



Plan Submittal Guidelines for New Attached and Detached Single-Family Dwellings

Plan Submittal Guidelines

Provide a complete set of legible construction drawings (either digitally created or scanned into a PDF (pictures of plans are not acceptable)) containing floor plans, details, general notes, and technical specifications (including building code analysis), drawn to scale and dimensioned, sufficiently complete and detailed to clearly show the scope of the work to be performed. Clouds, if used, must be identified, and dated. Preferred print sizes are between 18" X 24" to 30" X 42". Professional seal, verifiable digital signature, and certification statement of the responsible Maryland Licensed Design Professional are required on all attached single-family dwellings (townhouses) drawings. When the proposed construction is not conforming to the 2018 International Residential Code or when the project is unusual or complex, DPS will require construction drawings with certification from a Maryland Licensed Architect or Professional Engineer. The design must be in accordance with accepted engineering practice.

S = single family dwellings

T = townhouse

A. Zoning Requirements

You will also need to make sure that your project conforms to zoning requirements. If your project includes an accessory dwelling unit (ADU) such as accessory apartment, granny pod, backyard cottage or carriage house, among others, please read the [applicable requirements](#).

B. Architectural Plans (Minimum scale 1/8", Preferred 1/4")

1.	Project address. Description of work (townhouse or single-family dwelling).	S, T
2.	Names, addresses and telephone numbers of owner(s), architect(s), contractor(s) engineer(s) and consultants(s)	S, T
3.	Index of drawings	S, T
4.	Square footage calculations, including basements (finished and unfinished) garages, decks, porches, etc.	
5.	List of material symbols used	S, T
6.	Specifications. Design criteria as required by the International Residential Code (IRC) 2018 as amended by Montgomery County for: floor load, roof load, ground snow load, wind loads, seismic design category, frost line depth, decay protection measures, flood-resistant construction provisions, if any. a. Species/grades of framing lumber. b. Grades/classes of other structural elements; and c. Grades/types of construction materials and finishes.	S, T
7.	Construction notes	S, T
8.	Scaled and dimensioned architectural floor plans – one plan for each floor - showing the use of all spaces/rooms and means of egress	S, T
9.	Identify firewall locations and ratings. Include listed/approved design number used	T
10.	Scaled roof plans clearly showing all openings	S, T
11.	Exterior elevations, showing all openings and covering materials	S, T
12.	Interior elevations, as required.	S, T

13.	Complete cross-sections and details for foundations, floors, walls, and roofs, properly cross-referenced showing the type of construction and bracing method used	S, T
14.	Window and door schedules or dimensions of these openings. Egress windows must be marked with the net clear opening of egress required for location (5 or 5.7 square feet)	S, T
15.	Detailed stairway and/or ramp plans and sections, including guards and handrails with all dimensions shown	S, T
16.	Flame-spread rating, smoke development, separation of foam plastic materials	S, T
17.	Location of fireplace/chimneys	S, T
18.	Location of smoke and carbon monoxide alarms	S, T
19.	At least one complete section showing the thermal envelope	S, T

C. Structural Plans (Minimum scale 1/4")

1.	Foundation Plan	S, T
2.	Scaled and dimensioned, line drawn structural framing plans – one plan for each floor	S, T
3.	Roof framing plans	S, T
4.	Elevations, sections, and details, properly cross-referenced- minimum 1/2" scale for sections and details	S, T
5.	Column and footing schedules	S, T
6.	Load calculations, if applicable. For example, pier footing, or other engineering data/computations required to complete plan review	S, T
7.	Reinforcing steel for slabs, retaining walls, grade beams, foundations walls and/or schedules	S, T
8.	Engineered wood girders, headers, steel beams and lintels adequately identified	S, T
9.	Wall bracing plans and details - indicate method(s) of wall bracing as specified in Chapter 6 of IRC 2018, provide braced wall panel layout specifying amount of bracing, location of braced wall lines and braced wall panels on each story, panel length, connection details.	S, T

D. Energy Efficiency Requirements

1.	Energy conservation plans, analysis/computations based on the International Energy Conservation Code 2018. Residential Energy Compliance	S, T
----	--	------

F. Additional Requirements

1. A Copy of the Maryland Department of Assessments and Taxation, Real Property Data Search, showing the property land area for review and approval.
2. If dwelling is in historic location, provide stamped plans and letter of conditions from Historic Preservation Commission.
3. For zones R-60, R-90 there may be height limitations, contact zoning office at 311.
4. Application for a Public Right of Way permit for access (driveway apron).
For state highways, follow the instructions of the State Highway Administration (SHA) application, which may be obtained here: [SHA Access Permits](#)
5. Application for a Sediment Control permit which must be submitted prior to application of the building permit. The drainage plan will be reviewed as part of the engineered sediment control plan set.

G. Permit Revisions

Revisions to permits may be submitted only before the permit has received a final inspection approval. Revised plans must clearly detail what is being changed. **All proposed changes must be dated, and clearly identify with clouds.** Additionally, provide all square footage calculations of all added and changed areas. Revision fees will be calculated by DPS staff. All revision applications must be submitted using the DPS online service using the same permit number.