



Department of Permitting Services  
 255 Rockville Pike, 2nd Floor  
 Rockville, MD 20850-4166  
 Phone: 311 in Montgomery County or (240) 777-0311  
 Fax (240)-777-6262  
<http://www.montgomerycountymd.gov/permittingservices>



## Commercial Submittal Guidelines For Non-Fast Track Permits

**Non-fast track permits include new construction, additions, change of use, and alterations that are not qualified for fast track.**

Submitted plans must include two complete sets of neatly bound and legible prints (suitable for electronic scanning/imaging) containing a building code analysis, general notes, technical specifications, details and floor plans drawn to scale (preferred 1/8" = 1' or 1/4" = 1'). Plans shall be dimensioned, detailed and sufficiently complete to show clearly the scope of the work to be performed. Preferred plan size between 18" X 24" to 30" X 42". The original seal and signature of the responsible Maryland Licensed Registered Architect or Professional Engineer, as appropriate, must be on all drawings. Drawings shall contain, but not be limited to the following information, as applicable:

T = Townhouse (Commercial)    C = Commercial Buildings

### A. Site Plan(s)

-Vicinity map, north arrow, date and scale (preferred 1' = 30').	T	C	
-Property lines with bearings and distances.	T	C	
-Lot or parcel numbers, block number and record plat or deed reference.	T	C	
-Existing topography and proposed grading at contour intervals of not more than two feet.	T	C	
-Bodies of water, water courses and 100-year floodplains.	T	C	
-Vegetative cover/landfills.		T	C
-Locations and names of existing or proposed highways and streets serving the site, showing center-lines, widths of paving, grades, median break points and right-of-way lines.	T	C	
-Location, height, area and use of all structures.	T	C	
-Front, side and rear yard setbacks.	T	C	
-Location of underground fuel storage tanks/etc.	T	C	
-Location of recreational areas, green areas and other open spaces.	T	C	
-Calculations of building height, building lot coverage, density, green area and parking calculation.		T	C
-Location and dimensions of all driveways, parking facilities, handicapped parking and building access*, loading areas, directional traffic controls, points of access to surrounding streets, walkways and location of required fire and rescue vehicle access lanes, noting material, load rating, width, overhead clearance, etc.	T	C	
-Location of all sewer, water and storm drainage lines, well and septic systems and all easements and rights-of-way.		T	C
-Landscape plan for parking facility showing all man-made features and the location, size, and species of all plant material.		T	C

- Fire hydrant locations within 400' of the building, sizes of all water mains feeding fire hydrants and buildings, and static pressure (if known), along with WSSC contract number and estimated date of completion (if applicable). T C
- Building handicap access shall be noted on the site plans unobstructed from parking to the building, including details of curb cuts, ramps, sidewalks, etc. C
- Parking spaces count analysis. T C

### Architectural Plans

- Name and address of project. T C
- Names, addresses and telephone numbers of owner(s), architect(s) and consultants(s). T C
- Index of drawings. T C
- List of material symbols used on drawings. T C
- List of all [applicable codes](#) used for the design of the project. T C
- Code analysis must be based on the International Building Code (IBC) and the Life Safety Code (NFPA 101) and shall include: (a) proposed Use Group and occupancy; mixed use analysis (identify if separated or non-separated uses); type of construction, height, number of stories and areas per floor (actual and allowable); design live loads per floor; special use and occupancy (actual and allowable); design live loads per floor; special use and occupancy conditions; exit analysis; occupancy calculations; tabulation of required fire-resistance ratings for various structural elements and/or assemblies (including test numbers and specifications). (b) For additions, change of use and alterations follow the same as listed in "(a)" and include the code analysis of the existing building. T T C
- [Title Block requirements](#) statement. T C
- Scope of work (description of work being done)** T C
- Scaled and dimensioned foundation and floor plans showing the use of all spaces/rooms and means of egress arrangement. T C
- Scaled and dimensioned plans of handicap accessibility, facilities and fixtures. C
- Scaled reflected ceiling plans T C
- Clear indication of firewall locations and ratings, and Use Group separations and ratings. Include listed/approved design number used. T C
- Scaled roof plans clearly showing all openings. T C
- Building exterior elevations, showing all openings. T C
- Building interior elevations, as appropriate. T C
- Complete sections and details for stairways, ramps (including the guards and hand rails with all dimensions shown), foundations, floors, walls and roofs. All details shall be properly cross-referenced. T C
- Windows and door schedules including the hardware type and description. T C
- Room finish schedule. T C
- Location and ratings of vertical shafts, flues, etc. T C
- Wall legend of new and existing. T C
- Detailed fire rating of all exit stairs and shaft enclosures. T C
- Industrialized buildings (trailers) must have a Maryland State certification letter for the intended use. A code analysis and all other site conditions related to the trailer, must be sealed and signed by a Maryland Licensed Registered Architect or Professional Engineer. C

Structural Plans		
------------------	--	--

A. DRAWINGS	T	C
1. Scale: Minimum 1/8.		
2. Foundation plans, sections and details.		
3. Floor framing plans, sections and details.		
4. Roof framing plans, sections and details.		
5. Beam (concrete structures), column and foundation schedules.		
6. Lateral load resisting elements, schedules and details.		
7. Structural notes and specifications.		
B. <u>DESIGN LOAD CRITERIA</u> (IBC 2009)		
1. Floor live loads. ( Section 1603.1.1)	T	C
2. Roof live loads. (Section 1603.1.2). Minimum roof live load is 30psf. (County amendment)	T	C
3. Roof snow loads (Section 1603.1.3). Parameters and coefficients shall be shown on drawings.	T	C
a. Ground snow load Pg. Ground snow load Pg= 30psf. (County amendment)		
b. Flat-roof snow load Pf.		
c. Snow exposure factor Ce.		
d. Snow importance factor I.		
e. Thermal factor Ct.		
f. Drifting shall be calculated as per ASCE-7(05)		
4. Wind design data. (Section 1603.1.4)	T	C
a. Basic wind speed (3-second gust). Basic wind speed is 90mph. (County amendment)		
b. Wind importance factor and occupancy category.		
c. Wind exposure.		
d. Applicable internal pressure coefficient.		
e. Minimum and maximum design wind pressure for the main wind force-resisting system.		
f. Minimum and maximum design wind pressure for components and cladding.		
5. Earthquake design data. (Section 1603.1.5)	T	C
a. Seismic importance factor I and occupancy category.		
b. Mapped spectral response accelerations Ss and S1. Spectral response accelerations for short period and one second shall be Ss=16% and S1=5.1%. (County amendment)		
c. Site class.		
d. Spectral response coefficients Sds and Sd1.		
e. Seismic design category.		
f. Basic seismic force resisting system (s).		
g. Design base shear.		
h. Seismic response coefficient (s) Cs.		
i. Response modification factor (s) R.		
j. Analysis procedure used.		
6. Geotechnical information. (Section 1603.1.6)	T	C
7. Flood design data. (Section 1603.1.7)	T	C
8. Special loads. (Section 1603.1.8)	T	C
9. Systems and components requiring special inspection for seismic resistance. (Section 1603.1.9)	T	C
10. Rain loads. (Section 1611)	T	C

11. Fire truck loading. Structural members subject to fire truck loading shall be designed for the concentrated loads applied by the vehicle to the structure as described below:  
 The maximum fire truck operating weight is 85000 lbs distributed in three axles spaced 19'- 6" and 4'-6" apart. The transverse wheel distance is 8'-2". The front axle weighs 23000 lbs and the two rear axles 31000 lbs each. When the ladder is up the vehicle is raised and supported on four (4) outriggers spaced 10'-0" apart along the length of the vehicle and 16'-0" apart in the transverse direction. Depending upon the position of the ladder any pair of two front, side or rear outriggers apply to the structure a force of 123,552 lbs (61,776lbs/outrigger in accordance with NFPA 1901 chapter 20.21.4.2) and the remaining two a force of zero (0) lbs. Outrigger pad dimensions are 2'-2" wide by 2'-6" long (County amendment). T C

- C. DESIGN LOAD CRITERIA FOR BUILDINGS CONSTRUCTED IN ACCORDANCE WITH THE CONVENTIONAL LIGHT FRAME CONSTRUCTION OF SECTION 2308 (IBC 2009) T C
- Floor and roof live loads.
  - Ground snow load, Pg.
  - Basic wind speed (3-second gust), miles per hour (mph) and wind exposure.
  - Seismic design category and site class.
  - Flood design data, if located in flood hazard areas as established in section 1612.3.
  - Design load-bearing values of soils.

**Electrical Plans**

- Electrical site plan, including area lighting and services(s) provided, loads and design calculations. T C
- Scaled floor plans and reflected ceiling plans indicating lighting and power, wiring diagrams, location of fixtures, outlets and equipment, clear indication of fixtures on emergency circuits or independent power source and exit light markings. T C
- Emergency generating equipment. C C
- Electrical power riser diagram. T C
- Ground fault protection. T C
- Grounding. T C
- Fire alarm riser diagram. C
- List of electrical symbols used on drawings. T C
- Schedule for fixtures. C
- Schedule for panels, switchboard. C
- Schedule for transformers. C
- Electrical load calculations. C
- Smoke detector locations. T C

**Mechanical Plans**

- Energy conservation analysis/computations based on the Intl. Energy Conservation Code-2009. T C
- Clear indication of type of heating equipment (oil, gas, electric, etc.) and corresponding fuel distribution lines. T C
- Clear indication of fuel and its distribution for generators. C
- Reflected ceiling plans, roof plans and elevations or sections, indicating size and location of duct work, piping, grilles, fire dampers, etc. T C
- Location and size of air handling equipment and plenums. T C
- Location and size of boilers, chillers and cooling towers. C
- Location of exhaust equipment and associated ducts and fire dampers. T C

-Location of unit heaters, ventilators, rooftop units, heat pumps, duct heaters, etc.	T	C	
-Clear indication of any smoke control system.			C
-Equipment schedule and details.		T	C
-List of mechanical symbols used on drawings.		T	C
-Commercial kitchen hood details and associated ducts and roof exhaust locations.		C	

**Application Submittal Package**

1. Application for [Commercial Building Permit](#) must be accompanied by a non-refundable filing fee.
2. Application for [Use & Occupancy Certificate](#) must have a site plan showing parking tabulations, a copy of Special Exception (if applicable) and a non-refundable filing fee. (See [Use & Occupancy information sheet](#))
3. Application for [Stormwater Management/Sediment Control](#).
4. Application for Montgomery County and/or Maryland State Highway Administration (SHA), for [construction of property dedicated to public use \(driveway apron\)](#). Provide street address, subdivision name, lot, block or parcel. In most cases, a bond will be required; you will be notified of the amount. For state highways, please contact State Highway Administration at 301-333-1350.
5. Application for a [Well and/or a Septic](#) must be submitted, if property is on well and/or septic. [Additional information](#) pertaining to this type of application, please call 311 in Montgomery County or 240-777-0311 outside Montgomery County.
6. [Energy Calculations](#).
7. Three supplemental sets of site and landscape plans (5 total). **NOTE:** If building is on well and septic, four supplemental sets of site development plans (6 total) are required.
8. If connecting to public water and/or sewer, the original (pink) copy of the plumbing permit will be required prior to the issuance of a building permit.
9. If applying for construction of public facilities (restaurants, community swimming pools, etc.), contact the [Montgomery County Health Department](#) at 311 in Montgomery County or 240-777-0311 outside Montgomery County regarding approval. Written approval must be submitted to this office prior to issuance of a building permit.

**NOTE: IF THE PROPERTY FOR WHICH THE PERMIT IS TO BE ISSUED IS LOCATED WITHIN:**

**BROOKEVILLE  
CHURCHHILL TOWN**

**MONTGOMERY VILLAGE  
WASHINGTON GROVE**

**BARNESVILLE  
LAYTONSVILLE**

**POOLESVILLE**

**WRITTEN PROOF OF APPROVAL FROM THAT JURISDICTION MUST BE FORWARDED TO THIS OFFICE PRIOR TO ISSUANCE OF A PERMIT.**

**NOTE:** [Stormwater Management](#) and [Sediment Control](#) applications must be submitted prior to applying for building permit, (please call 311 in Montgomery County or 240-777-0311 outside Montgomery County for additional information).