



Commercial Building Permit Architectural Drawing Requirements for New Structures, Additions to Existing Structures & Interior Tenant Alterations

1. **Cover sheet.** Provide an area dedicated for the City to place plan review comments. The area should be at least 8.5" x 11" or provide a blank paginated sheet.
2. **Code analysis to include.** Use group classification, type of construction, height of building, number of stories, floor area under construction, fire protection features such as fire ratings of structural and non-structural elements, and codes used to design the building. Note: Also see plan submittal checklist.
3. **Sprinkler design information.** NFPA 13 or NFPA 13R. Indicate if the building is fully, partially sprinklered or not sprinklered.
4. **Fire alarm information.** Indicate if the building has a fire alarm system. Additional information, such as the presence of a voice evacuation system should also be indicated.
5. **Provide standpipe information.** Indicate if the building has standpipes.
6. **Mixed-use information.** Provide information if the building is designed as a separated mixed use or non-separated mixed use. Provide supporting calculations for the design option used. Use a format such as provided in the IBC BUILDING CODE PLAN REVIEW RECORD.
7. **Height and area calculations** must be indicated on submitted plans. Use a format such as provided in the IBC BUILDING CODE PLAN REVIEW RECORD.
8. **Analysis of all fire resistant assemblies, materials and construction.** All designs must be accompanied by the actual construction requirements for the assemblies used. Include all testing agency listing numbers and information such as screw sizes and spacing, spacing of support framing, insulation details if part of assembly and manufacture of products/components etc.
9. **NOTICE:** The City does not accept "Based on" or "Similar to" assemblies for new construction.
10. A floor and roof plan, sections, elevations indicating height measurements, details and proposed uses of all rooms and spaces. Indicate office furniture location, seating etc. All plans must be drawn to scale.

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11. **Wall sections details and legends.** Show all fire areas, rated and/or non-rated walls, ceilings, smoke barriers, shaft details. For fire-rated assemblies make sure you include all information required under # 8 above.
12. **Modular or systems furniture.** Modular office furniture must indicate the partition height and be drawn to scale. Flame spread information must be available on site.
13. **Schedules.** Provide hardware schedules, ratings of doors, fire dampers, etc. All special locking arrangements must also be noted and must comply with all of the requirements cited in the IBC and Life Safety Code.
14. **Flamespread and smoke development data.** Flamespread and smoke development information for interior wall and floor finish materials to include, but not be limited to, plastic laminates, vinyl wall and floor coverings, wallpaper, and carpeting, shall be submitted with the drawings. Flamespread and smoke development documentation from a third-party testing laboratory shall be available on site for inspectors review.
15. **Egress analysis** showing the locations of all interior building exits, egress paths and travel distances (to include common path of travel). Corridor, room, and floor occupant capacities should be provided and stair egress capacity calculations. Provide all data used to calculate capacity and exit design criteria.
16. **Exit signage and emergency lighting.** Drawings must indicate all exit signs and emergency lighting provided in the space.
17. **Design Professional.** Each sheet must bear the original wet stamp and signature of the State of Maryland registered design professional. This is required for each set of plans submitted.
18. **Stairs and ramps.** Stair and ramp details shall be provided showing riser height and tread depths, and ramp slope. Details shall also show the height and dimensions of the components any required handrails or guardrails.
19. **Plan size limitations.** Plans should be no smaller than 24" x 18" and no larger than 48" x 30"
20. Plans cannot be marked "For Permit Only", "Not for Construction" or a percentage of completion (%) etc.
21. **Plan scale.** All architectural plans must be drawn to scale (ARCHITECTURAL SCALE). All new structures and additions to existing structures require that a detailed site plan be included with the permit set and must be drawn to scale (ENGINEER SCALE). Drawings indicating only dimensions will be rejected.
22. **Open parking structures.** Applications for open parking structures must include all calculations showing the percent of openness as required under the International Building Code.

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