



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>



Plan Submittal Guidelines for New Attached and Detached Single-Family Dwellings

Plan Submittal Guidelines

Prepare one complete set of neatly bound and legible prints (suitable for electronic scanning) containing floor plans, details, general notes and technical specifications (including building code analysis), drawn to scale and dimensioned, sufficiently complete and detailed to show clearly the scope of the work to be performed. Clouds, if used, must be identified and dated. Preferred print sizes are between 18" X 24" to 30" X 42". The original seal and signature of the responsible Maryland Licensed Registered Architect is required on all attached single-family dwellings (townhouses) drawings. When the proposed construction is not conforming to the residential building code or when the project is unusual or complex, DPS may require and accept such certification from an architect or a Maryland Licensed Professional Engineer (engineer). The design must be in accordance with accepted engineering practice.

S = single family dwellings

T = townhouse

A. Zoning Requirements

For building permits without Maryland National Capital Park and Planning Commission (MNCPPC) site plan approval, click [here](#) for 2-story and 2nd story additions or click [here](#) one story addition. For building permits with MNCPPC site plan approval, call 311 in Montgomery County or 240-777-0311 outside of Montgomery County.

B. Drainage Plans, Engineering Scale 1" to 10 Feet (2 Copies Required)

1.	All property lines, lot dimensions, lot are widths of easements and rights of way	S
2.	Location of all existing and proposed buildings and structures, driveways, sidewalks, drainage devices, drainage ditches, swales, culverts, curb and gutter, patios decks and any other impervious surfaces.	S
3.	Area of existing and proposed impervious surfaces mentioned in items 1 and 2.	S
4.	Elevations at the corners and halfway between the corners of the existing and proposed house or addition, corresponding front-, side-, and backyard-yard midpoints, and corresponding lot lines points. NOTE – Additional topographic info may be required as deemed necessary	S
5.	Elevations of the lower floor, basement floor slab, garage floor slab, and impervious surfaces for existing and proposed buildings	S
6.	Location and elevation of roof downspouts for existing and proposed buildings.	S
7.	Directional arrows to show the existing and proposed drainage pattern. For example, show downspout flows and sheet flows that are conveyed off the lot or collected to an on-site device or facility	S
8.	Size, material, length and class of drainage pipes within the existing and proposed collection system, and the elevation of the bottom of the pipe at discharge points.	S
9.	If fill is added on the lot, the grades on neighboring properties must be shown for the existing and proposed buildings. Site grading shall not obstruct existing drainage from adjacent properties.	S
10.	Plans prepared by an engineer, surveyor or architect licensed in Maryland, including his/her original seal, date and signature.	S

C. Architectural Plans (Minimum scale 1/8", Preferred 1/4")

1.	Name and address of project	S T
2.	Names, addresses and telephone numbers of owner(s), architect(s), contractor(s) and consultants(s).	S T
3.	Index of drawings	S T
4.	List of material symbols used on drawings	S T
5.	<p>1. Specifications Design criteria as required by the International Residential Code (IRC) 2009 as amended by Montgomery County for: floor load, roof load, ground snow load, wind loads, seismic design category, frost line depth, decay protection measures, flood-resistant construction provisions, if any, click here for criteria.</p> <p>a. Species/grades of framing lumber; b. Grades/classes of other structural elements; and c. Grades/types of construction materials and finishes.</p>	S T
6.	Construction notes	S T
7.	Scaled and dimensioned floor plans – one plan for each floor - showing the use of all spaces/rooms and means of egress	S T
8.	Clear indication of firewall locations and ratings. Include listed/approved design number used	T
9.	Scaled roof plans clearly showing all openings	S T
10.	Exterior elevations, showing all openings and covering materials	S T
11.	Wall bracing details - indicate method(s) of wall bracing as specified in Chapter 6 of IRC 2009, provide braced wall panel layout specifying amount of bracing, location of braced wall lines and braced wall panels on each story, panel length, connection details.	S T
12.	Interior elevations, as appropriate.	S T
13.	Complete cross-sections and details for foundations, floors, walls and roofs, properly cross-referenced showing the type of construction and bracing method used	
14.	Window and door schedules or dimensions of these openings. Egress windows must be marked with the net clear opening of egress required for location (5 or 5.7 square feet)	
15.	Detailed stairway and/or ramp plans and sections, including guards and handrails with all dimensions shown	
16.	Flame-spread rating, smoke development, separation of foam plastic materials	
17.	Location of fireplace/chimneys	
18.	Location of smoke and carbon monoxide alarms	
19.	AT least one complete section showing the thermal envelope	

D. Structural Plans (Minimum scale 1/4")

1.	AT least one complete section showing the thermal envelope	S T
2.	Scaled and dimensioned floor – one plan for each floor, line drawn structural framing	S T
3.	Roof framing plans	S T
4.	Elevations, sections and details, properly cross-referenced- minimum 1/2" scale for sections and details	S T
5.	Column and footing schedules	S T
6.	Load calculations, if applicable, e.g. pier footing, or other engineering data/computations required to complete plan review	S T
7.	Reinforcing steel for slabs, retaining walls, grade beams, foundations walls and/or schedules	S T
8.	Engineered wood girders, headers, steel beams and lintels adequately identified	S T

E. Energy Efficiency Requirements

1.	Energy conservation plans, analysis/computations based on the International Energy Conservation Code 2009. Click here for further requirements	S T
----	--	-----

F. Additional Requirements

1. A Copy of the Maryland Department of Assessments and Taxation, Real Property Data Search, showing the property land area for review and approval.
2. If dwelling is in historic location, provide stamped plans and letter of conditions from Historic Preservation Commission.
3. For zones R-60, R-90 there may be height limitations, contact zoning office at 311.
4. 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.
5. Application to Montgomery County for construction of property dedicated to public use (driveway apron). Provide street address, subdivision name, lot and block or parcel. In most cases, a bond will be required; you will be notified of the amount. For state highways, follow the instructions of the State Highway Administration (SHA) application, which may be obtained from the SHA at 301-333-1350.
6. Application for Stormwater Management and Sediment Control processing.