

ADDRESS OF PROJECT: _____

RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

Return this form at time of application for permit.

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.

- ☐ Completed building permit applications. All information on the form must be filled out. If a section is not applicable to the proposed project mark the space, N/A. If the contractor is not yet known, please indicate TBD.
- ☐ A 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, and indicating the setback(s) to the property line. must be submitted electronically through the MyGovernmentOnline (MGO) Customer Portal.

☐ **Architectural**

Architectural drawings, **drawn to min 1/4" = 1'-0" scale as noted**, are required to be submitted electronically through the MyGovernmentOnline (MGO) Customer Portal. Plans must include mechanical, electrical, structural, civil and plumbing drawings if applicable to the proposed scope of work. Plumbing plans are not required 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)
- ☐ Design of rated walls where required, including complete method of assembly, exactly as shown in the design manual identified.
- ☐ Rated walls shall be determined per 2021 International Residential Code (IRC) Section 302.1 and Table 302.1(1). Accessory structures are required to be a minimum of five (5) feet or greater from the property lines, if <5', the wall fire rating shall be indicated as required.
- ☐ Provide detail of the footing size to include frost protection depth.
- ☐ Dimensioned Foundation Plan indicating type and size of wall, footings, vapor retarder, wire mesh, anchor bolt spacing, ventilation and/or piers shown in compliance. If a crawl space, designate if condition or non-conditioned. If non-condition, show locations of access panel and vents.
- ☐ Location and opening size for emergency egress windows, including sill height.
- ☐ Window and door schedule indicating size, type, safety glazing, U-factor and SHGC.
- ☐ Stair details for riser, tread, and handrail size, height and locations.
- ☐ Guard rail detail showing height, style and opening dimension.
- ☐ Attic/crawl space information including, height, ventilation and access opening size and location.
- ☐ Provide all information on roofing system (i.e.: Flame spread, material, type, class, slope, squares, ice barrier, solar reflectance (SRI)).
- ☐ Provide location and type of flashing, waterproofing and drainage system.
- ☐ Chimney/Fireplace details note actual model numbers for prefabricated units. On the building section indicate the Chimney heights and termination at roof.
- ☐ Building Section of exterior wall indicating: Top of Wall, Floor and Roof heights.
- ☐ Provide information on firestopping, fireblocking and draft-stopping materials as required.
- ☐ Braced Wall Design indicating: Method, Location and Length of braced wall panels, per 2021 IRC Section 602.10.
- ☐ Provide detailed information on radon reduction to include pipe size and location.

☐ **Structural**

- ☐ Include all structural load information.
- ☐ Include structural column size, loads and ratings.
- ☐ Include all beam sizes and calculations
- ☐ Include 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 cove) in footings and walls. (If required)
- ☐ Include footing detail for a stepped footing 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.)

☐ **Electrical**

- ☐ Provide information pertaining to the equipment, fixtures, appliances, wiring methods and materials.
- ☐ Provide locations of all smoke and carbon monoxide detectors.
- ☐ 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 location of GFIC and AFCI outlets.
- ☐ Provide information on how wiring is to be protected from damage. (As per 2023 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.**

☐ **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 location of equipment and venting/discharge locations, including condensation disposal.

☐ **Plumbing**

- ☐ Provide depth and location of water and sewer lines.
- ☐ Provide pipe size and material information. To include backflow information.
- ☐ Provide information on cut-off valves and access locations. (Cut-off's are required for all fixtures. Must provide access to valves.)
- ☐ Provide information on any backflow and/or frost-proof protection.
- ☐ Provide location of all hose bibs.
- ☐ Provide, for addition or adding fixtures, information on what is existing in the home, the existing water meter size and the supply line size from the meter to the house.

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

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

☐ **Existing Buildings, design using 2021 IRC Appendix J shall indicate:**

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

☐ 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.

☐ **Filing fee** made payable to City of Rockville (see fee schedule for current fees)

☐ **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.

☐ **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.

☐ **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.**

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

TITLE

DATE

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