

Montgomery County
Department of Permitting Services
255 Rockville Pike, 2nd. Floor
Rockville, Md. 20850
240-777-6300

OVER THE COUNTER REVIEW FOR FIRE PROTECTION SYSTEM SUBMITTALS

Effective: October 1, 2014
Supersedes: November 1, 2010

PURPOSE: To review fire protection plans for commercial sprinkler and fire alarm systems and issue permits upon completion and approval of the review.

APPLICABILITY:

1. Sprinkler plans 5,000 square feet or less with no hydraulic calculations.
2. Fire alarm plans 20,000 square feet or less devices only (does not include added fire control panels or annunciator panels).

PROCEDURES:

1. The system designer(s) familiar with the plans must deliver the submittal, in person, on Tuesdays or Thursdays from 8:00am to 11:30am and from 1:00pm to 3:00pm and request this service.
2. A member from the Fire Code Review staff will review the submittal. If the submittal is approved, a permit will be issued. If not, a written list of deficiencies/code violations will be given to the submitter and the plan will be refused.
3. If a plan submittal is refused based on this review, the corrected re-submittal must be accompanied by the list of deficiencies/code violations and an appropriate response to each.

LIMITATIONS:

1. If the appropriate designer(s) do not accompany the submittal for review, at the discretion of the reviewer, the plans may be returned to the applicant.
2. If there is a backlog of plans at the end of the day, the reviewer, at his/her discretion, may ask the submitter to leave the plans, and a reviewer will review them on the next business day.
3. On days when the county employees have liberal leave (such as snow emergency days), call before coming to make sure a reviewer is available.
4. Reviewer will review up to a maximum of 2 projects at 1 time.