



DIVISION OF PERMITS AND INSPECTIONS
FIRE PREVENTION BUREAU

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.

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

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/>
- 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 by a permit tech 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
- Inspections will be scheduled under the building permit in the same manner as it currently is.
- 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 by a permit tech 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

- **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 on 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
- 2018 NFPA 1 and 101 and referenced codes