



Submittal Guidelines Modular Furniture

Guidelines

A building and electrical permit is required for any modular furniture that are fixed in place and delineate a means of egress. A mechanical permit is required if any associated mechanical work is done. The following information is for the installation of modular furniture and related electrical and mechanical work:

- The building permit fee shall be based on the estimated cost of installation and any incidental electrical and/or mechanical work.
- Provide two sets of construction documents and floor plans that show the proposed modular furniture layout. Construction documents, including scaled floor plans and related drawings shall clearly indicate what exists and what is new. The construction documents must show the travel path and distance to all identified building exits.
- Each page must bear the original signature and seal of the responsible Maryland registered architect or engineer as appropriate.
- Provide a complete Code Analysis. See the “Sample Code Analysis” below for required information. Both columns must be completed. List applicable code on the drawings.
- Provide a clear “Scope of Work” note that identifies any incidental changes to the Mechanical system and/or Electrical panels. If new mechanical units or electrical panels are being installed, complete M/E plans, details and equipment schedules will be required.

Sample Code Analysis

	Existing Building	Proposed Alteration	Unacceptable
IBC 2009 Use Group	B	B	Bank
Construction Type	2C	IIB	Wood
Number of Stories Above Grade	2	2	?
High Rise (Y/N)	N	N	N
Covered Mall (Y/N)	N	N	?
Fully Sprinklered & Monitored (Y/N)	Y	Y	?
Floor Area of Renovation	5000	1200	1200 or so