



SAMPLE COMMERCIAL BUILDING PERMIT DESCRIPTIONS OF WORK, APPLICATION SPECIFIC INFO, AND REQUIRED DOCUMENTS TO UPLOAD:

****Please use these sample descriptions to view the REQUIRED format for descriptions of work, for building permit submitted online. Please be sure to use all uppercase letters, aka CAPS Lock, when inputting.**

COMMERCIAL INTERIOR ALTERATIONS
<p><u>Description of Work:</u></p> <ul style="list-style-type: none">• SUITE NUMBER/ TENANT NAME/ DESCRIPTION OF WORK (be as descriptive as possible, listing all alterations to be made)
<p><u>Site Address:</u></p> <ul style="list-style-type: none">• Search for the Address by typing in the street number, and the first couple of letters of the street name ONLY.• Once selected, the parcel information should automatically populate
<p><u>Applicant/Contact Info:</u></p> <ul style="list-style-type: none">• Use the "Auto Fill" Option for the Applicant – this person will get status notifications• Use the "Auto Fill Option for the Contact – this should be the person whom signs and seals the plans (Engineer/Architect associated with this account)
<p><u>Licensed Professional:</u></p> <ul style="list-style-type: none">• Select Continue Application -this should default to the person whom signs and seals the plans (Engineer/Architect associated with this account)
<p><u>Additional Info:</u></p> <ul style="list-style-type: none">• Enter the estimated cost of the project
<p><u>Application Specific Info:</u></p> <ul style="list-style-type: none">• Roadside Tree Project Permit – Y/N<ul style="list-style-type: none">○ (Are you removing any roadside trees as part of this project? If Yes, please provide the Roadside Tree Project Permit Number issued by the State of Maryland)• Interior Completion – Y/N<ul style="list-style-type: none">○ (Select Yes if this is the first occupancy of the space, and provide the Shell Building Permit Number in your Description of Work)• Tenant – Provide the business name of the tenant• Area of Construction – Provide the area of construction in square feet• Pool – Y/N (Please select if this is/contains a swimming pool)• How will you submit your plans? Please select:<ul style="list-style-type: none">○ Electronically by Invitation to ProjectDox<ul style="list-style-type: none">▪ See Procedure For Online Commercial Interior Plan Submittal○ Paper Submittal<ul style="list-style-type: none">▪ Two complete sets of construction drawings with original seals and signatures, collated and bound, (three complete sets if health department review is required) for commercial interior alterations must be submitted to the licenses and permits front counter with a plan drop-off Front Counter Transmittal Form addressed to "Permits Front Counter – Online Permit "within 5 days of application submittal. If the required plans are not submitted within this time frame, the application may be cancelled.



HOWARD COUNTY DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

3430 Court House Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2433

Robert J. Frances, P.E., Director

FAX 410-313-3322

- Please call 410.313.2455, option #4, if you have any questions or email buildingtech@howardcountymd.gov

- Water Supply – Public/Private Well
- Sewage Disposal – Public/Private Septic
- Utilities – Select
- Heating System – Select
- Geothermal – Y/N
- Sprinkler System - Select

Upload Attachments (to Accela Citizen's Access Portal ONLY):

- Tenant Letter
 - Stating basic tenant functions
 - Stating Storage details: what is being stored, how it is stored, and how high it is stored (*if applicable - required for warehouses*)
- Completed [Contractor Information Letter](#) and copy of Maryland Business License (Prior to permit issuance, but my be uploaded at any time)