City of Rockville
Department of Community Planning and Development Services
Inspection Services Division
240-314-8240 / 240-314-8265 (Fax)

Commercial Plan Submittal Checklist

ADDRESS OF PROJECT: _____

Return this form at the time of application for permit

All required information shown in numbers 2 through 4 below must be incorporated into the submitted drawings. Each sheet of the plans must bear the original (not copied) wet stamp and signature of the State of Maryland licensed design professional. This applies to other drawings such as electrical, structural, civil, mechanical, plumbing and so forth**. In all cases the minimum number of plans required for each discipline is two (2). For new buildings include all civil and structural drawings.**

1. Completed and signed building permits application. All required information on the form must be filled out**. If a section is not applicable to the proposed project mark the space N/A.**

2. Two (2) complete sets of drawings are required. Plans must include mechanical, electrical, structural, civil and plumbing drawings if applicable. Building data shown below must be incorporated into the submitted plans. All Plans must include scaled and dimensioned floor plans, elevations, sections and details as appropriate. Indicate all new or existing work. For additional information on requirements see City building plan requirements form.

BUILDING DATA
THIS DATA MUST ALSO BE INCLUDED ON THE SUBMITTED PLANS

	EXISTING	**PROPOSED**
• USE GROUP/MIXED USE (Per IBC code)	_____	_____
• OCCUPANT CAPACITY (Per NFPA 101)	_____	_____
• OCCUPANT CAPACITY (Per IBC code)	_____	_____
• TYPE OF CONSTRUCTION (Per IBC code)	_____	_____
• SPRINKLER PROTECTION (indicate type) (13, 13R, 13D, 231 etc)	_____	_____
• FULLY SPRINKLERED (Yes, no or partial)	_____	_____
• FIRE ALARM (indicate type)	_____	_____
• STANDPIPES (Indicate yes or no)	_____	_____
• HEIGHT OF BUILDING (In feet)	_____	_____
• NUMBER OF STORIES ABOVE GRADE	_____	_____
• NUMBER OF STORIES BELOW GRADE	_____	_____
• FLOOR AREA OF CONSTRUCTION	_____	_____
• HIGH RISE BUILDING DESIGN (yes, no)	_____	_____
• CODES USED FOR DESIGN	_____	_____

3. A key plan of the building showing all building exits. For work in strip shopping centers or warehouses, indicate use groups of all tenant areas. Calculations for mixed-use groups are required.

4. All area and room uses must be indicated, including unoccupied and storage areas. Labs must indicate proposed research activity, biosafety level, chemical data and quantities to be stored.

5. Two (2) copies of electrical drawings and schedules.

6. Two (2) copies of mechanical drawings, schedules and equipment and BTU ratings, CFM design information.

7. Two (2) copies of plumbing drawings. Showing riser diagrams and floor plan layouts

8. Complex structures application (If applicable)

9. Energy worksheet for all new buildings.

10. Completed trade permit applications. Mechanical, electrical and plumbing.

I hereby do certify that all information given above is correct and accurate and has been included as part of the submitted plans.

_____ _____ _____
PRINTED NAME **SIGNATURE** **DATE**

NOTICE: FAILURE TO PROVIDE ALL REQUIRED INFORMATION WILL BE CAUSE FOR REJECTION AND/OR SUSPENSION OF THIS APPLICATION FOR PERMIT.