



Rise Together
MEMORANDUM

August 13, 2026

TO: City of Rockville Stakeholders

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

SUBJECT: Permit Requirements for Electrical Locking Systems

Permits for Electrical Locking systems (also referred to as access control systems or “magnetic locking (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 and existing electrical locking systems that are not part of a new building or renovation project will require a building permit. A full set of plans, signed, sealed and certified 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 building permit and a low voltage electrical permit. No stand-alone trade permit will be issued for access control systems without a parent permit.

During the life safety portion of the building plans review, any sensor-release devices installed as part of the electrical locking system located within the means of egress will be identified and noted on the plans in accordance with IBC 1010.2.12/ NFPA 101, 7.2.1.6.2.1. These systems will require a separate fire protection permit, in accordance with the City of Rockville Fire Alarm Submittal Requirements. These systems without any devices located within the means of egress will not require a separate fire protection permit.