

# COMMERCIAL PERMIT APPLICATIONS CHECKLIST

Building permits are required for the construction, alteration, repair, addition and removal of structures. Permit application is made at:

Permits and Inspections Department  
225 North Center Street, Room 118  
Westminster, MD 21157

Hours of operation are Monday through Friday, 8:00 am to 4:30 pm.

To expedite the permit review process, please verify the following items are submitted at time of filing for a building permit. The permit application may be rejected or delayed if any items are omitted.

## NEW CONSTRUCTION AND/OR ADDITION REQUIREMENTS

- \_\_\_ Three copies of the site plan (dimensioning plan) approved by the Bureau of Development Review and/or Carroll County Planning Commission. Must show measurements to property lines, well, septic and existing structures on property.
- \_\_\_ **Three (3) sets of detailed architectural construction drawings-drawn to scale-to include:** (CD copy is also required for New Structures & drawings marked "Preliminary-Not for Construction" will not be accepted)
  - \_\_\_ Drawings shall be signed and sealed by an Architect licensed in the State of Maryland
  - \_\_\_ **Building code analysis** – Include the occupancy classification(s), mixed occupancies, occupancy of adjacent tenant spaces, if applicable, last legal use of the building/tenant space, construction type, square footage of each floor and/or tenant space, sprinkler system installation and type, fire alarm system installation, occupant load calculation, height and area calculation, key plan for the entire building, fire separation and rating requirements with U.L. design numbers and plumbing fixture calculation
  - \_\_\_ **Scaled Floor plans with all areas labeled according to the proposed use.** (Proposed furniture layout, storage area layout, and the table and chair layout shall be provided as applicable)
  - \_\_\_ **Egress floor plan** (Provide location of exits, corridor width and occupant egress paths)
  - \_\_\_ **Fire stop systems** (Detail on construction drawings for both through penetration and membrane penetrations).
  - \_\_\_ **Elevation drawings** (Exterior and interior as may be applicable)
  - \_\_\_ **Cross sections and wall details** (Convey the construction method and materials to be used. Full height cross sections, in both directions, shall be provided for each stair enclosure and all fire walls)
  - \_\_\_ **Energy code compliance information** (include lighting COMchecks, mechanical COMchecks and building envelope COMcheck if building does not meet prescriptive requirements)
  - \_\_\_ **Complete window and door schedule**
  - \_\_\_ **Maryland Accessibility Code compliance** (clearly indicate with details and drawings)
  - \_\_\_ Structural drawings signed and sealed by a Maryland registered structural engineer (The codes and editions used for the design loads shall be listed)
    - Small additions may be calculated by the licensed Architect
  - \_\_\_ Plumbing drawings signed and sealed by a Maryland registered design professional (Show floor plan and riser diagrams, plumbing fixtures and ADA compliance details. A minimum of one "hi-low" accessible drinking fountain and one mop sink are required for each building/tenant space)

\_\_\_\_\_ Mechanical drawings signed and sealed by a Maryland registered design professional (Show HVAC duct layout plans, equipment sizes, fire/smoke/radiation damper locations with rating of dampers)

\_\_\_\_\_ Electrical drawings signed and sealed by a Maryland registered design professional (Include device locations, lighting and receptacle circulating with runs labeled, service and meter locations identified, single line diagram with wire sizes, panel board schedules with load calculations completed and emergency exit lighting and signage)

\_\_\_\_\_ Sprinkler design drawings (Submit directly to the Maryland State Fire Marshall's office for review and comment)

\_\_\_\_\_ Pre-engineered metal building (Drawings shall be signed and sealed by a Maryland registered engineer and shall include the codes, editions used for the design and design loads listed)

<b>MODERATE PERMIT TYPE REQUIREMENTS</b>
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**New Tenant fit-out & Change of Occupancy Classification:**

\_\_\_\_\_ **Signed and sealed construction drawings must show last legal use of tenant space**

\_\_\_\_\_ Architectural

\_\_\_\_\_ Electrical (provide a one line diagram with size of service, layout of lighting plan, power plan and service load calculation)

\_\_\_\_\_ Plumbing

\_\_\_\_\_ Mechanical

A Carroll County licensed electrician, plumber and mechanical contractor may provide drawings. (upon review an engineer plan may be required)

\_\_\_\_\_ **Scaled floor plans and Code analysis** (proposed furniture layout)

\_\_\_\_\_ **Egress floor plan** (provide location of exits, corridor width and egress paths)

\_\_\_\_\_ **Maryland Accessibility Code compliance** (clearly indicate with details and drawings)

\_\_\_\_\_ **Letter of Intent may be requested from the tenant/occupant detailing how the building/tenant space will be used** (be specific in describing special processes and room names that may not be common knowledge. Include history of prior tenants and/or use of the building/tenant space)

**Moderate interior renovations of existing tenants or new tenants within the same occupancy classification as previous tenant:**

\_\_\_\_\_ **Building code analysis** – Include the occupancy classification(s), type of mixed occupancy, occupancy of adjacent tenant spaces, if applicable, last legal use of the building/tenant space, construction type, square footage of each floor and/or tenant space, sprinkler system installation and type, fire alarm system installation, occupant load calculation, height and area calculation, key plan for the entire building, fire separation and rating requirements with U.L. design numbers, and plumbing fixture calculation.

\_\_\_\_\_ **Letter of Intent may be requested from the tenant/occupant detailing how the building/tenant space will be used** (be specific in describing special processes and room names that may not be common knowledge. Include any history of prior tenants and/or use of the building/tenant space)

\*In some instances mechanical, electrical and/or plumbing drawings may not be required or may be provided by a Carroll County licensed mechanical, electrical or plumbing contractor. Contact the Plans Examiner, Chief Electrical or Chief Plumbing inspectors for additional information.

**MINOR PERMIT TYPE REQUIREMENTS**

**Minor interior renovations of existing tenants or new tenants when not changing the occupancy classification. (Architect not typically required):**

- \_\_\_\_\_ Scaled floor plan indicating location of renovations and extent of work
- \_\_\_\_\_ List of building materials to be used

**Demolition (Architect not typically required).**

- \_\_\_\_\_ Scaled floor plan indicating area and extent of work.

**Temporary Office/Sales Modular (Sealed plans not required if provided by the manufacturer).**

- \_\_\_\_\_ Make and model of unit
- \_\_\_\_\_ Floor plan
- \_\_\_\_\_ Tie down location and method (Manufacturer’s Installation Instructions)
- \_\_\_\_\_ Pier sizes and support locations per manufacturer
- \_\_\_\_\_ Deck and ramp construction plans and elevation drawing

**Retaining Wall (Exceeding 4’ above grade)**

- \_\_\_\_\_ Retaining wall located on copy of approved site plan
- \_\_\_\_\_ Engineered drawings or manufacturers installation requirements

**Ramp and/or Stairs**

- \_\_\_\_\_ Scaled plot plan showing location of ramp/stairs on structure
- \_\_\_\_\_ Construction drawings (complete framing details and elevation)

**Tents/Seasonal Projects (Architect not typically required)**

- \_\_\_\_\_ Scaled plot plan indication proposed tent location with dimensions to property line and other structures
- \_\_\_\_\_ Floor plan indication sizes and location of egress opening