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**WASHINGTON COUNTY**  
**DIVISION OF PLAN REVIEW AND PERMITTING**  
80 West Baltimore Street  
Hagerstown, Maryland 21740-6003  
Telephone: (240) 313-2450  
FAX: (240) 313-2461  
Hearing Impaired call 7-1-1 for Maryland Relay

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## COMMERCIAL PERMIT APPLICATION CHECKLIST

*Building permits are required for the construction, alteration, repair, addition and removal of structures. Application is made at the Division of Plan Review & Permitting, 80 West Baltimore Street Hagerstown, Maryland 21740 between the hours of 7:30 a.m. – 3:30 p.m. Monday, Tuesday, Thursday, and on Wednesdays 7:30 a.m. – 3:00 p.m. due to training.*

To expedite the permit process, please verify the following items are submitted at time of filing for a building permit. The permit application may be delayed if any items are omitted.

### **EXTENSIVE – NEW CONSTRUCTION AND/OR ADDITION REQUIREMENTS** **Interior Renovations (Renovating more than 50% of the space of the building)**

\_\_\_\_\_ Three copies of the full site plan along with three additional copies of the dimensioning plan approved by the Washington County Planning Commission

\_\_\_\_\_ **Three (3) sets of detailed architectural construction drawings – drawn to scale- to include:** (Drawings marked “Preliminary-Not for Construction” will not be accepted)

\_\_\_\_\_ Maryland licensed design professional’s wet seal with signature, date and professional certification. (Title block rules shall be followed as required by the applicable professional design board. Professionals are required to operate within their area of expertise.)

\_\_\_\_\_ Structural drawings signed and sealed by a Maryland registered structural engineer (The codes and editions used for the design and design loads shall be listed)

\_\_\_\_\_ Plumbing drawings signed and sealed by a Maryland registered design professional (Show floor plan and riser diagrams, plumbing fixtures and ADA compliance details. A minimum of one “hi-lo” accessible drinking fountain and one mop sink are required for each building/tenant space)

\_\_\_\_\_ Mechanical drawings signed and sealed by a Maryland registered design professional (Show HVAC duct layout plans, equipment sizes, fire/smoke/radiation damper locations with rating of dampers, Energy Code compliance (Comcheck), ventilation calculations and equipment schedules, as required.)

\_\_\_\_\_ Electrical drawings signed and sealed by a Maryland registered design professional (Include device locations, lighting and receptacle circuiting with home runs labeled, service and meter locations identified, single line diagram with wire sizes, panel board schedules with load

calculations completed, emergency exit lighting and signage and Energy Code compliance (Comcheck for lighting)

\_\_\_\_\_ **Building code analysis** – Include the occupancy classification(s), type of mixed occupancy, occupancy of adjacent tenant spaces, if applicable, last legal use of the building/tenant space construction type, square footage of each floor and/or tenant space, sprinkler system installation and type, fire alarm system installation, occupant load calculation, height and area calculation, key plan for the entire building, fire separation and rating requirements with U.L. design numbers, and plumbing fixture calculation

\_\_\_\_\_ **Floor plans with all areas labeled according to the proposed use.** (Proposed furniture layout and storage area layout shall be provided if applicable. Manufacturer’s cut sheets shall be provided for systems furniture indicating the flame spread and smoke development ratings.)

\_\_\_\_\_ **Egress floor plan** (Provide location of exits, corridor width and occupant egress paths for large projects)

\_\_\_\_\_ **Fire stop systems** (Detailed on construction drawings for both through penetration and membrane penetrations with penetration Listing number or type of penetrations)

\_\_\_\_\_ **Elevation drawings** (Exterior and interior as may be applicable)

\_\_\_\_\_ **Cross sections and wall details** (Convey the construction method and materials used. Full height cross sections, in both directions, shall be provided for each stair enclosure and all fire walls)

\_\_\_\_\_ **Window and door schedules** (Provide fire-rating, closing device, hardware and glazing type for each window and door. The sequence of operation shall be provided for all access controlled egress doors.

\_\_\_\_\_ **Maryland Accessibility Code compliance** (clearly indicate with details and drawings)

\_\_\_\_\_ **Letter of Intent from the tenant/occupant detailing how the building/tenant space will be used.** (Be specific in describing the special processes and room names that may not be common knowledge. Include any history of prior tenants and/or use of the building/tenant space.)

\_\_\_\_\_ **Building Envelope Energy Code analysis in the form of a Comcheck**

\_\_\_\_\_ **Sprinkler design drawings** (Submit directly to the Maryland State Fire Marshal’s Office for review and comment)

\_\_\_\_\_ **Kitchen Equipment** (Provide manufacturer cut sheets for each piece of equipment to the Health Dept.)

\_\_\_\_\_ **Pre-engineered metal building** (Drawings shall be signed and sealed by a Maryland registered engineer and shall include the codes, editions used for the design and design loads listed)

**MODERATE PERMIT TYPE REQUIREMENTS**  
**Renovating less than 50% of the space of the building**

**\_\_\_\_\_ Tenant fill-out**

\_\_\_\_\_ Letter of intent from the tenant/occupant detailing how the building/tenant space will be used. (Be specific in describing special processes and room names that may not be common knowledge. Include history of prior tenants and/or use of the building/tenant space.)

\_\_\_\_\_ Change of occupancy classification or performing construction work (Signed and sealed construction drawings, including architectural, mechanical, electrical and plumbing)

**\_\_\_\_\_ Moderate interior renovations**

\_\_\_\_\_ Letter of Intent from the tenant/occupant detailing how the building/tenant space will be used. (Be specific in describing special processes and room names that may not be common knowledge. Include any history of prior tenants and/or use of the building/tenant space)

\_\_\_\_\_ Signed and sealed construction drawings (Architectural, mechanical, electrical and/or plumbing drawings provided by a Washington County licensed mechanical, electrical or plumbing contractor may be acceptable. Contact the Chief Plans Examiner for determination – 240-313-2472)

\_\_\_\_\_ Scaled floor plan indicating location of renovations, extent of work and materials to be used

\_\_\_\_\_ **Accessory structure** (If greater than 200-sq. ft., signed and sealed architectural plans required) and use complies with section 105.2 #1, site plan determination form, plot plan/marked up site plan

\_\_\_\_\_ **Paint Booth** (Scaled floor plan, building plans (architectural plans not necessary), Manufacturer Instructions, Mechanical/Electrical/Plumbing drawings signed by the Master contractor)

\_\_\_\_\_ **Bed & Breakfast** (Meeting required to determine the information that is needed for the permit application. (See Inquiry for details))

\_\_\_\_\_ **Beauty Salons/Barber Shops in Residence** (Meeting required to determine the information that is needed for the permit application. (See Inquiry for details))

\_\_\_\_\_ Special equipment (i.e. walk-in freezer/cooler units, kitchen hoods, incinerators/crematories or other equipment **requiring major structural support**) (Provide detailed information from the manufacturer in the form of cut-sheets and installation information. Specific U.L. design numbers and testing information shall be provided as required by applicable sections of the building code.)

**MINOR PERMIT TYPE REQUIREMENTS**

**\_\_\_\_\_ Minor interior renovations** (Architect not typically required)

\_\_\_\_\_ Scaled floor plan indicating location of renovations and extent of work

\_\_\_\_\_ List of material to be used

\_\_\_\_\_ **Demolition** (Architect not typically required)

\_\_\_\_\_ Scaled floor plan indicating area and extent of work

\_\_\_\_\_ **Kiosks** (Located in the Valley Mall/Prime Outlets) (Architect not typically required)

\_\_\_\_\_ “Key” plan indicating location of kiosk placement within mall/outlet center

\_\_\_\_\_ Floor plan/construction details and flame retardant information

\_\_\_\_\_ **Sales Office in Model Home** (Architect not typically required)

\_\_\_\_\_ Scaled floor plan with accessible elements indicated – parking, access to sales area, etc.

\_\_\_\_\_ Scaled plot plan showing both regular and accessible parking

\_\_\_\_\_ **Temporary Office/Sales Trailer** (Sealed plans not required if provided manufacturer)

\_\_\_\_\_ Make and model of unit

\_\_\_\_\_ Floor plan

\_\_\_\_\_ Tie down location and method (Manufacturer’s Installation Instructions)

\_\_\_\_\_ Pier sizes and support locations per manufacturer

\_\_\_\_\_ Plot plan/marked up site plan

\_\_\_\_\_ **Zoning Certification** (Change of name of legally existing occupancy), Plans not required, Inspector should look for egress problems. Application to be reviewed and issued the same day by the Permit Technician.

\_\_\_\_\_ Provide last legal tenant (business name)

\_\_\_\_\_ **Zoning Certification** (New business w/ same occupancy classification – no construction work)

\_\_\_\_\_ Provide last legal tenant (business name)

\_\_\_\_\_ Floor plan drawn to scale

\_\_\_\_\_ Letter of intent (Letter detailing proposed use/type of business)

\_\_\_\_\_ **Sign** (Freestanding/Pylon)

\_\_\_\_\_ Sign located on copy of approved site plan

\_\_\_\_\_ Plans showing sign is designed and attached to withstand 150mph ultimate design wind speed, 3 second wind gusts (engineering required if retaining earth or sign exceeds 10-ft. in height)

\_\_\_\_\_ **Retaining Wall** (exceeding 3-ft. above grade or supporting a structure or surcharge)

\_\_\_\_\_ Retaining wall located on copy of approved site plan

\_\_\_\_\_ Engineering drawings

\_\_\_\_\_ **Ramp and/or Stairs**

\_\_\_\_\_ Scaled plot plan showing location of ramp/stairs on structure

\_\_\_\_\_ Construction drawings prepared by a Maryland licensed architect

\_\_\_\_\_ **Storage Tanks**

\_\_\_\_\_ Scaled plot plan (copy of approved site plan) showing proposed location of tank with dimensions to property line, structures and other tanks

\_\_\_\_\_ Manufacturer specification sheet(s)

\_\_\_\_\_ Foundation design prepared by a Maryland licensed engineer

\_\_\_\_\_ **Tents/Seasonal Projects** (Architect not typically required)

\_\_\_\_\_ Scaled plot plan indicating proposed tent location with dimensions to property line and other structures

\_\_\_\_\_ Floor plan indicating sizes and location of egress openings

\_\_\_\_\_ Flame spread certification on tent material

\_\_\_\_\_ **Cellular Communication Towers – NEW**

\_\_\_\_\_ Copy of approved site plan

\_\_\_\_\_ Three (3) sets of engineered drawings prepared by a Maryland licensed engineer

\_\_\_\_\_ **Co-Locating Antennas on an Existing Tower**

\_\_\_\_\_ Structural analysis of existing tower prepared by a Maryland licensed engineer

\_\_\_\_\_ Copy of an approved site plan showing location of an additional equipment cabinet/pad, if any