



City of Rockville
Department of Planning and Development Services

ADMINISTRATIVE BULLETIN

No. #2021-02

SUBJECT: Building permit applications categorized as a substantial addition or substantial reconstruction and SFD applications will now require full trade permit and FPS applications as one complete submission.

CODE REFERENCE(S):

Art VI 5-96; IRC R105.3 Art V 5-86 §105.3

DIVISION: ISD

ISSUED BY: Rabbiah Sabbakhan

TITLE: CBO

ISSUE DATE: 10-11-2021

EFFECTIVE DATE: 11-1-2021

REVISION DATE: 1-11-23

BACKGROUND:

In 2018, the Mayor & Council adopted changes to the 2015 residential building code which resulted in a modification of when sprinkler requirements are applicable as well the definition of new construction and house new residential permit applications are processed. As a result of redefining the terms of new construction, two new project categories were created in the residential code amendments which are defined as follows:

1. **Substantial Addition:** An addition that increases the gross floor area by more than 1,500 square feet.
2. **Substantial Reconstruction:** Removal of 50% or more of the gross floor area of an existing structure where reconstruction is proposed in the scope of work for the area to removed or demolished.

These new terms have helped set the parameters for how Rockville permits extensive renovations and additions on residential projects where they must be fully sprinklered just as a new single-family dwelling (SFD). The two new project categories also define when a project will need to comply with Article XIV, the green building requirements.

Almost 2 years into the current 2018 building code adoption, the City of Rockville Department of Planning and Development Services (PDS) has recently encountered permitting issues in complex residential renovation projects that have created problems at intake, fee assessment, plan review discrepancies including meter sizing as well inspection, partly due to the building permit application being submitted and reviewed separately from the plumbing permits.

DISPOSITION:

Change in Policy/Procedure As a result, effective March 1, 2023, all residential alteration permit applications submitted and determined by PDS intake staff to meet the criteria for **substantial addition** and/or **substantial reconstruction** shall also include plumbing permit applications within 5 calendar days to help ensure a complete and adequate review for code compliance. Any application for substantial addition or reconstruction missing a supplemental plumbing permit shall be deemed incomplete and will delay processing, plan review and permit issuance.

Applications shall include details on existing and proposed water meter size, current and proposed water service line size, and private side supply line sizes. A licensed sprinkler contractor must evaluate the proposed water meter and supply line size to determine the adequacy of the sprinkler system to be installed.