

Commercial Expedited Review (CER) Process

Howard County Department of Inspections, Licenses and Permits (DILP) will start our Commercial Expedited Review (CER) process on September 24, 2007. This process will enable small interior fit-outs, alterations and completions to have the ability to be processed through an expedited review process. This will allow for the smaller tenant plans to be processed more quickly through the system so that they are not delayed behind larger, more complex construction projects. We have outlined the criteria and the process below. If you have any questions or would like to schedule an appointment, please call the Plan Review Division with Howard County at 410-313-2436.

In order to qualify for the Commercial Expedited Review process your plans must meet the following criteria:

1. Simple Office/Mercantile fit-outs, alterations and completion projects - 5,000 square feet or less.
2. Non-structural (non-load-bearing) work; non-complex uses (i.e. no hazardous materials, no large water-use tenants, no wet-labs or dental offices).
3. DILP and Development Engineering Division of the Department of Planning and Zoning (DED-DPZ) are the only two agencies required to review your permit application. If any other agencies are required, you do not qualify for the CER process.
4. Complete drawings must include architectural, mechanical, plumbing and electrical.

How the process will work:

1. Up to four projects per day, two days per week (Mondays & Tuesdays).
2. Project coordinators/applicants will be allowed to schedule appointments up to three weeks in advance by calling the Plan Review Division at (410) 313-2436.
3. Plans must be received by 10:00 am on the day of your scheduled appointment. Plans will be pre-screened for completeness by an Engineering Support Tech, Associate, or Specialist, and processed for immediate review.
4. Fees will be calculated and assessed during the review process.
5. All required review agencies will complete their review and applicants will be contacted by the close of business within two days. The applicant will be notified by the Engineering Associate/Specialist working the project with any comments, questions or notice of approval at that time.