



Planning and Development Services
 111 Maryland Ave, Rockville MD 20850
 240-314-8240 / 240-314-8265 (Fax)
www.rockvillemd.gov/isd

COMMERCIAL BUILDING PERMIT APPLICATIONS MUST BE ACCOMPANIED BY ALL REQUIRED TRADE PERMIT APPLICATIONS. PERMITS NOT PICKED UP WITHIN 180 DAYS OF DATE OF APPROVAL MAY BE VOIDED AND PLANS DISCARDED.

OFFICE USE ONLY

PRJ20 _____ - _____
 Application date: _____ / _____ / _____
 BLD20 _____ - _____
 Variance/Special Exception required? Yes No
 Var./S.E. Application #: _____

Commercial Building Permit Application

PLEASE PRINT CLEARLY OR TYPE	PROPERTY ADDRESS			
	NUMBER, STREET & ZIP CODE		SUBDIVISION NAME	
APPLICANT (REQ)	NAME	MAILING ADDRESS: NUMBER, STREET, CITY, STATE & ZIP CODE		CONTACT
	COMPANY	MAILING ADDRESS		
	LAST FIRST	EMAIL/PHONE		
PROPERTY OWNER (REQ)	COMPANY	MAILING ADDRESS		
	LAST FIRST	EMAIL/PHONE		
CONTRACTOR (REQ)	COMPANY	MAILING ADDRESS	MD State Contractors License #	
	LAST FIRST	EMAIL/PHONE	Exp. Date	
ARCHITECT	COMPANY	MAILING ADDRESS	MD State Reg. #	
	LAST FIRST	EMAIL/PHONE	Exp. Date	
ENGINEER	COMPANY	MAILING ADDRESS	MD State Reg. #	
	LAST FIRST	EMAIL/PHONE	Exp. Date	

PROVIDE INFORMATION REQUESTED. INCOMPLETE APPLICATIONS CANNOT BE PROCESSED

TYPE OF IMPROVEMENT

- New structure
- Addition
- Tenant layout
- Repair – structural/fire damage
- Demolition - interior
- Other: _____

PRINCIPAL TYPE OF FRAMING

- Masonry
- Wood frame
- Structural steel
- Reinforced concrete
- Other: _____

TYPE OF CONSTRUCTION PER IBC

- IA IIA IIIA IV VA
- IB IIB IIIB VB

BUILDING OWNERSHIP

- Private – taxable (PVT)
- Private – tax-exempt (PVE)
- Public – federal (FED)
- Public – state (ST)
- Public – county (CO)
- Public – city (CTY)
- Other (OTH)

OTHER REQUIRED PERMITS

- Demolition (DEM)
- Plumbing (PMB)
- Mechanical (MEC) – equipment, ducts, diffusers
- Electrical (ELE)
- Gas (MEC)
- Fire Protection (FPS) – residential sprinklers
- Occupancy (OCC)
- Health Department (Montgomery County)

SETBACKS FROM PROPERTY LINE

- Front _____ ft Left _____ ft
 Rear _____ ft Right _____ ft
 Side street _____ ft

USE & OCCUPANCY PER IBC

- Office, Bank, Professional School
- Stores, Mercantile Hotel/Motel
- Amusement, Recreation Church
- Restaurant Hospital, Institutional
- Service Station, Repair Garage Storage, Parking Garage
- Industrial/laboratory Public Utility
- Multi-family (# of new dwelling units _____)
- Other: _____

BUILDING

- Width _____ ft
 Depth _____ ft
 Height _____ ft
 # of Stories – above grade _____
 # of Stories – below grade _____

AREAS

- Total floor _____ ft
 Total altered _____ ft
 Sq. ft. of roof _____ ft

ESTIMATED COST

- Construction \$ _____
 Electrical \$ _____
 Plumbing \$ _____
 Mechanical/HVAC \$ _____
 Total \$ _____

TYPE OF HEAT

- Gas Electric Oil Geothermal
 New ductwork to be installed? Yes No

FIRE PROTECTION SYSTEMS

- Fire alarm Yes No
 Sprinklers Fully Partial None
 Standpipes Yes No
 Smoke control Yes No
 Special Hazard (clean agent) Yes No

LOCATION

- Internal External

PROJECT DESCRIPTION _____

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction shall conform to the regulations in the Rockville City Code, and all other codes and regulations or private building restrictions, if any, which may be imposed on the above property by deed. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I have read and understand the "Permit Conditions" listed on the back of this page.

ORIGINAL SIGNATURE REQUIRED

Applicants Name (please print) Signature of Applicant Title & Company Name Date

PERMIT CONDITIONS

1. **APPROVED PLANS, WITH COMMENTS, MUST BE RETAINED ON THE JOB UNTIL THE FINAL INSPECTION HAS BEEN MADE. NO BUILDING OR SPACE SHALL BE OCCUPIED UNTIL ALL REQUIRED FINAL AND OCCUPANCY INSPECTIONS HAVE BEEN MADE WHERE APPLICABLE. NO INSPECTION WILL BE MADE WITHOUT THE APPROVED PLANS ON THE JOB SITE.**
2. This permit conveys no right to occupy any street, alley or sidewalk or any part thereof, either temporarily or permanently. The city must approve encroachments on public property not specifically permitted under the building code. Street or alley grades as well as depth and location of public sewers may be obtained from the Department of Public Works. The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restrictions.
3. The City of Rockville reserves the right to reject any work which has been concealed or completed without first having been inspected and approved for compliance to various codes by the Inspection Services Division.
4. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. This revision approval must be obtained prior to the proposed changes being made in the field.
5. Permits become invalid if construction work is not started within six months of date the permit is issued. If work does not continue to progress, the permit will become invalid six months after the last inspection approval is made.
6. All items noted on the job inspection record must be approved and signed by the appropriate agencies and the city. It will be the owner and/or contractor's responsibility to see that the various inspections are scheduled and passed.
7. Approval of these plans and/or specifications by the Inspection Services Division SHALL NOT necessarily mean that these plans or specifications are in full compliance with the City of Rockville Building Code, Fire Code and other Laws or Ordinances.
8. The ARCHITECT/DESIGNER or ENGINEER certifying these plans is charged with responsibility for the compliance of the plans with the Building Code, Fire Code and other Laws and Ordinances. Issuance of a permit does not constitute a waiver or variance from any law or ordinance governing this construction.
9. The issuance of a permit shall not prevent the inspector from thereafter requiring a correction of error or violation in plans or construction. The architect or engineer shall file a verified report at completion of construction that the structure has been erected in accordance with the approved plans and all applicable ordinances. All reports shall bear the seal signed by the Architect/Engineer (no photocopy).
10. Approval of application and issuance of a permit does not supersede any required approvals by an architectural review committee for residential properties with restrictive covenants.
11. The applicant, owner and/or operator of the property address under this permit hereby consents to all necessary inspections made by the City of Rockville to enforce all existing codes, ordinances and/or regulations of the City of Rockville.
12. This permit does not relieve the owners or any person in possession or control of the building from obtaining such other permits or licenses as may be prescribed by law for the uses or purposes for which the building is designed or intended, nor from complying with any lawful order issued with the object of maintaining the building in a safe or lawful condition.

Any individuals with disabilities who would like to receive the information in this publication in another form may contact the ADA Coordinator at 240-314-8316; TDD 240-314-8137.

Cualquier persona incapacitada que desea recibir la información de esta publicación en alguna otra forma puede comunicarse con el coordinador de ADA en el teléfono 240-314-8316; TDD 240-314-8137.