



City of **Rockville**

Rise Together

M E M O R A N D U M

April 8, 2026

TO: City of Rockville Stakeholders

FROM: Inspections Services Division & The Office of the Fire Marshal

SUBJECT: Access Control System Permit Requirements

Permits for Access Control systems (also referred to as Electrical Locking Systems or "mag-lock" systems) are reviewed under the current code editions of the International Building Code and the Life Safety Code. These systems should be submitted as part of the complete building plan review process, either included in the original submittal package or as a revision to the plans if the system is not selected before submission.

New access control systems not included in a new building or renovation project will require a building permit. A full set of plans, signed and sealed by a registered design professional, is required. Submittals shall include any manufacturer data sheets and be of sufficient clarity to identify the location, nature, and extent of the work proposed.

All instances require a low-voltage electrical permit. No trade permits will be issued for access control systems without a parent permit.

During the life safety portion of the building plans review, any access control devices located within the means of egress will be identified and noted on the plans in accordance with IBC 1010.2.12/NFPA 101 14.5.3.2.1. These systems will require a separate fire protection permit, in accordance with the City of Rockville [Fire Alarm Submittal Requirements](#). Access control systems without any devices located within the means of egress will not require a separate fire protection permit.