

ADDRESS OF PROJECT: _____

RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

Return this form at the time of permit application.

All required information must be incorporated in the submittal documents, including plans and supporting documents, to determine code compliance sufficiency for the proposed work. This applies to all drawings, such as architectural, electrical, structural, civil, mechanical, plumbing, calculations, product data submittals, etc.

1. Completed and signed building permit applications. All information on the form must be filled out. If a section does not apply to the proposed project, mark the space N/A. If the contractor is not yet known, please indicate TBD.
2. One copy of the CERTIFIED SURVEY, stamped by a Maryland Land Surveyor, showing all improvements and the exact location of the proposed structure(s) drawn to scale. Indicate the setback(s) to the front, rear, and side property lines.

3. Architectural

One complete set of drawings, **drawn to min 1/4" = 1'-0" scale as noted**, is required. Plans must include mechanical, electrical, structural, civil, and plumbing drawings if applicable to the proposed scope of work. Plumbing plans are not needed if in the jurisdiction of W.S.S.C.

- All drawings must include dimensioned floor plans, elevations, sections, and details as appropriate.
- Must reference the Design criteria completed per Table R301.2(1) 2018 International Residential Code (IRC)
- Design of rated walls where required, including complete assembly method, precisely as shown in the design manual identified.
- Rated walls shall be determined per 2018 International Residential Code (IRC) Section 302.1 and Table 302.1(1). Accessory structures over 200 square feet in area are required to be a minimum of five (5) feet or greater from the property lines; if <5', the wall fire rating and assembly details shall be indicated as required.
- Provide detail of the footing size(s) to include frost protection depth (minimum 30" per amended Table R301.2(1)).
- Dimensioned Foundation Plan indicating type and size of wall, footings, vapor retarder, wire mesh, anchor bolt spacing, ventilation, and/or piers. If a crawl space, designate if conditioned, non-conditioned, or dehumidified. If non-conditioned, indicate locations and sizes of the access panel(s) and vents.
- Location and opening size for emergency escape and rescue openings (EERO), including sill height.
- Window and door schedule indicating the size, type, safety glazing, U-factor, and SHGC.
- Stair details to include riser, tread, landings, and handrail size, height, and locations.
- Guard detail showing height, style, and clear opening dimension.
- Attic/crawl space information including height, ventilation, and access opening size and location.
- Provide information on roof coverings (i.e., Flame spread, material, type, class, slope, ice barrier, drip-edge flashings, and solar reflectance (SRI)).
- Provide location and type of flashing, waterproofing, and roof/wall/foundation drainage systems.
- Chimney/Fireplace details note actual model numbers for prefabricated units. On the building, section indicate the Chimney heights and termination at the roof.
- Building Section of exterior wall indicating: Top of Wall, Floor, and Roof heights.
- Provide information on fire-stopping, fire-blocking and draft-stopping materials as required.
- Braced Wall Design indicating: Method, Location, and Length of braced wall panels, per 2018 IRC Section 602.10.
- Provide detailed information on radon reduction, including pipe size and proposed vent location.

4. Structural

- Include all structural load information.
- Include structural column size, loads, and ratings.
- Include all beam sizes and calculations
- Include the framing plan and any critical details. Indicate joist and rafter sizes and spans. Lateral blocking as required.
- Include unbalanced fill calculations and conditions.
- Include soil-bearing capacity in psf.
- Include compressive design strength for concrete footings, slabs, beams, and walls.
- Include design loads such as snow load, wind load, and wind speed information and calculations.
- Include reinforcement steel placement (size, spacing, and clear cover) in footings and walls. (If required)
- Include footing detail for a stepped footing(s) with reinforcement steel placement. (If required)

- Include design details and calculations for all framing of pre-manufactured systems. Information shall bear the design professional's seal. (State of MD Structural Engineer.)

5. Electrical

- Provide information about the equipment, fixtures, appliances, wiring methods, and materials.
- Provide locations of all smoke and carbon monoxide alarms.
- Indicate locations of all outlets, fixtures, and electrical panel(s), including service amperage.
- Provide information on the grounding electrodes and standard or optional conductor.
- Provide the location of GFIC and AFCI-protected outlets.
- Provide information on how the wiring is to be protected from damage. (As per 2017 NEC-70, Section 300-4)
- **NOTE: All electrical outlet/fixture boxes used in walls/ceilings required to carry a fire rating must be listed for use in rated assemblies.**

6. Mechanical

- Include gas riser diagrams, identifying the required demand of all attached appliances in cubic feet per hour.
- The design of the system shall be identified. (e.g., ½ psi, etc.)
- Include the location of equipment and venting/discharge locations, including condensation disposal.

7. Plumbing

- Provide the location of the water meter and sewer lines. (e.g., meter is 5 ft from the dwelling, at the property line, etc.)
- Provide nominal pipe size and material information. To include backflow information.
- Provide information on shut-off valves and access locations. (Shut-offs are required for all fixtures. Must provide access to valves.)
- Provide information on any backflow and frost-proof protection.
- Provide the location of all hose bibs.
- For additions or adding plumbing fixtures, provide a complete list of existing fixtures, proposed fixtures, the existing water meter size, and the private water supply/yard line size from the meter to the house. Projects meeting the definition of a **substantial addition** or **substantial reconstruction** and replacement dwellings must include the public water service connection size or the application will be returned.

8. Energy Code Compliance Path indicated (Prescriptive or Performance) and completed compliance checklist.

- Thermal Envelope - Provide insulation materials and their R-values

9. Existing Buildings, design using most current adopted code and Appendix J shall indicate:

- Alterations- Indicate work areas
- Classification of proposed work
- Basement ceiling heights in compliance with min 6'-8."

10. Approval from Homeowners association, if applicable. If homeowner is not making permit application applicant shall provide a letter from the homeowner giving them authority to work as their agent.

11. **Filing fee** made payable to City of Rockville (as determined by most recently adopted fee schedule).

12. **For garages or carports:** Contact the Department of Public Works at 240-314-8500 to obtain a PWK permit if constructing a new drive apron or widening an existing drive apron in Rockville's right-of-way. DPW approval is required prior to building permit issuance.

13. **Building additions and related improvements that result in more than 2,000 square feet of impervious area must provide for storm water management.** Contact the Department of Public Works at 240-314-8500 to obtain information about storm water management permits and requirements. DPW approval if applicable, is required prior to building permit issuance.

14. **Plans should also contain foundation footprint calculation (all measurements shall be made between exterior faces of walls, piers or other means of support). Contact the Planning Division at 240 314-8200 for additional assistance.**

Projects meeting the definition of a **substantial addition** (increase gross floor area by more than 1,500 SF) or **substantial reconstruction** must be fully sprinklered. Information on current and proposed water meter size, current and proposed water service connection and private/yard line sizes (public side and private side) **must** be provided. A licensed sprinkler contractor must evaluate the proposed water meter and supply line size to determine the adequacy for the required sprinkler system. The associated Plumbing application should be submitted as soon as reasonably possible, but no later than five days after the primary permit has been accepted. I hereby do certify that all information has been included as part of the submitted plans.

PRINTED NAME

SIGNATURE

TITLE

DATE

FAILURE TO PROVIDE ALL REQUIRED INFORMATION WILL DELAY PROCESSING OF THIS APPLICATION FOR PERMIT.