



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. **For new buildings include all civil and structural drawings.**

1. Completed 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. Plans prepared by a registered design professional 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, 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. Electrical drawings and schedules.
6. Mechanical drawings, schedules and equipment and BTU ratings, CFM design information.
7. Plumbing drawings, Showing riser diagrams and floor plan layouts
8. Complex structures agreement (If applicable)
9. Energy worksheet for all new buildings.

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 OF THIS APPLICATION FOR PERMIT.