



FOR OFFICE USE ONLY	
Application Date	_____
BLD	_____
OCC	_____

Planning and Development Services
 240-314-8240
 www.rockvillemd.gov/isd

Occupancy Permit Application

Please print clearly or type all information. Incomplete applications will not be processed.

A MINIMUM OF 3 WORKING DAYS IS REQUIRED PRIOR TO CALLING FOR AN INSPECTION

LOCATION OF TENANCY	Street Address Including Zip Code Suite	
	Property Owner/Manager	Phone/Email
PROPERTY and ZONING INFORMATION	Building	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING
	Has the space been previously occupied?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide the name of the previous tenant and a description of the previous use:
	Square footage of tenancy	_____ ft. Zoning of Property
	Use Group	Construction Type
TENANT INFORMATION	Name of Business	Phone/Email
	Corporate Name	Phone/Email
	Store Manager	Phone/Email
	Owner of Business	Phone/Email
	Address	Suite
	Main Office Address (if applicable)	
Who Should Occupancy Permit Be Issued To?	<input type="checkbox"/> Same as tenant?	Name
	Address	
	Phone/Email	
DESCRIPTION OF USE	Please provide a detailed description of the intended use	
INTENDED USE	<input type="checkbox"/> Assembly (theatre, church) <input type="checkbox"/> General Industrial <input type="checkbox"/> General / Professional Offices <input type="checkbox"/> Restaurant <input type="checkbox"/> Manufacturing / Assembly <input type="checkbox"/> Medical / Dental Offices <input type="checkbox"/> Commercial / Retail <input type="checkbox"/> Warehouse / Storage <input type="checkbox"/> Research Labs <input type="checkbox"/> Residential <input type="checkbox"/> Automotive <input type="checkbox"/> Institutional <input type="checkbox"/> Other/Temporary <input type="checkbox"/> Public Use (<i>describe below</i>) <input type="checkbox"/> School (Public or Private)	

	Is any exterior construction or interior modification proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Is this occupancy application associated with a building permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PROPERTY OWNER	Name	Phone
	Street Address Including Zip Code Suite	
PROPERTY MGMNT CO.	Name	Phone
	Street Address Including Zip Code Suite	
<p>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 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 available from the Inspection Services Division. I understand that the permit fees are NON-refundable, in the event the permits are not approved and not issued. I further understand that this building or portion thereof shall not be used or occupied until the Occupancy Permit has been issued or written approval obtained from the Inspection Services Division.</p>		

Printed Name _____ **Signature** _____ **Title** _____

Address _____ **Phone** _____ **Company** _____

Email _____

Revised 03/30/21

EXAMPLES OF USE GROUPS

(see IBC Chapter 3 for additional information)

Use Group A (Assembly)

- A-1:** Motion picture theaters, symphony and concert halls, television and radio studios admitting an audience, theaters
A-2: Banquet halls, nightclubs, restaurants, taverns and bars
A-3: Amusement arcades, art galleries, bowling alleys, community halls, courtrooms, dance halls (not including food or drink consumption), exhibition halls, funeral parlors, gymnasiums (without spectator seating), indoor swimming pools (without spectator seating), indoor tennis courts (without spectator seating), lecture halls, libraries, museums, places of religious worship, pool and billiard parlors, waiting areas in transportation terminals
A-4: Arenas, skating rinks, swimming pools, tennis courts
A-5: Amusement park structures, bleachers, grandstands, stadiums

Use Group B (Business)

- B:** Ambulatory health care facilities, animal hospitals, kennels and pounds, banks, barber and beauty shops, car wash, civic administration, clinic – outpatient, dry cleaning and laundries: pick-up and delivery stations and self-service, educational occupancies for students above the 12th grade, laboratories: testing and research, motor vehicle showrooms, post offices, print shops, professional services (architects, attorneys, dentists, physicians, engineers, etc.), radio and television stations, telephone exchanges, training and skill development not within a school or academic program

Use Group E (Educational)

- E:** Building or structures, or portions thereof, used by six or more persons at any one time for educational purposes through the 12th grade.

Use Group F (Factory)

- F-1:** Fabrication or manufacture of aircraft, appliances, athletic equipment
F-2: Fabrication or manufacture of noncombustible materials which during finishing, packing or processing do not involve a significant fire hazard and include, but are not limited to beverages up to and including 16-percent alcohol content, ceramic products, glass products, ice, metal products (fabrication and assembly)

Use Group H (High Hazard)

- H-1, H-2, H-3, H-4:** Buildings or structures, or portions thereof, involved in the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard, to include, but not limited to, flammable and combustible liquids, gasses and solids, compressed or liquefied gasses, fireworks and explosives, corrosives, toxic materials, reactive materials, in quantities exceeding those permitted in control areas complying with the IBC.
H-5: Semiconductor fabrication facilities and comparable research and development areas

Use Group I (Institutional)

- I-1:** Alcohol and drug centers, assisted living facilities, convalescent facilities, group homes, halfway houses, residential board and care facilities
I-2: Child care facilities, detoxification facilities, hospitals, mental hospitals, nursing homes
I-3: Correctional centers, detention centers, jails, prerelease centers, prisons, reformatories
I-4: Day care facilities occupied by persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians, relatives by blood, marriage or adoption, and in a place other than the home of the person cared for.

Use Group M (Mercantile)

- M:** Department stores, drug stores, markets, motor fuel-dispensing facilities, retail or wholesale stores, sales rooms

Use Group R (Residential)

- R-1:** Boarding houses, hotels, motels
R-2: Apartment houses, boarding houses (nontransient), convents, dormitories, fraternities and sororities, live/work units
R-3: Buildings that do not contain more than two dwelling units, adult or child care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours, congregate living facilities with 16 or fewer persons
R-4: Buildings used as a residential care/assisted living facilities including more than five but not more than 16 occupants, excluding staff.

Use Group S (Storage)

- S-1:** Buildings or structures, or portions thereof, used for the storage of material types not included in S-2, such as aerosols, bags, bamboo and rattan, baskets, books, boots and shoes, cardboard and cardboard boxes, clothing, furniture, grains, leather, linoleum, lumber, motor vehicle repair garages, tires, upholstery and mattresses
S-2: Buildings or structures, or portions thereof, used for the storage of noncombustible materials including, but not limited to beverages up to and including 16-percent alcohol in metal, glass or ceramic containers, cement in bags, electrical motors, empty cans, food products, fresh fruit and vegetables in nonplastic containers, frozen foods, glass, gypsum board, metal materials and objects, parking garages, porcelain and pottery, washers, dryers, stoves

Use Group U

- U:** Agriculture buildings, barns, carports, fences more than 6' high, greenhouses, private garages, retaining walls, sheds, stables, tanks, towers

Examples of Construction Types

(see IBC Chapter 6 for additional information)

- IA & IB:** Building elements are of noncombustible materials.
IIA & IIB: Building elements are of noncombustible materials
IIIA & IIIB: Exterior walls are of noncombustible materials and interior building elements are of any material permitted by the IBC
IV: Exterior walls are of noncombustible materials and the interior building elements are of solid or laminated wood without concealed spaces
VA & VB: Structural elements, exterior walls and interior walls are of any material permitted by the IBC

NOTE: Building elements, such as the primary structural frame and bearing walls, in Type A designated construction have a higher fire-resistance rating than is required for the building elements of Type B designated construction.