



<http://www.montgomerycountymd.gov/permittingservices/>

Minimum Data for Submittal of Commercial Plans

Premise Address: _____

AP# _____

U/O# _____

New Construction Alteration to an Existing Structure Misc Change of Use

Addition to an Existing Structure

TWO SETS OF PLANS TO INCLUDE:

Original seals and signatures on all sheets - Yes Need N/A
(signed and sealed by a MD Registered Professional)

Index Sheet/Cover Page - Yes Need N/A

Site Plans - Yes Need N/A

(site plans not needed for interior except for 1st tenant or rooftop equipment)

Scope of Work - Yes Need N/A
(not required for new construction)

Code Analysis - Yes Need N/A
(change of use should show what use it was and what the new use is)

U/O Application - Yes Need N/A
ASK (for all change of use, brand new tenant, shell, occupied misc. structures)

Mixed Use analysis (Calculations if required) - Yes Need N/A
(anything with more than one use)

Mechanical Plans - Yes Need N/A
(equipment schedule, mechanical symbols, hood details w/exhaust locations)

Electrical Plans - Yes Need N/A
(riser diagram, electrical symbols, equipment schedule)

Structural Plans - Yes Need N/A

Soils report for all new construction and additions, along with wind load, calculations, uniform design, and live load as applicable

Landscape Plans (would go to zoning normally in with site plan - Yes Need N/A
(new construction and additions)

(2) energy conservation elevation documents - Yes Need N/A
(new and additions)

For any building having 3 levels above ground or more, 2 copies of Geotechnical Engineering Reports are required (new and additions) - Yes Need N/A

Plumbing Plans (for reference, permit obtained thru WSSC) - Yes Need N/A

SSI special inspection report (all additions and new) - Yes Need N/A

THIS PORTION IS TO BE FILLED OUT BY THE PERMIT TECHNICIAN

AP# _____

Completed and Signed Building Permit Application - Yes Need N/A

Note: If the address is within the city limits of Poolesville, Barnysville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required.

Impact Tax Credit Application with Original signatures must be submitted, if applicable. (client should provide application filled out and signed, client will usually let you know if this applies)

Sediment Control Number - Yes Need N/A
(for additions and new construction, alterations doesn't need SC)

Contact Persons Name, Telephone and Fax Numbers - Yes Need N/A

Completed Use & Occupancy Application - Yes Need N/A
(if change of use, new, shell, occupied misc structures, 4 site plans with parking calculations are required, unless in parking district, see parking district map)

Access Permit Form (ROW) - Yes Need N/A
(ask if there is any work being done in the r-of-w (additions and new))

Completed Well & Septic Yes Need N/A
(if on well/septic this would be for New and Add)

Five Sets of Site Plans (6 If On Well & Septic) - Yes Need N/A

Copy of Special Exception (if applicable) - Yes Need N/A

Completed Environmental Protection Form For Impervious Area's ----- Yes Need N/A

Zone _____

Check one

DPS _____

P/P _____