



Commercial Plan Submittal Checklist

ADDRESS OF PROJECT: _____

Include this completed form with permit application

All required information shown in numbers 2 through 4 below must be incorporated into the submitted drawings. Each sheet of the plans must bear the original (not copied) wet stamp and signature of the State of Maryland licensed design professional. This applies to other drawings such as electrical, structural, civil, mechanical, plumbing and fire. - **For new buildings include all civil and structural drawings.**

1. **Completed and signed building permit application with valid email addresses and phone numbers.** All required fields on the application must be completed. If a field is not applicable to the proposed project mark the space N/A.
2. A complete set of drawings of sufficient clarity, including architectural, mechanical, electrical, structural, plumbing, life-safety and civil if applicable. Building data shown below must be incorporated into the submitted plans. Trade applications must be submitted along with the building permit if plans/application reference trade work. All plans must include scaled and dimensioned floor plans, elevations, sections and details as appropriate. Indicate all existing work, demolished & new work. The cover sheet shall contain an 8 ½" X 11" blank space for City comments. **All proposed exterior work shall require a site plan.**

BUILDING DESIGN DATA
THIS DATA MUST ALSO BE INCLUDED ON THE SUBMITTED PLANS

CODE CRITERIA	EXISTING	PROPOSED
• USE GROUP/MIXED USE (Per IBC code)	_____	_____
• OCCUPANT CAPACITY (Per NFPA 101)	_____	_____
• OCCUPANT CAPACITY (Per IBC code)	_____	_____
• TYPE OF CONSTRUCTION (Per IBC code)	_____	_____
• SPRINKLER PROTECTION (indicate type) (13, 13R, 13D, etc)	_____	_____
• FULLY SPRINKLERED (Yes, no or partial)	_____	_____
• FIRE ALARM (indicate type)	_____	_____
• STANDPIPES (Indicate yes or no)	_____	_____
• HEIGHT OF BUILDING (In feet)	_____	_____
• NUMBER OF STORIES ABOVE GRADE	_____	_____
• NUMBER OF STORIES BELOW GRADE	_____	_____
• FLOOR AREA OF CONSTRUCTION	_____	_____
• HIGH RISE BUILDING DESIGN (yes, no)	_____	_____
• CODES USED FOR DESIGN	_____	_____
• STRUCTURAL LOADS (LL, DL, Soil, Snow, Rain)	_____	_____

3. Geotechnical report for all new buildings and additions.
4. Water meter location and sizing (existing and/or proposed new) and calculation for water supply fixture unit.
5. Hourly fire resistance ratings of walls and floor/ceiling assemblies clearly indicated. All through and membrane penetrations detailed by approved firestop systems, e.g., UL, Intertek, USG.
6. All space and room function and uses must be indicated, including unoccupied and storage areas. Labs must indicate proposed research activity, biosafety level, chemical data and quantities to be stored.
7. Green Building compliance path and supporting documents if applicable
8. Special Inspections documentation (formerly Complex structures) if applicable. State of Special Inspections, qualifications of Special Inspector and other permit submittal requirements per Rockville SI Program Manual.
9. Energy Code Compliance checklist completed.
10. Where required per IBC 107.2.10 Plans have been signed off by the FPE of record in accordance with the Fire Protection Engineering Design Evaluation Protocol before review can begin.
11. All building means of egress clearly indicated.
12. All required supporting documents including calculations, ES, specifications and manufacturer product data.

I do hereby certify that all information given above is correct and accurate and has been included as part of the submitted plans.

PRINTED NAME

SIGNATURE

DATE

NOTICE: FAILURE TO PROVIDE ALL REQUIRED INFORMATION WILL DELAY PROCESSING OF APPLICATION.

Revised 7/30/2021 NRW