

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 **signed, sealed construction** plans
3. One (1) digital set of plans
4. Application/Plan Review fee
5. Submit plans to Montgomery County Department of Health, if applicable

The following item is not required at application, but must be submitted at least one business day prior to permit issuance:

1. Contractor licensing information for the general contractor, electrician, and HVAC contractor – as applicable. Please see the document “Contractor License Requirements” for specific requirements and license samples.

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 built, 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 for at least 2 sets of plans, and shall include the 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. A digital/electronic copy of the plans must be submitted. This can be physically stored media, such as a CD or a memory stick, or by PDF, if the file isn't too large.
4. See current fee schedule for application/plan review fees. Please note that these fees are non-refundable.
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 may be required to submit plans to the Montgomery County Department of Health. Call the Health Dept. at 240-777-3986 to obtain information regarding plan submittal.

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. (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.

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 by a licensed sprinkler contractor.
2. Fire alarm plans are required to be submitted separately to the City of Gaithersburg Fire Marshal by a licensed fire alarm contractor.
3. Sign plans must be submitted separately to the Planning division of Planning and Code Administration.
4. Plans for grading, sediment control, site work, public improvements, etc., are not to be included with building plans. (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.