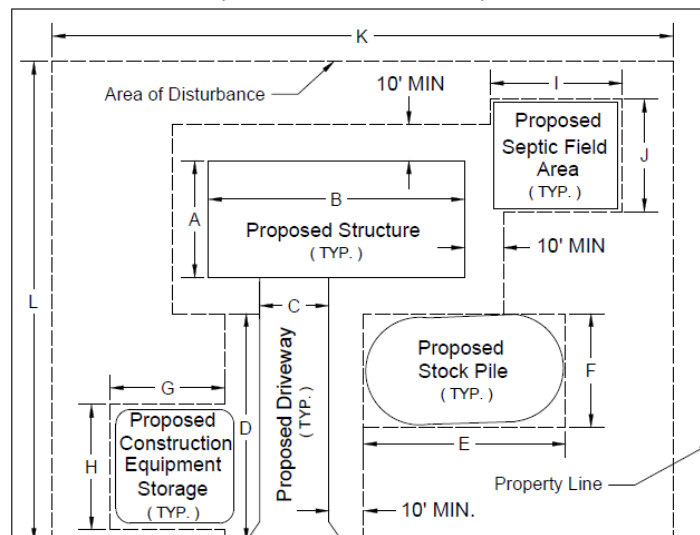
The total area or limit of disturbance for a project is the sum of areas needed to construct all of the following applicable activities:

- Area of infrastructure improvements (structure(s) and any paved surface areas)
- Area of utility connections (sewer connection, water connection, electrical lines and other utilities, under drains, roof drains, stormwater systems, including work in public rights-of-way)
- Installation area for new or improved septic system
- Stockpiles
- Temporary stockpiles
- Construction vehicle paths
- Construction equipment storage and staging areas
- Grading
- Excavation
- Clearing and grubbing
- Embankments and retaining walls

How to calculate area or limit of disturbance?

To calculate the area of disturbance, add an additional 20 feet to the length and width of each area of activity then add the total area of each of the activities. (Example: If constructing a commercial building with a 100 ft. x 200 ft. foundation, calculate the disturbed area as 120 ft. x 220 ft.)

EXAMPLE: Calculate Limits of Disturbance (LOD) (All dimensions in feet)



APPENDIX 6 – COMMERCIAL PERMIT APPLICATION CHECKLIST

COMMERCIAL PERMIT APPLICATION CHECKLIST

Building permits are required for the construction, alteration, repair, addition and removal of structures. Application is made at the Division of Plan Review & Permitting, 80 West Baltimore Street, Hagerstown, Maryland 21740 between the hours of 7:30 a.m.-3:30 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 delayed 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), 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 interior and exterior 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 (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.)
- _____ 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)
- _____ 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 200-sq. ft., signed and sealed architectural plans may be 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 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

_____ **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 105 mph, 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

APPENDIX 7 – REVIEWING AGENCIES AND CONTACT INFORMATION

Reviewing Agency	Review Considerations
Wash. Co. Division of Plan Review & Permitting Permitting Plan Review 80 W. Baltimore Street Hagerstown, MD 21740 Phone: 240-313-2460 http://www.washco-md.net/permits/permits1.shtml	Building Code: Compliance with all current building codes for health, safety and general welfare Zoning Ordinance: Compliance for conforming uses, property size and setbacks
Board of Zoning Appeals 80 W. Baltimore Street Hagerstown, MD 21740 Phone: 240-313-2460 www.washco-md.net/permits/zoning.shtml	Approves or denies requests for non-conforming uses, special exceptions and variances
Wash. Co. Division of Plan Review & Permitting Land Use Plan Review 80 W. Baltimore Street Hagerstown, MD 21740 Phone: 240-313-2430 http://www.washco-md.net/permits/plan_review/ld_home.shtml	Subdivision submittals for compliance with the current Subdivision Ordinance, Zoning Ordinance, Forest Conservation Ordinance and presents proposed plans to the Planning Commission for final approval Contact department directly for current fee information
Division of Public Works Dept. of Engineering & Construction 80 W. Baltimore Street Hagerstown, MD 21740 Phone: 240-313-2400 http://www.washco-md.net/public_works/eng_constr/index.shtml	Review and approves grading permits for compliance with current storm water management requirements, driveway entrances and utility installations on County roads, street acceptance and flood plain review. Note: All entrance permits require a performance bond or cash in lieu of bond prior to approval of the entrance permit. Contact department directly for current fee information
Wash. Co. Department of Planning & Zoning 80 W. Baltimore Street Hagerstown, Maryland 21740 Phone: 240-313-2430 http://www.washco-md.net/planning/plan.shtml	Responsible for establishing and implementing short and long term land use planning goals; maintenance of the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Forest Conservation Ordinance; contains GIS Mapping Support; administers several Federal, State, and local Land Preservation programs.
State Highway Administration 18320 Col. Henry K. Douglas Drive Hagerstown, MD 21740 Phone: 301-791-4790 www.marylandroads.com/Home.aspx	Reviews residential driveway permits for access onto a State highway route. These applications are obtained directly from State Highway Administration. Contact department directly for current fee information
Washington County Soil Conservation District 1260 Maryland Avenue Hagerstown, MD 21740 Phone: 301-797-6821 Ext. 3 www.conservationplace.com/index.htm	Reviews parcels consisting of two acres or less for compliance with sediment and erosion control requirements Contact department directly for current fee information
Washington County Health Department 1302 Pennsylvania Avenue Hagerstown, MD 21742 Phone: 240-313-3400 www.washhealth.org/	Approves location of well and septic for properties without public sewer and water services and final approval for water samples required for issuance of the Use & Occupancy Certificate Contact department directly for current fee information
City of Hagerstown – Water Department 51 W. Memorial Boulevard Hagerstown, MD 21740 Phone: 301-739-8577 Ext. 680 www.hagerstownmd.org/Utilities/Water.html	Confirms payment of fees for properties receiving water services located within their service area. Contact department directly for current fee information

Reviewing Agency

Review Considerations

<p>City of Hagerstown – Sewer Department 1 Clean Water Circle Hagerstown, MD 21740 Phone: 301-790-8577 Ext. 650 www.hagerstownmd.org/Utilities/Wastewater.html</p>	<p>Confirms payment of fees for properties receiving sewer services within the City’s service area. Must provide signed receipt for payment of connection fees. Contact department directly for current fee information</p>
<p>Environmental Management–Dept. of Water Quality 16232 Elliott Parkway Williamsport, MD 21795 Phone: 240-313-2600 www.washco-md.net/water_sewer/index.shtm</p>	<p>Confirms payment of fees for properties receiving sewer and/or water services with the County’s service area. Must provide signed receipt for payment of connection fees. Contact department directly for current fee information</p>
<p>Allegheny Energy 10802 Bower Avenue Williamsport, MD 21795 Phone: 1-800-255-3443 www.alleghenyenergy.com</p>	<p>Approves electrical service installations and clearances of electrical lines and service entrance for swimming pools Contact department directly for current fee information</p>



**Washington County
Department of
Engineering
&
Construction**

**INTERACTIVE VOICE
RESPONSE (IVR) SYSTEM
USER'S GUIDE
240-313-2488**

Call the automated IVR System for
all of your Inspection transactions
seven (7) days a week.

80 West Baltimore Street
Hagerstown, Maryland 21740-6003

<http://www.washco-md.net>

INSPECTION CODES CONT'D

- 530 Radon
- 960 Removal
- 600 Rough Electrical
- 1607 Rough Hydronic
- 620 Rough Mechanical
- 610 Rough Plumbing
- 615 Rough Grinder Pump
- 1621 Septic Line Connection
- 200 Setbacks
- 1600 Sewer Connection
- 1400 Site Work
- 515 Slab—Basement/Radon
- 510 Slab — Garage/Structural
- 405 Storm Drains
- 420 Sub-Feed
- 430 Temporary Electrical Service
- 390 Underground Elec Conduit
- 400 Underground Plumbing
- 1622 Water Conditioner
- 1610 Water Connection
- 1623 Water Heater
- 1620 Well Line Connection

FOR MORE INFORMATION CONTACT:

Dept. of Engineering & Construction
80 West Baltimore Street
Hagerstown, Maryland 21740-6003
Telephone: 240-313-2400
Fax: 240-313-2401

Business Hours: 7:30 a.m.—4:30 p.m.
Monday through Friday

Revised 06/13/11

INSPECTION CODES

- 920 Anchors
- 910 Blocking
- 1624 Boiler Heater Equipment
- 1100 Bonding/Steel
- 605 Ceiling (Electrical)
- 1840 Chimney Relining
- 520 Crawl Space
- 1000 Thimble/Throat
- 410 Electrical Service
- 100 Entrance
- 830 Final Building
- 800 Final Electrical
- 820 Final Mechanical
- 810 Final Plumbing
- 815 Final Grinder Pump
- 300 Footer
- 500 Foundation
- 700 Framing/Radon
- 701 Framing—Deck
- 880 Fuel Storage Tanks
- 890 Gas Fireplace
- 875 Gas Piping
- 710 Insulation
- 1607 Hydronic Connection
- 710 Insulation
- 607 Low Voltage—Rough
- 807 Low Voltage—Final
- 880 LP Gas Tank
- 900 Pier Footing
- 905 Piers
- 950 Placement
- 501 Pre-Pour—Concrete
- 1700 Progress Check

Dept. of Engineering & Construction's Interactive Voice Response (IVR) System

In an on-going commitment to improve customer service, the Dept. of Engineering & Construction has installed an Interactive Voice Response System for inspections, 7 days a week, from 6:00 a.m. until 11:00 p.m.

IVR System Permit Line 240-313-2488

Schedule Inspections
Cancel Inspections
Retrieve Inspections Results
Check Permit Status
Obtain Dept. Information

Before Calling You Will Need:

1. A touch tone phone
2. A Permit Number
3. An Inspection Code—Choose from the inspection codes listed outside this brochure

Choose From The Following Options:

- Press [1] Schedule an inspection
- Press [2] Cancel an inspection
- Press [3] Obtain inspection results
- Press [4] Check permit status
- Press [5] Receive dept. information by fax
- Press [0] Transfer to departmental staff
- Press [#] Hang up

The IVR system prompts users through the entire process. You may perform multiple transactions during each call. At the end of the call you will be issued a confirmation number. We recommend that you keep a record of your confirmations numbers and associated transactions in case they are needed for future reference.

Schedule An Inspection

- Press [1] If your permit begins with a number
- Press [2] If your permit begins with SH
- Press [3] If your permit begins with DR
- Press [4] If your permit begins with BO
- Press [5] If your permit begins with CL
- Press [6] If your permit begins with HK
- Press [7] If your permit begins with FU
- Press [8] If your permit begins with WI
- Press [9] If your permit begins with SR

1. Enter your permit number followed by the # sign.
The system will confirm this permit by speaking back the site address.
2. Enter the Inspection Code from the list on the inside of this brochure.
3. Enter the Inspection Date. The cut-off time is 12:00 am for an inspection the following day.

After you have scheduled the inspection, you will be able to:

- Leave a message for the inspector
- Get a Confirmation Number and hang up
Use this Confirmation Number when inquiring about this telephone request.
- Request another inspection, same permit
- Request another inspection, different permit
- Return to Main Menu

Cancel An Inspection

1. Enter the Permit Number followed by the # sign.
2. Enter the Inspection Code from the list on the outside of this brochure.

After you have cancelled the inspection, you will be able to:

- Press [1] Hear confirmation # & hang up
- Press [2] Cancel inspection on same permit
- Press [3] Cancel inspection on different permit
- Press [4] Return to Main Menu

Obtain Inspection Results

1. Enter the Permit Number.
The system will confirm this permit by speaking back the site address.
2. Enter the Inspection Code from the list on the outside of this brochure.

After you have listened to the inspection results, you will be able to:

- Retrieve Inspector Message
- Hear confirmation # and hang up
- Listen to more results, same permit
- Listen to more results, different permit
- Return to Main Menu

Check Permit Status

1. Enter Permit Number.
2. Press [1] to have the permit status and list of outstanding agencies faxed to you, or Press [2] to have the permit status and list of outstanding agencies spoken to you. You will be asked to enter your fax number if the information is being faxed to you.

Transfer To Staff

You can press [0] at any menu to transfer to a live departmental staff member

Departmental Information By Fax

The following information can be received from our Dynamic Information System by fax:

- Press [1] Directions to our offices
- Press [2] Inspection Requirement & codes
- Press [3] Information regarding the permit process and list of our current fee schedule
- Press [4] Interactive Voice Response System User's Guide
- Press [#] Back up