



PROCEDURES FOR APPLYING FOR A BUILDING PERMIT FOR NEW MULTI-FAMILY, COMMERCIAL, AND INDUSTRIAL STRUCTURES

Water, Sewer, Fire, Environmental, GIS, and Zoning approval must be obtained if required. A health permit is also required in the case of a food and/or drinking establishment.

Submit one complete electronic set of plans (PDF) with a Maryland Registered Engineer or Architect's seal and signature on each page of the plans to permits@oceancitymd.com

Note: You must apply to Maryland Division Department of Labor and Industry for permits and inspection of elevators & boilers

****ONE (1) COMPLETE ELECTRONIC SET OF PLANS (PDF) WITH A MARYLAND REGISTERED ARCHITECT OR ENGINEER'S SIGNATURE AND SEAL ARE REQUIRED ON ALL PLANS. ****

COMPLETE BUILDING REVIEW:

- Architectural building & site plans
- Specifications
- Mechanical/Plumbing/Electrical Plans
- Structural
- Soil investigation report
- Energy code compliance
- Accessibility
- Landscape
- Stormwater
- Flood
- Signs

ELECTRICAL PLAN REVIEW:

- Riser diagram or one line drawing
- Floor layout with branch circuitry
- Panel schedule including over current protection
- Load calculations
- Detailed materials and size requirements
- Emergency electrical systems
- Minimum short circuit rating requirements or fault current availability
- Detailed equipment and service grounding

BUILDING PLAN REVIEW:

- A title block which includes: Type of Construction; Use Group; List of all installed fire protection; List of all design options; and Occupant load
- In Mixed-use buildings identify fire barriers where applicable.
- Site plan and soil test report
- Complete building plans showing uses of all areas
- All appropriate wall, floor and foundation sections
- Complete door and hardware schedule
- Complete window and glazing schedule
- Complete interior finish schedule with flame spread ratings

- Complete Specifications
- Provide a key plan indicating locations of all required signage
- Occupant load for all areas
- Electrical Plans (Show location of all exit and means of egress lighting)
- List of all design loads for the building in accordance with IBC Section 1603
- Complete information for all special occupancy requirements (open well, high rise and covered mall)
- Structural and complete information for all special structures (Skylights, roof, panels, awnings, etc.)
- Sequence of operations for all special systems (smoke control, elevator recall) List of all firestopping methods at penetrations. (Include specific materials and installation system numbers)
- Energy compliance path, e.g., IECC or ASHRAE 90.1 or COMcheck-; (include building envelope, mechanical and lighting plans and calcs)
- Details of all rated assemblies and incorporate into plans
- Details showing all accessibility requirements in accordance with ICC/ANSI A117.1 Chapter 10 & IBC Chapter 11

PLUMBING/MECHANICAL REVIEW CHECK LIST:

- Submit manufacturer's installation instructions on the mechanical equipment and appliances
- Submit details showing construction of commercial kitchen hood and duct system
- Submit ventilation schedule indicating amount of supply air, exhaust air and outside air
- Submit specifications for fixtures pipe materials, joints and connections for all plumbing systems
- Submit gas piping plans showing location, pipe sizes and material
- Submit plans showing complete water piping system, including all sizes indicate fixture types and location
- Submit working drawings for the required fire protection, suppression and detection systems when a contractor is chosen
- Submit riser diagram for drainage, waste and vent system
- Provide HVAC plans and smoke detection systems
- Provide 110V outlet for servicing rooftop appliances.
- Provide roof plan with all equipment and clearances