



HOWARD COUNTY DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

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DATE: October 16, 2012
TO: DILP Staff and Applicants
FROM: Donald L. Mock, P.E., Chief of Plan Review
RE: Commercial Revision Intake

The following steps are guidelines for taking in commercial revisions:

1. The applicant shall provide two (2*) complete **separated** sets of plans. Any plans that are not separated will be returned to be placed into sets. * Three (3) sets are required if the project includes Health as a review agency.
2. When rolling plans (especially big sets), make sure that they are rolled so that writing is not on the outside.
3. When the permit has been previously issued, there should be a written statement (in addition to the plans) explaining what items have been changed that require the revision to be resubmitted.
4. Applicant must provide a \$200.00 revision fee if they are submitting the second revision or submitting a revision to a previously issued permit.
5. Please make sure that the permit number associated with the revision is clearly written on the transmittal sheet (building, fire, etc).