

COMMERCIAL PERMIT AND PLAN REQUIREMENTS

- Check where applicable. *Note: Insufficient information or incomplete plans may be rejected.*
- ___ Completed permit application (include specific nature of use and materials stored or processed)
- ___ Two (2) identical sets of construction plans (see below)
- ___ Three (3) identical sets of construction plans (see below), if Health Department review is necessary
- ___ Two copies of Site Development Plan* or Waiver: approved / in signature stage / under review
- ___ Required Supplemental Information Sheet
- ___ Soil bearing report
- ___ Energy conservation calculations with original seal and signature with date
- ___ Specifications, when available
- ___ Contingency Construction Start (CCS) form, when applicable and approved by DILP personnel
- ___ Filing fee, amount \$ _____
- ___ Permit fee and excise tax payable at the time of permit issuance

Visit our website at www.howardcountymd.gov for information regarding current codes and local amendments. All sets of plans shall be stapled in sequential order and include, but not be limited to, the following criteria. All sheets of the sets shall have the **original seal & signature** of a Maryland State Registered Architect (architectural only) or Maryland State Professional Engineer.

• ARCHITECTURAL DRAWINGS:

- Title block (architect and company name)
 - Key plan (tenant location with corridor and exits)
 - Floor plan(s) of the proposed work (scaled and dimensioned)
 - Scaled section/elevation details of walls, floors, stairs, all proposed work
 - Interior and exterior elevation(s)
 - Door/hardware/window schedules
 - Specific tenant functions (e.g. storage materials, assembly, office, etc.)
 - Reflected ceiling plan
 - Large scale details
 - Roof plan(s)
 - Finish schedule
 - Building cross section(s)
 - Written specifications
- If this is a revision to an existing permit, highlight or cloud revisions on plans with a letter indicating the revision

• STRUCTURAL DRAWINGS:

- Foundation plan, details and schedules
- Roof framing plans
- Floor framing plans
- Pre-engineered metal building plans (if applicable)
- Footing schedule
- Sections
- Load criteria (live, dead, floor, snow, wind)

• MECHANICAL DRAWINGS:**

- Scaled ductwork plans, showing supply and return registers, dampers, smoke detectors
- Riser diagrams for all floors
- Schedules reflecting specifications for all HVAC devices
- Outside air criteria in cubic feet per minute (CFM)
- Natural ventilation by windows, showing cumulative openable area of all windows
- Schedule of kitchen equipment including hoods, exhaust fans & equipment, specifications and a scaled location plan
- Other HVAC details (heating, cooling, ventilation, exhaust)

• PLUMBING DRAWINGS:**

- Scaled plan view(s) of the water piping, sanitary sewer and storm sewer piping, gas, vent and process piping
- Riser diagram(s) of the water, sanitary sewer, vent, storm sewer, gas or process piping
- Scaled location plan, specifications, schedules of plumbing fixtures, devices, appliances
- Large scale details of specialized installations

• ELECTRICAL DRAWINGS:**

- Scaled plan view(s) of the electrical wiring, lighting plan, appliance system
- A power riser diagram of the electrical system
- Schedules for all elements of the electrical system
- Specifications for electrical equipment
- Complete load calculations for all new installations and for additions to existing installations

* For site development plan information, please contact the Dept. of Planning & Zoning at 410-313-2350.

** When determined "minor work" by Department of Inspections, Licenses and Permits personnel, these plans may be signed by a Licensed Mechanical Contractor, Licensed Master Plumber or Howard County Licensed Master Electrician, respectively, in lieu of a Registered Engineer or Architect. If waived, original signature with license number, name, address, telephone number of contractor shall be on each sheet

If you have any questions regarding the above plan submittal requirements, please contact the Plan Review Division of the Department of Inspections, Licenses and Permits at 410-313-2436. You can check permit status by going to mvhoward.info.