



DIVISION OF PERMITS AND INSPECTIONS
OFFICE OF THE FIRE MARSHAL

General Information

- Reviews and Inspections by the County - effective July 1, 2025
- Any building permits (commercial or residential) that were applied for prior to July 1st, the State Fire Marshal's office will handle the reviews and inspections.
- Any building permits (commercial or residential) that are applied for July 1st or later, the county will handle the reviews and inspections unless it is a structure as stated in the MOU that the State Fire Marshal's office will continue to handle (nursing homes, education, etc.)
- Any sprinkler permits applied for to our office where the existing building permit was applied prior to July 1st, our office will contact the applicant and advise they need to submit to the State Fire Marshal's office.
- **State Fire Marshal's office will continue to do the plan review and inspections for the following permits:**
 - Educational Facilities K-12 only
 - College facilities will be done at the county level
 - New and existing CMS-certified health care and ambulatory health care facilities
 - Does not include: Doctor's offices for Meritus, Robinwood, etc., these are a county fire review
 - State-licensed day care facilities, as defined by the State Fire Prevention Code
 - New and existing state-owned properties
 - New and existing facilities and properties requiring a state license to operate
 - Does not include: Massage Parlors, Beauty Parlors and Nail Salons, these are a county fire review
 - All public fireworks displays, and consumer fireworks retail facilities and properties

Contact Information

- Code Official
 - **Greg Cartrette**, Fire Code Official/Assistant State Fire Marshal/Building Code Official – 240-313-2480 or gcartrette@washco-md.net
- Plan Review and Inspections
 - **Jay Morgan**, Fire Plans Examiner/Inspector – 240-313-2465 or jmorgan@washco-md.net
- Permitting Process
 - **Becky Gander**, Chief of Permitting – 240-313-2466 or rgander@washco-md.net

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Permit Process

- Sprinkler and Alarm permits are to be applied for online through the Citizen Access portal at <https://accela.washco-md.net/CitizenAccess/Default.aspx>. All users must register for an online account first before being able to apply.
- Paper applications are available for applicants who do not have access to apply online and can be obtained from the permitting website at <https://www.washco-md.net/document-repository/>
- Fees are in accordance with the fee schedule adopted by the county commissioners and a copy can be obtained online at <https://www.washco-md.net/permits-and-inspections/>
 - Fees are to be assessed whenever there is a fire review with the exception of Ag Certificates. This includes trade permits.
 - When there is no square footage to assess for plan review, the Life Safety Final fee of \$120 will apply
- As-builts are not required
- **Sprinkler Permit**
 - Sprinklers are not required for an addition if there is no sprinkler in the existing dwelling.
 - Plans must be uploaded as one PDF file and not as individual pages
 - Once submitted, it will be placed in the permit queue for processing in the order in which it was received
 - Sprinkler permits that are applied for at the same time as the building permit will only get charged the plan review fee.
 - If applied for after the building permit has been applied for, there will be a plan review fee, and an initial inspection fee charged
 - Building permits will not be held up pending the approval of the sprinkler permit
 - Sprinkler permit can be issued ahead of the building permit
 - Fees will be paid under the sprinkler permit
 - Non-Residential plans must be sealed
 - Residential plans for apartments, condos and townhomes must be sealed

- **Alarm Permit**

- Fire Plans Examiner will determine if alarm permit/plans are required as part of the fire review of the non-residential building permit. If a permit is required, the following will apply:
 - Plans must be uploaded as one PDF file and not as individual pages
 - Once submitted, it will be placed in the permit queue for processing in the order in which it was received
 - No plan review fee required
 - Initial inspection fee will apply
 - Plans do not need to be sealed

- **Mobile Food Unit Permit**

- Inspection requests for a mobile food unit will require completion of the Fire Prevention Permit.
- **Description** – Descriptions may vary depending on if it is an annual inspection or a new inspection. Example.... Inspection of a mobile food unit prior to operation. The unit includes standard cooking equipment (fryer and hood system).
- No documents are required for permit submittal
- Fee is \$120 each unit – Mobile Food Unit
 - Applicants will be notified of fees due once the permit is processed
- The permit will be issued upon payment of fees due
- Inspection
 - 1334: Annual Mobile Food Unit

- **Mechanical Permit**

- Stand-alone non-residential permits where the system is over 2000 CFM's will need to be routed for fire review. If the custom field is marked Yes – sealed mechanical drawings will be required.
- Permit will get routed for Fire Review and Mechanical Plan Review
- Fire fee of \$120 – Life Safety Final will apply. These fees are in addition to the mechanical permit fees.
- **Boilers** – stand-alone non-residential permits for installation of a new boiler will be processed in the same manner as it currently is. This will be inspected by the building inspector. If the inspector sees an issue while performing the inspection, they will let the Fire Plans Examiner know. A fire review is not required to issue the permit. The Fire Plans Examiner, after discussing it with the inspector will determine if a fire review and fee are applicable.

- **Plumbing Permit**

- Permits for non-residential propane tanks will require a site plan showing the proposed location and should show distances from tank to structures and property lines
- Plumbing Plan Review is not required but is subject to field inspection
- Fire fee of \$140 – Storage Tanks will apply. These fees are in addition to the plumbing permit fees.

- **Plan Review**

- Permits will get routed to the Fire Plans Examiner in the same manner as before when routing to the State Fire Marshal's office
- **Average** turnaround time is:
 - Residential – 24-48 hours
 - Non-Residential – 1 week (but will vary depending on type of occupancy)

Inspections

- Inspections will be scheduled under the building permit when applicable
- If there is no building permit required, the inspections will be scheduled under the Fire Prevention permit
- Inspections may be scheduled online or through the IVR (Interactive Voice Response System) by calling 240-313-2488.
- Inspections may be scheduled up to midnight for the next available business day
- No same day inspections will be completed
- All inspections are typically completed within 24 hours
- Residential inspections will only include the sprinkler system and will typically be completed by the building inspector/fire inspector
- Commercial inspections will include all life safety aspects of the fire code and will be completed by the Fire Inspector
- Photographs will not be permissible at this time
- All inspections will be completed in person by an inspector
- Insulation is not required to be in place before the hydro inspection
- Failed inspections will be on a case-by-case basis depending on the situation
- Re-inspection fees will apply to scheduled inspections if the inspector finds the work is not ready upon arrival
 - 1st trip - \$50
 - 2nd trip - \$75
 - 3rd trip - \$100
- Additional inspection fees will not be charged for inspections that require multiple trips

Hydro

- Photographs will not be permissible at this time
- Cold weather testing – Air is acceptable for testing in cold weather conditions

Insulation

- Tenting insulation must be complete at final inspection only
- All insulation shall be in accordance with NFPA 13, 13D and 13R

Code/Design

- Minimum safety factor is 10% if static pressure is below 90 psi
- As-builts are not required
- Any changes to the approved set of plans will require a revision to the permit
- 2024 NFPA 1 and 101 and referenced codes

Rev: 8/25