

Permit Application Checklist – Commercial Interior Renovations

The following items are required when the application for permit is submitted:

1. One (1) **fully completed** application form
2. Three (3) sets of construction plans
3. Application/Plan Review fee
4. Contractor licensing information **(See Notes Below)*
5. Submit plans to Montgomery County Department of Health, if applicable.

Details:

1. The application form must be completely and properly filled out. Failure to do so will cause delays in the plan review process and the issuance of your permit.
2. The 3 sets of plans submitted must be the actual construction documents by which the project will be constructed, and must be signed and sealed (State of Maryland seal, only) on every page by the appropriate architect or engineer.
 - Note: Architect and/or engineers stamp and signature must be original on each sheet, and shall include professional certification statement required by State of Maryland regulations.

The cover sheet shall have a code analysis which includes *at least* the following information: 1) Project scope definition, 2) Total size of space in square feet, 3) Size of work area, if a different amount from the total space size, 4) Use group, 5) Construction type, 6) Whether or not the building is sprinklered, 7) Whether or not the space and/or the building is currently occupied, and if so, whether occupancy will continue during construction, and 8) Key plan indicating the location of the space in relation to the rest of the building.

3. See current fee schedule for application/plan review fees. Please note that these fees are non-refundable.
4. Although contractor licensing information is not required at time of permit application, it must be submitted before the permit can be issued. Please see the document “Contractor Requirements, with Examples” for specific information.
5. If your project has anything to do with the sale of food, beverages, etc., or if it contains plans to build a swimming pool, you must submit plans to the Montgomery County Department of Health. Call the Health Dept. at 240-777-3986 to obtain information regarding plan submittal.

Plan Review Notes for Commercial Renovations

The City of Gaithersburg Permits and Inspections Division reviews commercial tenant fit out construction plans for conformance with the following codes:

- The International Building Code/2009
- The Life Safety Code, NFPA 101/2009
- The International Mechanical Code/2009
- The National Electrical Code/2008
- The Maryland Accessibility Code, COMAR 05.02.02 (references ADAAG/1994)
- The International Energy Conservation Code/2009

Agencies outside of the City of Gaithersburg review new building construction plans for the following areas:

1. WSSC reviews plans for Plumbing and Natural Gas code conformance. WSSC currently references the International Plumbing Code/2006.
(301-206-8886, plan review section)
2. The Montgomery County Department of Health performs health code review.
(240-777-3986)
3. The State of Maryland has full authority over elevator installations,
(410-767-2350), and boilers/pressure vessels that cross a specified threshold.

Separate plan submissions, apart from the building permit plan submission, are as follows:

1. Fire sprinkler plans are required to be submitted separately to the City of Gaithersburg Fire Marshal.
2. Fire alarm plans are required to be submitted separately to the City of Gaithersburg Fire Marshal.
3. Sign permits must be submitted separately to Planning and Code Administration.
4. Plans for grading, sediment control, site work, public improvements, etc., are not to be included with building plans and require a separate Site Development Permit. (A basic key plan or site plan can be useful with certain interior renovations.)

Note: *Changes to the exterior elevation of buildings will require approval from the Planning division of Planning and Code Administration.*