

Permit Requirements

Below you will find the requirements for submitting construction documents for all new single family homes, multi-family condos, new commercial and additions. Please contact the office of Building, Planning and Zoning for minor projects such as decks, stairs, siding, etc. for more information.

Town of Ocean City Building Codes:

All work shall be done in accordance with the codes listed below, and any state or Federal codes.

- IRC 2015 International Residential Code
- IMC 2015 International Mechanical Code
- IECC 2015 International Energy Conservation Code
- NEC 2012 National Electrical Code
- NSPCI 2012/2013 Supplement National Standard Plumbing Code Illustrated
- TOCC Chapter 10 Town of Ocean City Code
- IFCC International Fuel Gas Code 2012

City Department or Agency's you may want to call for information prior to submitting your building permit application and plans:

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| • Eng./Critical Areas/Storm Water Dept. | 410-289-8825 |
| • Building Department | 410-289-8854 |
| • Board of Port Wardens | 410-289-8855 |
| • Zoning Department | 410-289-8859 |
| • Fire Marshal Office | 410-289-8780 |
| • Plumbing Department | 410-524-6763 |

Note: Additional information may be required on all documents and building plans, the list below is not intended to be a complete list of all information required for permit submittals.

Code Summary shall include the minimum information:

1. Name of Project
2. Address of Project
3. Proposed Use
4. Owner's Name
5. City and County
6. Building Code IRC 2015 (for single family homes, duplexes and townhouses, all structures must be 3 stories or less under this code)
7. Building Code IBC 2015 (any structure that is not regulated under IRC 2015)
8. Flood Elevation in NGVD-1929 (this info can be obtained by contacting the Building Department or a professional land surveyor)
9. Sprinkler Protection (if required) NFPA System type
10. Building Height

11. Energy Code 2015 and Climate Zone 4
12. Mechanical System
13. Wind Design IRC 2015 Chapter 3 and IBC 2015 Chapter 16

Note: If required a licensed electrical, plumbing and or mechanical contractor must sign on all permit applications in person at City Hall prior to issuance of a building or plumbing permit.

BUILDING PLANS MUST INCLUDE THE FOLLOWING:

SITE PLAN

1. Provide site plan that shows all dimensions of proposed structures and reflecting the distances to all property lines.
2. Indicate all public or private easements, sidewalks, etc.
3. Show location of all proposed new and existing structures with dimensions including HVAC unit(s), sheds, etc.
4. Provide landscaping plan
5. Provide Storm Water Management/Critical Area Plan
6. Show North Arrow

STRUCTURAL PLANS - *Footing, Foundation, Masonry and Concrete Details*

1. Indicate depth, width, locations and method of reinforcement for all proposed footings for both continuous spread and pier footings.
2. Indicate proposed concrete mix, mortar and grouting in psi (min. 2500)
3. Indicate all vertical and horizontal steel re-enforcement, placement and rebar sizes to be used.
4. Specify location of reinforcing steel and anchor bolt placement.
5. Minimum standards for footing/foundations for IRC 2015.
6. Show masonry wall details and wall heights.
7. Foundation Flood and Air Ventilation locations in wall and vent type (Manufacturer).
8. Crawl space access location and size.
9. Square foot calculation both gross area and net area (Foundation).

ARCHITECTURAL PLANS / WALL SECTIONS

1. Show details of construction: materials to be used, insulation to be installed, and finishes. Provide a detail of stair construction, including member sizes, rise and run dimensions, headroom clearance, guardrail and handrail details.
2. Provide complete and dimensioned floor layout at each level which identifies the use for each room.
3. Provide complete and dimensioned roof plan and indicate all roof slopes.
4. Provide exterior elevation for each side of building which contains clearly dimensioned overall building height and floor-to-floor heights and indicates location, size and types of all doors and glazed openings.
5. Provide building and wall sections which clearly identify the required type and location of all materials for construction of beams, columns, floors, walls, ceilings and roofs.
6. Provide stair geometry. Include rise and run, handrail and guardrail heights.

7. Provide one major section through the exterior wall from footings to the highest part of the roof (min. scale - $\frac{1}{4}'' = 1'$).

FRAMING PLAN AND DETAILS

1. Dimensions of all exterior walls and interior spaces
2. Joist sizes and spacing.
3. Beam, column and header sizes and locations.
4. Type of lumber (i.e. Hem Fir # 2).
5. Framing for exterior decks and balconies.
6. Indicate all braced wall lines on the plans and demonstrate compliance with IRC R602.10.
7. Provide complete and clearly dimensioned floor framing plan for each level and roof framing plan which indicates the materials, types, sizes and location for all structural elements.
8. Provide complete structural design criteria including but not limited to required design loads, material specifications and structural construction requirements.

BUILDING ELEVATIONS

1. Show mean roof height from existing grade
2. Show eave height
3. Roof Slope or Roof pitch
4. Height between any floor (multi-floor structure)

ROOF FRAMING PLANS

1. Dimensions.
2. Rafter sizes and spacing.
3. Roof diaphragm information.
4. Beam sizes.
5. Bearing walls and posts.
6. Roof ventilation.
7. Roofing materials.

NOTE: **Factory Built Truss Plans** must be submitted at time of plan review or prior to the issuance of a building permit.

HEATING AND COOLING SYSTEM CALCULATIONS

Commercial Energy Efficiency See IECC 2015

Mechanical systems in residential construction are commonly oversized which increases installation costs, wastes energy, and reduces comfort and moisture control. Properly sized equipment will last longer, provide greater comfort, reduce noise and save homeowners money.

Heating and cooling equipment shall be sized based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies.

Provide complete and clearly dimensioned floor framing plan for each level and roof framing plan which indicates the materials, types, sizes and location for all structural elements.

A copy of the calculations must be submitted to the Town of Ocean City at the time of application for a building permit **and** must be submitted to a 3rd party inspection agency for review and inspection.

1. C403.2.1 Calculation of Heating and Cooling loads
2. C403.2.2 Equipment and System Sizing
3. C403.2.3 HVAC Equipment Performance Requirements
4. Submit COMMcheck with all Commercial Applications
5. Submit REScheck with all Residential Applications

SOILS REPORT

1. If required by the Building Official, please provide an engineer's soil investigation report indicating type of soil and recommended foundation design.

ELECTRICAL PLANS

1. Provide electrical plans showing the location and capacity of the service equipment and electrical panels, the location of all smoke detectors, carbon monoxide detectors, electrical receptacles, switches and lighting fixtures.

PLUMBING PLANS (Contact the Plumbing Department)

1. Provide plumbing plans and indicate location of all plumbing fixtures, appliances, piping, tubing and venting.
2. Indicate whether appliances are gas-operated, electric or otherwise. List types of material to be used for all water supply, drainage and vent piping.

FIRE SPRINKLER PLANS

1. All new one and two family dwellings and townhouses shall be equipped with an automatic fire sprinkler system. See Town of Ocean City Fire Marshal for minimum requirements.
2. All other required sprinkler systems shall be in accordance with the Town of Ocean City fire Marshal.