



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 townhouse drawings. When the proposed construction is not conforming to the 2021 International Residential Code (IRC) or when the project is unusual or complex, DPS will require construction drawings signed and sealed by a Maryland Licensed Architect or Professional Engineer.

S = single family dwellings

T = townhouse

A. Zoning Requirements

Please confirm that your project meets 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 unfished) garages, decks, porches, etc.	
5.	List of material symbols used	S, T
6.	Design criteria Species/grades of framing lumber. Grades/classes of other structural elements; and 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.	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	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.	Radon control measures per Appendix F	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; 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

Applications shall comply with the provisions of the International Energy Conservation Code 2021 (IECC) as amended by Montgomery County Executive Regulation 13-24.

1. Energy Plan Submittal Requirements

Energy Compliance Path and Required Additional Energy Features must be selected on the applicable selection form: for:

1. [All Electric Buildings](#)
2. [Mixed-Fuel Buildings](#)

In addition to the selection form, for all compliance options provide, as applicable to the project:

1. The exact location of the building thermal envelope shall be marked out on the plans, details, and cross-sections.
2. Provide all insulation R-values or U-factors, materials, and locations to be installed (walls, ceilings, cantilever floors, floors over garage, crawl space, basement walls, etc.). This information shall be captured on the Residential Energy Compliance Certificate.
3. Provide all fenestration U-factors for all glazing for each window and door per Table R402.1.2
4. Area-weighted U-factors and SHGC calculations (If applicable).
5. [Mechanical system design criteria form](#) prepared by a licensed mechanical contractor.
6. Mechanical and service water heating system and equipment types sized and efficiencies.
7. Equipment and system controls
8. Duct sealing, duct and pipe insulation, and location
9. Air sealing details depicted to verify compliance with Table R402.4.1.1
10. Documentation for mechanical ventilation, type of ventilation, CFM, and efficiency R403.6
11. Solar Ready System Details
12. Electrification details for additional electric infrastructure.
13. Documentation that shows all lighting is high efficacy and show interior and exterior lighting controls

The information required in points 1 and 2 can be summarized on the selection forms; the remaining information can be captured on the drawings in schedules, notes, and other supplementary worksheets or calculations.

If Total UA Alternative or REScheck™ is used, provide a copy of REScheck calculations. The submitted printout shall show all the following specific information: orientation of each individual wall; insulation types, R-values and whether continuous or cavity; accurate square footage; and accurate window and door sizes and the specific wall in which they are located, along with the U factors. Before printing the report make sure to choose the 2021 IECC and input specific building information

If Total Building Performance Compliance option is used, submit a certificate by an approved third-party indicating the proposed design meets Section R405.3 as amended by Montgomery County Regulation 13-24.

If Energy Rating Index (ERI) compliance option is used, submit a report by an approved third-party showing that the rated design meets the requirements in Table R406.2 and maximum ERI of Table R406.5 as amended by Montgomery County Regulation 13-24.

E. 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](#)

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.