



**DPS**

**Montgomery County  
Department of Permitting Services**

2425 Reedie Drive, 7th Floor  
Wheaton, MD 20902  
Phone: 311 in Montgomery County or (240)777-0311



**Commercial Submittal Guidelines  
For Non-Fast Track “Superstructure” Permits**

**Non-fast track permits include new construction, additions, change of use, and alterations that are not qualified for fast track.**

Submitted plans must include two complete sets of neatly bound and legible prints (suitable for electronic scanning/imaging) containing a building code analysis, general notes, technical specifications, details and floor plans drawn to scale (preferred 1/8" = 1' or 1/4" = 1'). Plans shall be dimensioned, detailed and sufficiently complete to show clearly the scope of the work to be performed. Preferred plan size between 18" X 24" to 30" X 42". The original seal and signature of the responsible Maryland Licensed Registered Architect or Professional Engineer, as appropriate, must be on all drawings. Drawings shall meet the requirements listed under “Guidelines for Commercial Non Fast Track Permit Submittal Requirement”.

**“Superstructure” permit will be issued for the above grade levels of the proposed building. Generally, the grade level is defined the ceiling of the below grade parking and/or retail level that can be called as plaza, podium or first floor level defined by architect on documents. The following documents shall be included to obtain permit;**

**A. Site Plan(s)**

- i. Vicinity map, north arrow, date and scale (preferred 1' = 30').
- ii. Property lines with bearings and distances.
- iii. Lot or parcel numbers, block number and record plat or deed reference.
- iv. Existing topography and proposed grading at contour intervals of not more than two feet.
- v. Bodies of water, water courses and 100-year floodplains.
  - i. Vegetative cover/landfills.
- ii. Locations and names of existing or proposed highways and streets serving the site, showing center-lines, widths of paving, grades, median break points and right-of-way lines.
- iii. Location, height, area and use of all structures.
- iv. Front, side and rear yard setbacks.
- v. Location of underground fuel storage tanks/etc.
- vi. Location of recreational areas, green areas and other open spaces.
- vii. Calculations of building height, building lot coverage, density, green area and parking calculation.
- viii. Location and dimensions of all driveways, parking facilities, handicapped parking and building access\*, loading areas, directional traffic controls, points of access to surrounding streets, walkways and location of required fire and rescue vehicle access lanes, noting material, load rating, width, overhead clearance, etc.
- ix. Location of all sewer, water and storm drainage lines, well and septic systems and all easements and rights-of-way.
- x. Landscape plan for parking facility showing all man-made features and the location, size, and species of all plant material.
- xi. Fire hydrant locations within 400' of the building, sizes of all water mains feeding fire hydrants and buildings, and static pressure (if known), along with WSSC contract number and estimated date of completion (if applicable).
- xii. Building handicap access shall be noted on the site plans unobstructed from
- xiii. parking to the building, including details of curb cuts, ramps, sidewalks, etc.

- xiv. Parking spaces count analysis.

#### **Architectural Plans**

**All documents listed below shall be submitted as described under GUIDELINES FOR COMMERCIAL NON FAST TRACK PERMIT SUBMITTAL.**

- i. Complete set of discipline shall be submitted.
- ii. Reference Files; Architectural floor plans below grade level shall be provided as reference only. If electronic application is selected than all reference files shall be uploaded under document folder as a pdf file and named as Reference Only. Reference files shall be named as per the disciplines (Architectural, Structural and MEP).

#### **Structural Plans**

**All documents listed below shall be submitted as described under GUIDELINES FOR COMMERCIAL NON FAST TRACK PERMIT SUBMITTAL.**

- i. Approved site plan. Site plan shall clearly indicate all adjacent existing properties if applicable.
- ii. Complete Structural Notes
- iii. Signed and sealed geotechnical report.
- iv. All civil site plan and details.
- v. All landscaping plans and details.
- vi. Complete floor plans for all above grade levels.
- vii. Complete Column schedule along with the typical column details. Column loads at foundation level and at transfer beam level shall be shown on schedule.
- viii. Complete shear walls schedule and details.
- ix. Complete beam schedule for all levels and grade beam/strap beam schedule along with the typical detail to be submitted.
- x. All building section sheets.
- xi. All typical details.
- xii. Reference Files; Structural floor plans below grade level shall be provided as reference only. If electronic application is selected than all reference files shall be uploaded under document folder as a pdf file and named as Reference Only. Reference files shall be named as per the disciplines (Architectural, Structural and MEP).

#### **Mechanical-Plumbing-Electrical Plans**

**All documents listed below shall be submitted as described under GUIDELINES FOR COMMERCIAL NON FAST TRACK PERMIT SUBMITTAL.**

- i. Complete set of discipline shall be submitted.
- ii. Reference Files; Floor plans below grade level shall be provided as reference only. If electronic application is selected than all reference files shall be uploaded under document folder as a pdf file and named as Reference Only. Reference files shall be named as per the disciplines (Architectural, Structural and MEP).