

## COMMERCIAL RENOVATIONS PERMIT APPLICATION CHECKLIST

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

1. Complete online application
2. One (1) complete digital copy of plans (PDF required)
  - include Electrical and Mechanical, if applicable
3. Submit plans to Montgomery County Department of Health separately, if applicable
4. Special Inspection, if applicable
5. IGCC Checklist, if applicable
6. Use & Occupancy Application if new Business/Tenant (*must be submitted separately at the time of building permit application*)

**PLEASE NOTE: INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED**

### Details:

1. Complete application via our Online Portal at [PPL Online Services](#).
2. One (1) digital set of plans, the 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 may be electronic and shall include professional certification statement required by State of Maryland regulations.

Refer to the [Project Plan Submittal Requirements](#) for detailed information on what needs to be submitted.

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 Tenant Fit Ups**

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

- 2021 International Building Code (IBC)
- 2020 National Electric Code (NEC)
- 2021 International Mechanical Code (IMC)
- The Maryland Accessibility Code – ADAAG/2010
- 2021 International Energy Conservation Code (IECC)
- 2018 Fire Code (NFPA1)
- 2018 Life Safety Code (NFPA 101)

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. Please contact WSSC for current plumbing code information. (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 plans 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. (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.