

Permit Application Checklist – Foundation, only

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

- One (1) **fully completed** application form
- Two (2) sets of construction plans relevant to a complete structural review of the building
- Two (2) copies of the approved site plan
- Payment of Application/Plan Review fee
- One (1) Soils Report, original signed, sealed document
- One (1) copy of the SDA
- Proof of payment of Montgomery County Development Impact Tax

The following items are not necessarily required at time of application, but are required before a building permit will be issued:

- Copy of Maryland Contractors License
- WSSC Development Approval, a.k.a. “pink slip”
- All required site permits

Notes, Comments, Specifics:

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 2 sets of plans submitted must be the actual construction documents by which the building will be constructed, and must be signed and sealed (State of Maryland seal, only) on every page by the appropriate architect or engineer.

Also, the cover sheet shall have a code analysis which includes *at least* the following information:
1) Project scope definition, 2) total size of building (square feet), 3) height of building, in feet & number of stories, 4) use group, 4) construction type, and 6) whether building is sprinklered or not.
3. A copy of the City approved site plan must be included with each set of plans. (If the City approved site plan is not available at time of submission, please include 3 copies of the most recent rendition of the site plan available.) Please do not submit all the civil drawings, like landscaping, sediment control, storm drain profiles, etc; just one sheet of the site plan (per each set of plans) will do.
4. Along with your application, we must receive a copy of the geotechnical report done on the subject property. The cover letter portion of the report must be an original document, signed and sealed by a professional engineer registered in the State of Maryland.
5. A copy of the SDA (Site Development Approval) **must be included** with your permit application. This lets us know that your project has been approved in concept by the City of Gaithersburg, and is eligible to apply for a permit to do the actual construction.