



Department of Permitting Services
Division of Commercial Building Construction
 2425 Reedie Drive, 7th Floor, Wheaton, Maryland 20902

ADMINISTRATIVE/OPERATING PROCEDURE

Year	Procedure
2021	Commercial "Fast Track" Plan Review
<p><u>PURPOSE</u></p> <p>1.0 To establish policies, procedures, practices, and guidelines to govern the operation of the Commercial "Fast Track" (FT) Plan Review program and to establish eligibility criteria for plans. This policy supersedes the previous Commercial "Fast Track" Plan Review Policy BC-A11-03 dated March 1, 2011.</p> <p><u>DEFINITIONS</u></p> <p>2.0 Permit Technician (PT) - The staff of the Division of Customer Support and Outreach assigned to receive and process commercial "Fast Track" permits applications.</p> <p>2.1 Applicant - The commercial building permit applicant.</p> <p>2.2 Suspended Plan - A plan which, because of significant deficiencies or code errors, cannot be approved as submitted.</p> <p>2.3 Correction List - List of code violations and/or missing documentation.</p> <p>2.4 Manager - Manager(s) within the Division of Commercial Building Construction.</p> <p>2.5 Permitting Services Specialist (PSS) – a commercial building plans examiner or reviewer.</p> <p>2.6 Electronic Plan Review (ePlan) System - A computer-based system that allows the PT, PSS and/or manager to perform administrative tasks, plan review tasks, record and track permit application statuses and reference information concerning a DPS permit application.</p> <p><u>POLICY</u></p> <p>3.0 A commercial building permit application for commercial "Fast Track" plan review shall be reviewed electronically within three (3) business days of being correctly submitted unless subject to Section 3.1 of this policy.</p> <p>3.1 Closure of Montgomery County Government, the Department of Permitting Services, lack of available staff, and/or other unforeseen circumstances shall be permitted to extend the review period until such time as the circumstance has been mitigated.</p> <p>3.2 Plans must meet eligibility criteria to be accepted (see Section 6.0).</p>	

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<p><u>RESPONSIBILITIES</u></p> <p>4.0 It is the responsibility of the manager(s) to implement this procedure.</p> <p>4.1 It is the responsibility of the plan reviewers to diligently and completely review the plans such that reviews can be completed within the timeframe set forth in the administrative policy for commercial building "fast track" electronic plan review.</p> <p>4.2 It is the responsibility of the permit technician(s) to process the permit application at intake and after reviews are approved, for permit issuance.</p> <p><u>PROCEDURE</u></p> <p>5.0 Applicant submits permit application and requests commercial "fast track" service.</p> <p>5.1 The commercial building permit application for FT is accepted by the PT. Application number is assigned and ePlan project workflow created with "FAST TRACK" review priority by PT.</p> <p>5.2 Electronic plans uploaded are screened by PT in the ePlan system to determine completeness and eligibility for FT processing.</p> <p>5.3 Electronic plan submissions found to be deficient by the PT are rejected at screening and are returned to the applicant with a correction list. Electronic plans submissions found to be acceptable by the PT, are approved at screening after applicant pays applicable fees and progressed to commercial building for plan review.</p> <p>5.4 The manager or project administrator assigns the project for review in the ePlan system. At least one PSS will be assigned to commercial "fast track" plan review each day the DPS is open for business. The section manager shall be permitted to assign more based on workload at their discretion.</p> <p>5.5 The plan reviewers review plans for compliance with the applicable building, mechanical, energy, electrical, life safety and accessibility code. Reviews are completed by the plan reviewers and review statuses assigned and entered as appropriate.</p> <p>5.6 The manager or project administrator completes the ePlan administrative tasks as necessary, in the ePlan system as well as any commercial building reviews in the permitting system that may need to be "waived". Plans are "approved" or "denied". If denied, the project is resubmitted electronically by the applicant and re-reviewed as "Fast Track" until approved. Once approved, the project is progressed to the PT for continued processing.</p> <p>5.7 Once all required reviews are approved, the PT will calculate any outstanding fees and notify the applicant of such. Upon payment of any outstanding fees by the applicant or their designee, the PT shall complete the permitting process, batch stamp the electronic plans and documents and issue (electronically) the permit. Stamped approved documents and drawings are made available electronically in the ePlan system and can be downloaded.</p> <p>5.8 Plans that do not qualify for "Fast Track" service as determined by the PT, manager or PSS at any point in the process are referred to regular commercial building plan review, and the "Fast Track" review priority for the project is removed. The applicant is notified of the determination.</p>	

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<p><u>ELIGIBILITY CRITERIA</u></p> <p>6.0 Interior alterations within existing commercial buildings for a Business (B) or Mercantile (M) use (as defined in the Building Code), and fire damage repairs of any use group, that <u>do not</u> involve:</p> <ol style="list-style-type: none"> a. any work in IBC use groups other than those indicated above, including work in mixed use tenant spaces (non-separated mixed use per the IBC) ; b. any change in IBC Building Occupancy Classification, to include tenant spaces that do not have an existing Use and Occupancy Certificate or are a first tenant; c. any change in IBC Construction Type Classification, or projects in or involving Type IV Heavy Timber construction; d. Any increase in gross floor area (as defined in the Montgomery County Zoning Ordinance), including new buildings and additions to existing buildings; e. alterations on more than one floor; any exterior alterations or site changes including changes to required parking; f. a pending zoning "Special Exception"; g. a commercial kitchen; h. medical facilities or offices, to include dental, psychiatric, nursing, obstetrical, or surgical care; i. spaces that have vertical floor openings, multiple-floor shaft penetrations, or involve the creation or alteration of core corridors; j. any space or tenant that stores, uses, or dispenses hazardous materials or hazardous chemicals, including laboratories, dry cleaning facilities and gas stations; k. any project or tenant space that uses or requires specialized ventilation equipment, including nail salons (exhaust for manicures/pedicures), and smoke control/management systems; l. installation of more than one new transformer over 30kVA, and/or more than one new electrical panel, and/or new circuits in more than 8 different existing panels and/or more than 30 new circuits; m. trailers, such as those for sales or construction; n. installation of floor mounted/suspended equipment greater than 350 lbs., water heaters with a capacity of greater than 30 gallons, or high density (mobile) filing/storage systems; o. installation of new roof mounted/suspended equipment greater than 300 lbs., or creation of new roof framing penetrations over 6" x 6"; p. medical facilities or offices, to include dental, psychiatric, nursing, obstetrical, or surgical care; q. a fire damage repair more than 25% of the value of the structure, the repair of fire damaged structural elements, or alterations beyond restoring a structure to its original pre-fire condition; r. alterations that cannot be reviewed in the time allotted for fast track plans because of complexity of design or structural modification as determined by the manager or plan reviewer; or s. any revision to a commercial building permit that was not previously processed as "Fast Track" <p><u>PLAN REQUIREMENTS:</u></p> <p>7.0 Plan submission must be made electronically via the ePlan system and include the following:</p> <ol style="list-style-type: none"> a. documents and/or drawings signed and sealed by a registered Maryland professional architect or engineer as required by Maryland law, including required titleblock certification statement; b. cover sheet to include a list of all applicable codes/standards, design criteria and complete code analysis (see suggested format below); c. drawings must include scaled and dimensioned floor plans, existing and proposed wall legends, elevations, sections, details, electrical, energy, mechanical and structural information, as appropriate; d. drawings must also include room/door/window schedules and partition schedules with the ratings, design listings and test numbers, as appropriate; 	

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- e. new and existing work must be identified and differentiated;
- f. description of the scope of work;
- g. key plan clearly showing and identifying the location of the space for which the permit applies to, and means of egress to building exits;
- h. clouds, if used, must be dated and identified with explanatory note(s);
- i. electrical drawings to include riser diagram, panel/light schedules, and power/lighting plans, as appropriate; indicate proposed and existing work;
- j. structural drawings (minor structural only) to include structural floor plans, sections and details, general structural specifications, loading criteria, and computations, as appropriate; indicate proposed and existing work;
- k. mechanical drawings showing the location of all existing supply and return registers. If the system and ductwork are existing, indicate such. If ductwork is new, provide ductwork/piping layouts with all main and branch sizes, register sizes, and cfm at each register. Provide schedules for new equipment, and test numbers, as appropriate.

SAMPLE BUILDING CODE ANALYSIS (suggested data and format for renovation/alteration work)

	Existing Building	Proposed Alteration
Use Group/Mixed Use(s) (IBC/IEBC) (if mixed use, state separated or non-separated and indicate which uses are approved on which floors)		
Occupancy Classification(s) (NFPA) (if mixed use, state separated or non-separated and indicate which uses are approved on which floors)		
Type of Construction (IBC/IEBC)		
Building Height (IBC/IEBC)		
Number of Stories (IBC/IEBC)		
High Rise (Y/N)		
Covered Mall (Y/N)		
Sprinklered (Y/N)		
Fire Alarm (Y/N)		
Floor/Story of Tenant Space or Renovation		
Floor Area (SF) of Tenant Space and/or Renovation		

Interpretation/Policy No. BC-A21-10	Date October 15, 2021	Division Chief <i>Richard E Merck</i> Richard Merck
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