



**Town of Ocean City
Planning & Community Development
Building Department Division**

**PLAN SUBMISSION APPLICATION GUIDE
FOR
BUILDING CONSTRUCTION**

**DIVISION OF BUILDING CODES ENFORCEMENT
410-289-8855**

**DIVISION OF PLUMBING
410-524-6763**

**301 N. Baltimore Avenue
Ocean City, Maryland
21842**



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We realize that the procedures described herein will not be suitable for every project.
IF A SPECIAL SITUATION EXISTS, THIS OFFICE IS AVAILABLE TO ASSIST YOU

PREFACE

This guide had been developed to answer most general questions that arise regarding the process of obtaining building or plumbing permits. If this guide does not fully answer your questions, or if you have more specific questions, please feel free to call the **Building Department** (PCDBD) at 410-289-8855 or Division of Plumbing at 410-524-6763

- **FIRST STEP:** When planning a new construction project for the Town of Ocean city, please contact the Division of Planning/ Zoning Department to ensure the proposed construction site is properly zoned. In many cases, substantial delays can be experienced if rezoning or zoning appeals are necessary. The PCDBD has no authority over local planning/ zoning commissions.
- The **Next and final step** is to make initial contact with the appropriate Division (Planning/Zoning, Environmental, Building, Fire, Health, etc.) to determine the process for obtaining a building construction permit. Each division determines its own permit process. The DBSIE has developed this detailed Plan Submission Application Guide to answer most general questions regarding the who, what, when, where and how of obtaining a building construction permit for those projects. More specific questions can be directed to the Chief Building Official, located in the DBSIE.

DEPARTMENT OF BUILDING SAFETY, INSPECTION & ENFORCEMENT PLAN SUBMISSION PROCESS FOR NEW PROJECTS ONLY permits@oceancitymd.gov

- UPLOAD: One (1) completed application and all electronic plans to permits@oceancitymd.gov. Application form shall be completed in full and shall identify the name and address of the building (or tenant business name), owner, architect, engineer, contractor. If the project is within a larger multi-tenant building, also identify the name of the building.
- Procedure for submitting corrected architectural plans should be emailed to permits@oceancitymd.gov
- Revisions shall be emailed to permits@oceancitymd.gov and shall identify the project by Name, Permit number, a narrative for all changes, and the plans clouded identifying the changes.

If further information is needed contact:

TOC PCD BUILDING DEPARTMENT
301 N Baltimore Avenue
Ocean City, MD 21842
410-289-8855



PLAN REVIEW CHECKLIST

THE FOLLOWING IS A LIST OF THE DOCUMENTATION REQUIRED TO BE SUBMITTED FOR A COMPLETE PLAN REVIEW. DRAWINGS SHALL INCLUDE BUT NOT BE LIMITED TO:

1. A 4" x 4" clear area in the same location on the right quadrant of each sheet
2. A title block which includes:
 - a. Type of Construction (Chapter 6, IBC)
 - b. Use Group (Chapter 3, IBC)
 - c. List all installed fire protection systems
 - d. List all design options
 - e. List all applicable Codes
 - f. Occupant Load
3. Site Plan & Site Survey
4. Environmental-landscape/stormwater (please submit all forms & permit applications at: <https://oceancitymd.gov/oc/departments/planningcommunitydevelopment/environmental-forms-permits/>)
5. All floodplain requirements in accordance with TOC Chapter 38, IBC, & IRC
6. Complete building plans showing use of all areas
7. All appropriate wall, floor and foundation sections and details
8. Complete door schedule including hardware schedule
9. Complete window and glazing schedule
10. Complete interior finish schedule with documentation of maximum flame spread ratings
11. List of all fire rated assemblies and documentation of the required rating.
12. Details showing all accessibility features for the physically disabled & accessible assessment for existing buildings
13. Floor plan showing location of aisles, storage systems, industrial equipment etc., where applicable
14. Electrical Plans (show location of all exit signs and means of egress lighting)
15. Mechanical plans (include location and type of equipment and appliances and an air balance schedule)
16. List all design loads for the building
17. Complete information for all special occupancy requirements (atrium, high rise, covered mall, etc...)
18. Complete information for all special structures (sky lights, roof, panels, awnings, etc. ...)
19. Geotechnical Investigation Report as required by Section 1705.6 of the IBC
20. Signed and sealed plans registered in the State of Maryland
21. Sequence of operations for all special systems (smoke control, elevator recall, etc.)



COMMERCIAL PLAN REQUIREMENTS

1. GENERAL: Submit one (1) complete set of electronic documents prepared by an individual or design professional for the construction, alteration, or repair of a structure. Make sure they are legible and complete for ensuring compliance with the regulations. Plans will be reviewed for compliance with the TOC Building Code. Plans containing the following information shall be considered meeting the requirements for plan submittals.
2. REQUIREMENTS FOR THE PHYSICALLY DISABLED in accordance with ICC/ANSI A117.1-2009
3. CODES CURRENTLY USED IN TOC
4. ARCHITECTURAL PLANS:
 - a. SITE SURVEY:

Copy of site survey bearing signature and seal of a Maryland registered Land Surveyor for new buildings and additions
 - b. SITE DIAGRAM:

A site plan indicating the size and location of all new and existing construction on the site and distances from these buildings to lot lines. Indicate new building services, utilities, location, size and finished grades.
 - c. CONSTRUCTION PLANS:

Scale drawings showing foundation, floor plans and elevations, including structural framing details and notes for all walls, floors ceilings and roofs. Electrical, plumbing and mechanical details may be shown on more than one drawing.
 - d. DETAILS:
 1. Section: A cross section through each typical wall showing construction details from footing to and including roof framing. It must demonstrate compliance with the TOC Building Code.
 2. Electrical Details: Indicating lighting, receptacles, motors and equipment, smoke detectors, service entrance locations (size and type overhead or underground), panel size, location and number of proposed circuits. A symbol legend shall be included.
 3. Plumbing Details: Plans indicating number, type and location of fixtures, type of sewage disposal system, details of disposal system (connection to domestic or septic system layout). Piping layout and riser diagrams shall be included.
5. ENERGY CONSERVATION CALCULATIONS:

The COM Check/ RES Check Forms for the necessary calculations can be downloaded from www.energycodes.gov.
6. GEOTECHNICAL INVESTIGATION REPORT
7. PLAN APPLICATION:

One (1) copy of TOC PDC Submission Coversheet must be completed and attached to the set of drawings.



COMMERCIAL PLAN REQUIREMENTS-continued

8. PLAN REVIEW FEE:

This office must require a plan review fee to cover plan review and field inspection services provided by the Building Department. The fee must accompany the plans in the initial submission. Fees will also be required for shop drawings and should be submitted with their respective drawings.

9. Affidavit OF Assurances:

One (1) copy of this form must be completed and submitted with drawings.

10. PLUMBING SUBMISSION:

When submitting plans that relate only to plumbing, the plan set is only required to have the following:

- a. Site plan indicating underground piping and disposal method.
- b. Floor plan showing layout of all fixtures.
- c. Fixture schedule.
- d. Plumbing riser diagram.
- e. Compliance with accessibility requirements, if applicable.
- f. Specification book, if required.

11. SHOP DRAWINGS:

The following, when required, must be submitted by a registered engineer or a competent installing contractor, or licensed contractor.

- a. Rebar
- b. Foundation
- c. Range Hood/Exhaust system
- d. Boilers- Division of Plumbing
- e. Pools
- f. Bleachers/ Spectator Seating
- g. Pre-engineered metal buildings
- h. Pre-fabricated wood trusses

Plans above shall be complete and include all manufactured specifications.

If these plans are to be reviewed at the time of the initial plan submittal, the plans shall be complete with all details including fire resistant assemblies, framing method, size, make, manufacture, anchors, hangers, covering, along with the required TOC PDC Submission Cover Sheet.

- 12. ELECTRICAL INSPECTION:** Before permanent electrical service can be provided and legal occupancy is issued on a building, the wiring must be approved by a Maryland State certified electrical inspector. A fee is required by the inspector. For further information about obtaining an electrical inspector, contact the Chief Building Official.



CODES CURRENTLY ADOPTED BY TOWN OF OCEAN CITY

2018 International Building Code

2018 International Energy Conservation Code

2018 International Existing Building Code

2018 International Residential Code

2018 International Mechanical Code

2018 International Fuel Gas Code

2018 International Plumbing Code

2018 International Property Maintenance Code

ANSI A117.1 – 2009 Standard for Accessible and Usable Buildings and Facilities

ASCE 7-16 – Minimum Design Loads and Associated Criteria for Buildings and Other Structures

ASCE 7-24 – Flood Resistant Design and Construction

NFPA 1 Fire Code – 2018

NFPA 13 Standard for the Installation of Sprinkler Systems – 2016

NFPA 13R Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies – 2016

NFPA 13D Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes – 2016

NFPA 24 Standard for the Installation of Private Fire Service Mains – 2016

NFPA 70 National Electrical Code – 2017

NFPA 72 National Fire Alarm and Signaling Code – 2016

NFPA 101 Life Safety Code – 2018

***The above is for reference only and is only representative of the many codes and standards currently used in Town of Ocean City (TOC). For specific applications not listed above, refer to Chapter 10 TOC*



The State of Maryland adopted the 2021 I-codes on May 31, 2023, and Maryland law requires all local jurisdictions to implement & enforce the requirements of the new codes within 12 months after State's adoption.





CLIMATE AND GEOGRAPHIC DESIGN CRITERIA



Town Of Ocean City Maryland CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA Requirements For Commercial and Residential Permits

TABLE R301.2(1) CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP	ICE BARRIER REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
	Speed (mph)	Climate Zone	Wind Exposure Category	Soil Site Class		Weathering	Frost Line Depth	Termite					
20 PSF	128 MPH	4A	D	D	A	Severe	18"	Moderate	17°F	NO	CHAPTER 38	<1500 (250)	57.65°F

IBC CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP	ICE BARRIER REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
	Speed (mph)	Climate Zone	Wind Exposure Category	Soil Site Class		Weathering	Frost Line Depth	Termite					
20 PSF	Category I-120MPH Category II-128MPH Category III-140MPH	4A	D	D	A	Severe	18"	Moderate	17°F	No	CHAPTER 38	< 1500 (250)	57.65 °F

Winter Design Temp:

- Interior spaces intended for human occupancy shall be provided with an indoor temperature of not less than 65° F at a point 3 feet above the floor on the design heating day
- System design shall be based on max 72° F heating, minimum 75° F cooling
- Degree days (Maryland-Baltimore) 4,654, Winter Design Temp 13° F, Dry Bulb 91° F, Wet Bulb 77° F (2018 IPC Appendix D)
- As per Chapter 16 section 1609 and ASCE 7 2016, Climate Zone 4A, wind exposure category and surface roughness is D



ACCESSIBILITY REQUIREMENTS FOR PHYSICALLY DISABLED- ICC A117.1 Standard for Accessible & Usable Buildings & Facilities

All new buildings and facilities, including temporary structures and their associated sites and facilities, shall be accessible to persons with disabilities, including, but not limited to OCCUPANTS, EMPLOYEES, STUDENTS, SPECTATORS, PARTICIPANTS, AND VISITORS.

The specifications in this standard make sites, facilities, buildings and elements accessible to and usable by people with such physical disabilities as the inability to walk, difficulty walking, reliance on walking aids, blindness and visual impairment, deafness and hearing impairment, in coordination, reaching and manipulation disabilities, lack of stamina, difficulty interpreting and reacting to sensory information, and extremes of physical size. The intent of this standard is to allow a person with physical disability to independently get to, enter, and use a site, facility, building, or element.

When work involves alterations, additions, change of occupancy or alterations affecting an area of primary function, please contact the Chief Building Official





STRUCTURAL TEST AND SPECIAL INSPECTIONS

The most common contributing factor to significant structural damage and building failure in extreme natural events such as hurricanes, tornados and earthquakes is construction that fails to comply with codes, standards and design documents. One way to help mitigate the problem is to have increased, specialized oversight and inspection during the construction process. The main objective of special inspection is to provide this verification of construction practices in the field to ensure that construction meets submittal document, code and standard requirement

1704.1.1 Building Permit Requirement: The permit applicant shall submit the TOC Statement of Special Inspection (Please see pages13-20) as a condition for permit issuance. This statement shall include a complete list of materials and work requiring special inspection by this section. The inspections to be performed and a list of the individuals, approved agencies and firms intended to be retained for conducting such inspections shall be included. The special inspectors shall be provided by the owner and shall be qualified and approved for the inspection of the work.

EXCEPTIONS:

1. Special inspections are not required for work for which a design professional is not required by IBC Section 1705.
2. Special inspections are not required for building components unless the design involves the practice of professional engineering or architecture as defined by applicable state statutes and regulations governing the professional registration and certification of engineers or architects.
3. Unless otherwise required by the building official, special inspections are not required for occupancies in Group R-3 as applicable in IBC Section 1704.2, and occupancies in Group U that are accessory to a residential occupancy including, but not limited to, those listed in IBC Section 1704.2.
4. Special inspections and tests are not required for construction of a minor nature or as warranted by conditions in TOC as approved by the Chief Building Official.



STATEMENT OF SPECIAL INSPECTIONS AGREEMENT PART 1

To permit applicants of projects requiring special inspection and/or testing per Section 1704 of the International Building Code (IBC):

Project Address: _____ Permit No.: _____

BEFORE A PERMIT CAN BE ISSUED, One (1) copy of the Statement of Special Inspection (Part 1 and 2) with the required acknowledgments shall be completed by the owner, or registered design professional in responsible charge acting as the owner's agent. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Special inspectors may have no financial interest in projects for which they provide special inspection. Special inspectors shall be approved by OCMD Planning & Community Development prior to performing any duties. Special inspectors shall submit their qualifications and are subject to personal interviews for prequalification. Special inspectors shall display approved identification, as stipulated by the building official, when performing the function of special inspector.

Special inspection and testing shall meet the minimum requirements of Section 1704 through 1707 of the International Building Code. The following conditions are also applicable:

- A. Duties and Responsibilities of the Special Inspector
1. **General Requirements.** Special inspectors shall review approved plans and specifications for special inspection requirements. Special inspectors will comply with the special inspection requirements of the enforcing jurisdiction found in the Statement of Special Inspections including work and materials.
 2. **Signify presence at job-site.** Special inspectors shall notify contractor personnel of their presence and responsibilities at the jobsite. If required by the building official, they shall sign in on the appropriate form (Form A4) posted with the building permit.
 3. **Observe assigned work.** Special inspectors shall inspect all work according to the Statement of Special Inspections for which they are responsible for conformance with the building department approved (stamped) plans and specifications and applicable provisions of IBC Section



4. **Report nonconforming items (discrepancies) (Form A3).** Special inspectors shall bring all nonconforming items to the immediate attention of the contractor. If any such item is not resolved in a timely manner or is about to be incorporated into the work, the engineer or architect of record and the building official shall be notified immediately and the item noted in the special inspector's written report (Section 1704.1.2). The building official may require this report to be posted in a conspicuous place on the job-site. The special inspector shall include in the report, as a minimum, the following information about each nonconforming item:

- Description and exact location.
- Reference to applicable detail of approved plans/specifications.
- Name and title of each individual notified and method of notification
- Resolution or corrective action taken.

5. Provide timely progress reports (Forms A1, A2). The special inspector shall complete written inspection reports for each inspection visit and provide the reports on a timely basis as determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official and to the design professional in charge (Section 1704.1.2). These reports should be organized on a daily format and may be submitted weekly or another required interval, at the option of the building official. In these reports, special inspectors shall:

- Describe inspections and tests made with applicable locations.
- Indicate nonconforming items (discrepancies) and how they were resolved.
- List unresolved items, parties notified, and time and method of notification.
- Itemize changes authorized by engineer or architect of record if not included in nonconforming items.

6. Submit final report (Form A5). Special inspectors or inspection agencies shall submit a final signed report to the building department stating that all items requiring special inspection and testing by the Statement of Special Inspection were fulfilled and reported and, to the best of their knowledge in conformance with the approved plans and specifications (Section 1704.1.2). The design professional in responsible charge shall sign the report before it is submitted to the building official. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspection when continuous was required, etc.) shall be specifically itemized in this report.

B. **Owner Responsibilities.** The project owner, the engineer or architect of record, or a n agent of the owner is responsible for funding special inspection services. Measures should be taken to ensure that the scope of work and duties of the special inspector as outlined in the Statement of Special Inspection are not compromised.

1. **Registered Design Professional in Responsible Charge.** The Design Professional in responsible charge should be consenting party by written acknowledgement of



special inspection and testing agreements. The Design Professional in responsible charge has many duties and responsibilities related to special inspection, including the following: The Statement of Special Inspections (**Parts 1 and 2**) has been submitted with the permit application. The content of the statement contains the following information:

2. Materials, systems, components and work required to have special inspection. Duties of the special inspector(s) and the registered design professional responsible for each part of the work are to be stated.
3. Type and extent of each special inspection and the name of individual or firms performing the inspections.
4. Type and extent of each test.
5. Special inspection of required seismic resistance systems and components.
6. Special inspection of required wind resistance systems and components.
7. Provide name and contact information of special inspector or special inspection agency. Subject to the approval of the building official, special inspectors holding current certification by ICC in the discipline in which they will be inspecting can be considered qualified within the appropriate scope of accreditation for the disciplines to be inspected. The choice of special inspectors or special inspection agencies should include the following considerations:
 - Project size and complexity – experience with similar projects.
 - Inspection staffing – sufficient qualified inspectors
 - Site location – proximity of inspection and testing facilities.
 - Off-site inspection – capabilities for inspection at remote locations.
8. Respond to field discrepancies. The engineer or architect of record shall respond to special inspector reports of uncorrected non-complying (discrepancies) items and shall approve remedial measures.
9. Review shop drawings and submit revisions to approved plans. The design professional in responsible charge shall acknowledge and approve shop drawings that may detail structural information. The design professional shall submit to the building official and the special inspector/inspection agency written approval of any verbally approved deviations from the approved plans and shall submit revised plans for building official approval.

C. Contractor Responsibilities

By signing this statement on Page 6 the contractor affirms and agrees:

1. Acknowledgement of awareness of the special requirements contained in the statement of special inspections;
2. Acknowledgement that control will be exercised to obtain conformance with the construction documents approved by the building official;



3. Procedures for exercising control within the contractor's organization, the method and frequency of reporting and the distribution of the reports; and
4. Identification and qualifications of the person(s) exercising such control and their position(s) in the organization.

Suggested job-site protocol for special inspection:

- Notify the special inspector. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
- Provide access to approved plans. The contractor is responsible for providing the special inspector with access to approved plans.
- Retain special inspection records. When required by the building official, the contractor is responsible for retaining at the job-site all special inspection records submitted by the special inspector and providing these records for review by the building department's inspector upon request.

D. Building Department Responsibilities

1. Review submittal documents for compliance with special inspection requirements as outlined in the Statement of Inspection. The building official is charged with the legal authority to review the plans, specifications, special inspection program and other submittal documents for compliance with code requirements.
2. Approve special inspection programs. The building official is responsible for approving the special inspection program submitted by the design professional in responsible charge and may require a preconstruction conference to review the program with all applicable members of the construction team.
3. Monitor special inspection activities. The building official should monitor the special inspection activities at the job-site to assure that qualified special inspectors are performing their duties when work requiring special inspection is in *progress*.
4. Issuance of stop work orders. The building official is recognized as having the authority to stop work at the job-site.
5. Approval to proceed. There are certain points of completion where work shall not proceed until approval by the building official has been given.
6. Review inspection reports. The building official receives and reviews special inspection progress reports and final reports for conformance with the approved plans, specifications and workmanship provisions of the code.
7. Perform final inspection. The building official will not perform the final inspection and approval for a project until the final special inspection report has been reviewed and approved.



ACKNOWLEDGEMENTS

Each appropriate representative shall sign below:

Owner:	Firm:	Date:
_____	_____	_____
Contractor:	Firm:	Date:
_____	_____	_____
Architect:	Firm:	Date:
_____	_____	_____
SER:	Firm:	Date:
_____	_____	_____
SI-S:	Firm:	Date:
_____	_____	_____
SI-T:	Firm:	Date:
_____	_____	_____
TA:	Firm:	Date:
_____	_____	_____
F:	Firm:	Date:
_____	_____	_____

If requested by engineer/architect of record or building official, the individual names of all prospective special inspectors and the work they intend to observe shall be identified.

Legend: **SER:** Structural Engineer of Record **SI-S:** Special Inspector – Structural
 SI-T: Special Inspector **Technical TA:** Testing Agency
 F: Fabricator

Accepted by TOC PCD by: _____
Date: _____
Date for Final Report: _____
Frequency of Report Submission: _____
Time for Report Submission: _____



SPECIAL INSPECTION DAILY REPORT

FORM A1

Municipality: _____ Permit # _____ Date: _____
Project Name: _____ Project Address: _____
Inspection Type(s)/Coverage: _____

Continuous Periodic; frequency: _____

Inspections made, including locations: _____

Tests performed: _____

Items requiring: 1) correction, 2) correction of previously listed items, and 3) previously listed uncorrected items: _____

Changes to approved plans authorized by engineer or architect of record: _____

Comments: _____

To the best of my knowledge, work inspected was in accordance with TOC PCD approved plans, specifications and applicable workmanship provisions of the IBC except as noted above.

Signed: _____ Inspection Agency*: _____
Printed full name: _____ ID/Certification No.: _____

Building official may require the signature/stamp of agency responsible for special inspection



SPECIAL INSPECTION WEEKLY REPORT

FORM A2

Municipality: _____ Permit #: _____ Date: _____

Project Name: _____ Project Address: _____

Inspection Type(s)/Coverage: _____

Continuous

Periodic; frequency: _____

Total inspection time each day:

Dates						
Hours						
Inspector						

Inspections made, including locations:

Tests performed:

Items requiring: 1) correction, 2) correction of previously listed items, and 3) previously listed uncorrected items:

Changes to approved plans authorized by engineer or architect of record:

Comments:

To the best of my knowledge, work was inspected and in accordance with TOC approved plans, specifications and applicable workmanship provisions of the IBC except as noted above.

Signed: _____ Inspection Agency*: _____

Printed full name: _____ ID/Certification No.: _____

Building official may require the signature/stamp of agency responsible for special inspection.



NEW JOBSITE PERMIT CARD



TOC PLANNING & COMMUNITY DEVELOPMENT BUILDING DEPARTMENT
301 Baltimore Avenue, Ocean City, Maryland 21842

Building Inspections -please contact 410-289-8855
Commercial Mechanical Inspections -please contact 410-289-8855
Plumbing Inspections -please contact 410-524-6763

Owner Information	
Name:	
Address:	
Contractor Information	
Name:	
Address:	

PERMIT # _____ ISSUED _____

Project Description:

THIS PERMIT SHALL CONFORM TO THE TERMS OF THE APPLICATION ON FILE IN THE BUILDING DEPARTMENT AND TO THE PROVISIONS OF THE STATUTES AND THE ORDINANCES RELATING TO THE CONSTRUCTION, MAINTENANCE AND INSPECTIONS OF BUILDINGS IN THE TOWN OF OCEAN CITY MARYLAND, AND THE MARYLAND STATE BUILDING CODE.

KEEP THIS CARD POSTED IN A CONSPICUOUS PLACE ON THE JOB SITE AT ALL TIMES. APPROVED PLANS AND PERMIT DOCUMENTS SHALL BE ON THE JOB SITE AT ALL TIMES WHEN WORK IS IN PROGRESS. AFTER COMPLETION OF WORK, RETAIN THIS CARD FOR YOUR RECORDS.

James Metzgar, CBO _____ Date: _____
Chief Building Officer

ANY PERMIT ISSUED EXPIRES SIX (6) MONTHS AFTER ISSUANCE IF NO INSPECTIONS HAVE BEEN MADE.
ANY PERMIT ISSUED SHALL EXPIRE SIX(6) MONTHS AFTER ISSUANCE





	INSPECTIONS	DATES	INSPECTORS
	SLAB		
	FOUNDATION STEEL		
	GROUNDING ELECTRODE		
	ZONING SETBACK		
	ZONING HEIGHT		
	ZONING PARKING		
	PLUMBING UNDERGROUND		
	ELECTRICAL UNDERGROUND		
	FIRE SERVICE UNDERGROUND		
	FOUNDATION/ELEVATION CERTIFICATE		
	ROUGH PLUMBING		
	ROUGH MECHANICAL (Duct leakage test-OCMD forms)		
	ROUGH GAS		
	GAS TEST		
	SHOWER PAN		
	FLUVENTS/DUCTS		
	ROUGH ELECTRICAL		
	ROUGH FRAMING		
	FLOOR JOIST/TRUSS FRAMING		
	ROUGH SPRINKLER (FIRE)		
	HYDROSTATIC (FIRE)		
	FIRE-STOP /FIRE DRAFT/BLOCK		
	SOUND TRANSMISSION (STC)		
	INSULATION/VAPOR RETARDER		
	WEATHER BARRIER		
	SHEATHING/STRAPPING		
	FLASHING/WINDOW /DOOR/BRICK ABOVE CEILING		
	FINAL INSPECTIONS	DATES	INSPECTORS
	BUILDING		
	PLUMBING		
	MECHANICAL (Blower door test-OCMD Forms)		
	ELECTRICAL		
	FIRE		
	HEALTH		
	ACCESSIBILITY		
	ZONING		
	ENVIROMENTAL		
	GAS		
	ELEVATION CERTIFICATE		



2018 INTERNATIONAL RESIDENTIALSINGLE FAMILY HOME/ ADDITION PLAN SUBMITTAL REQUIREMENTS

- Application
- Water/sewer
- Zoning
- Environmental
- Site plan with setbacks (include all structures on the property)
- Electronic plans with adequate construction details
- Flood Zone/Elevation/flood vents/first floor/crawl space

*TOCMD Whole house blower door test document (new homes only)

*TOCMD Whole house ventilation document (new homes only)

*TOCMD HVAC Duct Pressure Test form (new HVAC system)

These documents are available at PCD Building Department Office or on our website

****The following information must be specified/indicated on the drawings: (The 2018 International Residential Code sections are referenced in parenthesis) ****

1. Elevation view of all sides, including indication of grade. (*Section 106*)
2. Plan view of each floor level, with use of all rooms and spaces identified. (*Section 106.1.1*)
3. Wall Section view(s) showing ceiling heights of all floors, including basement and sloped ceilings. (*Section 106.1.1*)
4. Specify energy compliance path with corresponding details;
 - a. IRC (*Chap 11*)
 - b. Res-Check report. (*2 copies*)
5. R-Values for floor insulation, including concrete slab on grade. (*Chap 11*)
6. Wall insulation R-Values. (*Chap 11*)
7. R-Values for sloped and flat ceiling(s) insulation. (*Chap 11*)
8. Specify air barriers at required locations. (*Section N1102.4.1.1*)
9. Heat-loss/gain calculations (indicating design per ACCA Manual "J", or other approved heating and cooling calculation methodologies). Indicate heat system type and equipment locations. (*Section 303.10 & Section M1401.3*)
10. Habitable attic locations. (*Definition Chap 2*)
11. Window/door schedule; specify type, opening, U values, and height above interior floor, at corresponding locations. (*Sections 303, 312, N1102*)
12. Emergency egress windows opening details. (*Section 311*)
13. Outside air ventilation for habitable rooms. (*Section 303*)
14. Details for mechanical ventilation & method of control. (*303.4*)



SINGLE FAMILY HOME/ADDITION PLAN SUBMITTAL REQUIREMENTS-continued

15. Safety glazing in hazardous locations. (*Section 308*)
 16. Skylight locations and size. (*Section 308.6*)
 17. Specify type of door between garage and residence. (*Section 302.5*)
 18. ½" gypsum separation between garage and dwelling. (*Table 302.6*)
 19. Exterior door size. (*Section 311*)
 20. Landing details at all exterior doors. (*Section 311.3*)
 21. Stairway and hallway width > 36". (*Sections 311.4 & 311.6*)
 22. Stairway rise and run details; Maximum stair rise = 7-3/4"; Minimum tread depth = 10"
 23. Stairway headroom. (*Section 311.7.2*)
 24. Handrail details. (*Sections 311.7.8*)
 25. Guardrail details. (*Section 312*)
 26. Smoke detectors;
 - a. New homes Interconnected with AC and DC power source. (*Section 314*)
 - b. Existing homes specify locations.
 27. Carbon Monoxide detector. (*Section 315*)
 28. Footing size & depth below grade including column and pier footings. (*Section 403.1*)
 29. Foundation details;
 - a. Type, thickness and height of wall. (*Section 404*)
 - b. Distance above final grade. (*Section 404.1.6*)
 - c. Rebar size, spacing and lap lengths at splices. (*Section 404*)
 - d. Method of damp proofing or waterproofing. (*Section 406*)
 - e. Sill plate width and type of wood. (*Section 317.1*)
 - f. Anchor Bolt spacing. (*Section 403.1.6*)
 - g. Foundation drainage details. (*Section 405*)
 30. Protection of wood from decay. (*Section 317*)
 31. FHA or solid masonry at top course of change in thickness of masonry, e.g., brick ledge. (*Section 606.4.3*)
 32. Crawl space details; (*Section 408*)
 - a. Ventilation details.
 - b. Access size and location.
 - c. Floor framing clearance from finished grade. (*Section 317.1 #1*)
 33. Size, location and composition of all columns. (*Section 407*)
 34. Species and grade of all floor framing lumber. (*Section 502.1*)
 35. Size, spacing and direction of floor joists. (*Section 502.2*)
 36. Beam sizes, type and support. ** (*Section 502.5*)
 37. Joists under bearing partitions. (*Section 502.4*)
 38. Framing of openings in floors and roofs. (*Section 502.10*)
 39. Floor sheathing composition, grade and thickness. (*Section 503.1*)
 40. Interior and exterior wall stud sizes, grade, and spacing. (*Section 602.3.1*) (Studs on exterior walls must be continuous from bottom plate to floor or roof) (Walls higher than 12' require approval from Registered MD Design Professional.)
-



SINGLE FAMILY HOME/ADDITION PLAN SUBMITTAL REQUIREMENTS-continued

41. All headers, composition, location, size and number of jack studs. (*Section 602.7*)
42. Exterior wall sheathing. (*Section 602.3*)
43. Vapor retarder material in exterior walls. (*Section 702.7*)
44. Interior wall covering. (*Section 702*)
45. Exterior wall covering. (*Section 703*)
46. Specify water resistance barrier behind exterior covering. (*Section 703.1.1*)
47. Window and door flashing details from manufacturer. (*Section 703.4*)
48. Masonry veneer support over windows and doors. (*Section 703.8*)
49. Attic access location and size. (*Section 807*)
50. Roof framing details; (*Section 802.1*)
 - a. Size, spacing and direction of all rafters. (*Tables 802.5.1*)
 - b. Size, spacing and direction of all ceiling joists. (*Table 802.4*)
 - c. If trusses, add note to plans: "Truss specification sheets with MD design professionals seal and layout/placement diagram shall be on site at time of framing inspection." (*Section 802.10*)
 - d. Roof covering; including felt paper, and ice protection. (*Sections 905*)
 - e. All roof pitches. (*Section 905*)
51. Roof sheathing; grade, thickness. (*Table 503.2.1(1)*)
52. Attic ventilation. e.g., ridge vent and vented soffit. (*Section 806*)
53. Location of fireplaces and chimneys; (*Chap 10*)
 - a. Type of fuel.
 - b. Masonry or factory built.
 - c. Footing size and thickness.
 - d. Clearance to combustibles.
54. Automatic make-up air for range hood. (*Section 1503.6*)
55. All engineered components shall be accompanied with job specific title, address and MD design professional's seal.

****THIS OUTLINE SHALL NOT BE SUBMITTED AS A PLAN DOCUMENT****



SOLAR PHOTOVOLTAIC (PV) SYSTEM SUBMITTAL GUIDE

This guide was prepared to assist you in planning your Solar Photovoltaic System installation. Solar Photovoltaic systems are defined as the total components and subsystems that, in conjunction, convert solar energy into electric energy suitable for connection to a utilization load. By submitting the necessary information, this submittal guide and the following TOC Fire link requirements: <http://oceancitymd.gov/fm/2015005.pdf> will be better able to process your application and evaluate your Solar Photovoltaic system in terms of code compliance.

I. The following items are required to be submitted with the original application for a building permit

- A. A copy of zoning approval if required by the zoning office
- B. One (1) complete electronic set of building plans drawn to scale

II. The following items are to be indicated on the building plan

- A. Type of Photovoltaic system to be installed: Interactive, Hybrid, or Stand-alone system
- B. Stamped truss sheets indicating the system is adequate to support additional dead load or in an existing roof, a letter from a registered Maryland design professional stating the trusses or rafters of the roof system are capable of handling the additional dead load and any modified snow load
- C. Attachment details specifying they meet the current wind regulations (128mph) including a flashing detail from the manufacturer of the rail system
- D. Ground mounted panels shall have pier details from a Maryland registered design professional meeting the current wind regulations including an attachment detail to the piers and be below the frost line.
- E. Specifications of all electrical equipment including solar panels, rack systems supporting the panels, inverters, and DC modules.
- F. One-line diagram for the electrical system showing the PV array configuration, the AC or DC production calculation, wiring methods, overcurrent protective devices, inverters, disconnects, grounding, required signs, AC connection to the structure, and the rapid shut down device.
- G. Photovoltaic shingles shall comply with Section R905.16.
- H. Roof access, pathways and setback requirements shall be provided in accordance with Sections R324.6.1 through R324.6.2.1. Access and minimum spacing shall be required to provide emergency access to the roof, to provide pathways to specific areas of the roof, provide for smoke ventilation opportunity areas, and to provide emergency egress from the roof.
- I. Panels and modules installed on dwellings shall not be placed on the portion of a roof that is below an emergency escape and rescue opening. A pathway not less than 36 inches wide shall be provided to the emergency escape and rescue opening.
- J. For photovoltaic arrays occupying more than 33 percent of the plan view total roof area, not less than an 18-inch clear setback is required on both sides of a horizontal ridge. For photovoltaic arrays occupying more than 33 percent of the plan view total roof area, not less than a 36-inch clear setback is required on both sides of a horizontal ridge.
- K. Ground-mounted photovoltaic systems shall be designed and installed in accordance with Section R301.
- L. Ground-mounted photovoltaic systems shall be subject to the *fire separation distance* requirements in accordance with TOC Code.



ELECTRICAL SUBMITTAL GUIDE

REQUIREMENTS FOR COMMERCIAL ELECTRICAL DRAWINGS- NEW BUILDINGS

- 1) Electrical Service Diagram (one line) **NEC Article 230**
 - a.) Size in amperage and AIC ratings
 - b.) Voltage
 - c.) All conductor sizes
 - d.) Transformers
- 2) Grounding Diagram (one line) **NEC Article 250**
 - a.) Grounding electrode conductor sizes
 - b.) Connections to water line, steel of building, concrete encased, and ground rods
 - c.) Transformers

New and Existing Structures (All of the following that apply)

- 1) Panel schedules and panel locations **NEC Article 408**
- 2) Feeders, branch circuiting and load calculations **NEC Article 210 & 220**
- 3) Wiring method (may include special wiring for health care facilities, assembly, hazardous locations, plenums) **NEC Article 300**
- 4) Handicap heights (commercial, Type A & B dwellings) **ICC/ANSI A117.1**
- 5) Emergency power requirements (exit signs, emergency lighting, and power sources)
NEC Article 700
- 6) Energy requirements (switching and wattage; interior and exterior) **IECC Section 505**

If you have any questions or concerns regarding these requirements, please contact the Chief Building Official.



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



COMMERCIAL, MULTI-FAMILY, & INDUSTRIAL SUBMITTAL REQUIREMENTS-cont.

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 & IBC Chpt. 10 & 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



TOCMD Planning & Community Development Submission Coversheet

Mandatory Items for Complete Submission:

One (1) Set of signed, sealed electronic construction drawings are being submitted to TOCMD Planning & Community Development at permits@oceancitymd.gov for review and comment:

- Site Plan, including distance to lot lines
- Building Plans
- Required Design Criterion
- Building Sections
- Building Schedule Specifications
- Geotechnical Report, including soil bearing values and foundation recommendations
- Energy Compliance Path and Documentation including envelope, mechanical, and lighting
- Deferred Submittal
- Statement of Special Inspections
- MEP
- Plans and Schedules
- Accessibility Assessment (including 20% budget expenditure documentation for renovations)

Items That May Be Submitted at a Later Time but Prior to Permit Issuance:

- Approved Land Development Plan
- Zoning Approval
- State & Local Department of Health
- Water & Sewer Approval
- Retaining Wall Design Documents

Items That Must Also Be Submitted AFTER Permit Issuance:

- Shop Drawings
- Revisions Coversheet to include page numbers, clouded revisions, and revision narrative

I certify that the attached submission represents a complete submission and contains the documents noted above.

Design Professional in Responsible Charge

Date



COMMON CORRECTION LIST FOR RENTAL HOUSING LICENSE



TOC PLANNING & COMMUNITY DEVELOPMENT
CODE ENFORCEMENT DIVISION
BALTIMORE AVENUE, OCEAN CITY MD. 21842

COMMON CORRECTIONS LIST FOR RENTAL HOUSING

NOTE: This list is for reference purposes only and is not a complete list of all items checked during routine inspection. In addition, not all of the items listed below may apply to every rental property. This information may be used to prepare for

NEW RENTAL HOUSING INSPECTION INSPECTOR CHECKLIST .CONT.

and inspection or for tenant move-in. Any "no" item should be addressed when identified. Please visit our website for additional information regarding the TOC Property Maintenance Code at www.oceancitymd.gov Chapter 10 Section 141 Division 7 & 2018 ICC IPMC

	Yes	No	
Mechanical/Electrical			
1	<input type="checkbox"/>	<input type="checkbox"/>	Furnace and chimney have been serviced/inspected within the last year with current tag/report on equipment
2	<input type="checkbox"/>	<input type="checkbox"/>	Furnace flue pipe has no visible holes or corrosion and is tightly sealed at the chimney connection using an approved material
3	<input type="checkbox"/>	<input type="checkbox"/>	Heat is available to tenants October 1 through May 15
4	<input type="checkbox"/>	<input type="checkbox"/>	Electric panel box is completely labeled and cover is in place and accessible with proper clearance
5	<input type="checkbox"/>	<input type="checkbox"/>	Fuses in fuse box are "T"-type
6	<input type="checkbox"/>	<input type="checkbox"/>	Water heater is not leaking and has proper down tube (3/4" copper or CPVC)
Laundry Area			
7	<input type="checkbox"/>	<input type="checkbox"/>	Washing machine is plugged into a grounded receptacle
8	<input type="checkbox"/>	<input type="checkbox"/>	Dryer is vented to the exterior with a rigid or flexible-rigid metal dryer vent (NO FOIL or VINYL)
Kitchen			
9	<input type="checkbox"/>	<input type="checkbox"/>	2 1/2 lb. minimum, ABC-type fire extinguisher inspected or new within the past year and mounted in a visible location
Bedrooms			
10	<input type="checkbox"/>	<input type="checkbox"/>	A functioning smoke alarm is located in each sleeping room. SEE ITEM 21
11	<input type="checkbox"/>	<input type="checkbox"/>	All windows are operational and not obstructed by furniture or other items. Every living room shall contain not less than 120 square feet and every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain at least 40 square feet of floor area for each occupant thereof. Any bedroom that contains a closet with a minimum size of two feet by five feet or larger will be given a ten-square-foot maximum allowance towards the total calculation of bedroom area.
Bathrooms			
12	<input type="checkbox"/>	<input type="checkbox"/>	Contains a functioning GFCI receptacle
13	<input type="checkbox"/>	<input type="checkbox"/>	Exhaust fan is operational or bathroom has an operable window
14	<input type="checkbox"/>	<input type="checkbox"/>	Walls, ceilings, and surfaces are free of mold and mildew
Stairways (Interior & Exterior)			
15	<input type="checkbox"/>	<input type="checkbox"/>	All stairways with more than four risers have a graspable handrail (1 1/2- 2 5/8" diameter)
16	<input type="checkbox"/>	<input type="checkbox"/>	Overhead spacing may not exceed a maximum of four inches
17	<input type="checkbox"/>	<input type="checkbox"/>	Stairways, fire escapes, and other means of egress must remain clear and unobstructed
General			
18	<input type="checkbox"/>	<input type="checkbox"/>	Woodstove, fireplace, and chimney inspected within the past year, if used by tenants
19	<input type="checkbox"/>	<input type="checkbox"/>	Any habitable space on the 3 rd floor or higher has access to 2 approved exits
20	<input type="checkbox"/>	<input type="checkbox"/>	Grounded (3-prong) appliances are not plugged into ungrounded (2-prong) receptacles
21	<input type="checkbox"/>	<input type="checkbox"/>	A functioning smoke alarm is located on every floor of the dwelling unit and in each sleeping room. All smoke alarms must be interconnected. Smoke alarms in new rental properties must be electric with battery backup. Smoke alarms may not exceed the life span, which is 10 years.
22	<input type="checkbox"/>	<input type="checkbox"/>	Functioning carbon monoxide alarms are properly located, if required. Life span may not exceed the life span, which is 7-10 years depending on manufacturer.
23	<input type="checkbox"/>	<input type="checkbox"/>	Screens are in at least one window in every habitable room (Jan 1 through December 31) and not torn or loose
24	<input type="checkbox"/>	<input type="checkbox"/>	Property is maintained in a clean and sanitary manner
25	<input type="checkbox"/>	<input type="checkbox"/>	Deadbolts required on all entry doors to dwelling unit
26	<input type="checkbox"/>	<input type="checkbox"/>	All interior door locks operate without keys or special tools
27	<input type="checkbox"/>	<input type="checkbox"/>	Extension cords may not be run under rugs, doorways, or through windows nor be used as permanent wiring
28	<input type="checkbox"/>	<input type="checkbox"/>	Closet lights must be approved-type fixtures
29	<input type="checkbox"/>	<input type="checkbox"/>	Ceilings are free of tapestries and other combustible fabrics
30	<input type="checkbox"/>	<input type="checkbox"/>	All plumbing and fixtures are free of leaks
Exterior			
31	<input type="checkbox"/>	<input type="checkbox"/>	All gutters, downspouts, and shingles are intact and securely mounted
32	<input type="checkbox"/>	<input type="checkbox"/>	Exterior is free of refuse and sidewalks are free of obstructions
33	<input type="checkbox"/>	<input type="checkbox"/>	House number is clearly visible from the street. Numbers must be at least 4" in height
34	<input type="checkbox"/>	<input type="checkbox"/>	Exterior is free of peeling paint and penetrations
35	<input type="checkbox"/>	<input type="checkbox"/>	Covered porches are free of unobstructed furniture and storage



NEW RENTAL HOUSING INSPECTION INSPECTOR CHECKLIST

PLEASE NOTE THIS CHECKLIST IS MERELY A GUIDE CONTAINING MOST COMMONLY FAILED ITEMS, AND IS NOT AN ALL-INCLUSIVE LIST:

- SMOKE ALARMS BATTERY ONLY** – All **removable battery powered only** smoke alarms (those not connected to the buildings AC electrical wiring), must be replaced with **NEW** 10-year **non-removable or sealed-in** lithium battery smoke alarms. Smoke alarms **MUST** be installed on every level of the home. Additionally, a smoke alarm **MUST** be installed in the hallway outside of and adjacent to the bedrooms **AND**, a smoke alarm must be installed **inside** of each bedroom. Always install smoke alarms in accordance with manufacturer's instructions. The date of manufacture is on the bottom (wall side) of the smoke alarm, they cannot be more than 10 years old. **PLEASE SAVE THE PACKAGING FOR THE RENTAL HOUSING INSPECTOR.**

- SMOKE ALARMS ELECTRIC** – Hardwired smoke alarms (those connected to electrical wiring of the house) The entire alarm **MUST** be replaced if they are more than 10 years old. The date of manufacture is on the bottom (wall side) of the smoke alarm. If there is no date, it is more than 10 years old and must be replaced. Never replace electric hardwired smoke alarms with battery powered only smoke alarms. Hardwired smoke alarms must always be replaced with **NEW** hardwired smoke alarms. Hardwired smoke alarms are still allowed to have a removable backup battery; however, electrically hardwired smoke alarms with a non-removable 10-year battery are beginning to be available on the market. Install smoke alarms in accordance with the manufacturer's instructions. Smoke alarms must be installed on every level of the home, inside of each bedroom and in the outside hallway adjacent to the bedrooms. **PLEASE SAVE THE PACKAGING FOR THE RENTAL HOUSING INSPECTOR.**

- CARBON MONOXIDE ALARMS** – Effective April 1, 2018, a new Maryland State Law went into effect that requires all rental properties to install carbon monoxide (CO) alarms under any of the following conditions:
1.) the dwelling has an attached garage, or if,
2.) the dwelling has a carbon producing fuel burning device such as, 3.) a gas or wood burning fireplace, or wood stove, 4.) a gas or oil powered cook stove, 5.) a gas or oil powered heating system (HVAC), or water heating system using a carbon producing fuel. Carbon Monoxide alarms must be permanently installed outside of each sleeping area and on every level of the dwelling to include the basement. Additionally, a carbon monoxide alarm is required **inside** the same room as the carbon producing fuel burning device (i.e., fireplace, water heater, gas stove, furnace, etc.). When activated, the detector shall provide an audible alarm that is different from smoke detectors located within the dwelling unit.
Carbon monoxide alarms must be permanently installed. They can be either hardwired (connected to the dwellings electrical wiring) with a battery backup or, battery powered only with a ten-year battery with a sealed tamper resistant compartment. Plug-in carbon monoxide alarms are not allowed. The State recommends that affected properties replace the current hard-wired smoke alarms with a combination smoke alarm/carbon monoxide alarm unit. Carbon Monoxide Alarms should be installed in accordance with the manufacturer's instructions.

- CLEAN AND SANITARY CONDITION** – Your dwelling unit and any storage sheds or buildings, detached



NEW RENTAL HOUSING INSPECTION INSPECTOR CHECKLIST-cont.

- garages, fences and gates, etc. must be in good repair. The living unit must be clean and sanitary when the inspector arrives. All repairs and renovations should be fully completed in a workmanlike manner and all tools, materials, and debris removed from the premises. The yard must be free of trash and debris.
- FIREPLACES** – Level 1 Inspection required on masonry (wood burning) fireplaces. If it is a masonry fireplace, wood burning fireplace or woodstove, you must have proof of chimney flue cleaning within the last 12 months. Report provided must indicate the fireplace or woodstove is safe to use for its intended use. **PROVIDE DOCUMENTATION OF SAME.**
- OCCUPANCY LIMITATIONS - Bedrooms** – Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 40 square feet of floor area for each occupant thereof. *Nothing in this section shall prohibit an efficiency living unit from meeting the following requirements:*
 1. A unit occupied by not more than one occupant shall have a minimum clear floor space area of 120 square feet (11.2 m²). A unit occupied by not more than two occupants shall have a minimum clear floor space area of 220 square feet (20.4 m²). A unit occupied by three occupants shall have a minimum clear floor space of 320 square feet (29.7 m²). These required areas shall be exclusive of the area required by subsections 2 and 3 of this section.
 2. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a minimum clear working space of 30 inches (762 mm) in front. Light and ventilation conforming to this code shall be provided.
 3. The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower.
 4. The maximum number of occupants shall be three.
- HOT WATER HEATER** – Check to ensure temperature and pressure relief valve is piped down to the floor not more than 6 inches above floor level or piped into sump pump pit or other approved termination. Check venting if gas fired. Assure clearances. New State Law effective April 1, 2018 requires the installation of Carbon Monoxide Alarms if appliances are gas fired.
- WASHER/DRYER** – (if provided) – Check the hookups and turn them on a short cycle to ensure there are no leaks and they are in working order. The dryer should be vented to the exterior or as per manufacturer's instructions. **Flexible exhaust duct must be metallic/metal and not plastic.**
- ELECTRICAL PANEL BOX** – Check for tripped breakers, missing spacers or breakers providing access to the interior buss bar. A minimum clear space (30" in width and 36" in front) must be left open at the electrical panel.
- ELECTRICAL SERVICE CABLE** – Property owners are responsible for maintaining the electrical service entrance cable to the home. The large electrical wire from the 1st connection point at building all the way to the electric meter. If this cable is in disrepair (wire covering deteriorating), it must be replaced by a licensed electrician, under permit.
- FURNACE** – Forced air, heat pump or other forced air type unit, check for filter, if visible, is it clean. If gas fired, check condition of flue pipe for holes, rust, is connection tight, clearance to combustible materials usually 18 inches on single wall flue. Last service invoice is important to note/provide.



NEW RENTAL HOUSING INSPECTION INSPECTOR CHECKLIST -CONT.

- HOT WATER BOILER** – May provide domestic hot water in addition to heat, boiler circulates hot water through a system of pipes and radiators and baseboard heating units. Look for a temperature and pressure relief valve; it must be piped down to within 6 – 8 inches of floor level. The unit should be serviced annually.
- ROOMS ON ALL FLOORS** – Check perimeter of room (floors/ceilings) for water damage, i.e., stains or suspected mold, check electrical outlets quantity and use an outlet tester on random outlets; **OUTLETS CANNOT BE PAINTED OVER**. Painted outlets must be replaced and cannot be cleaned. Note how many bedrooms.
- BASEMENT** – Check for window meeting egress requirements in basement if there is a bedroom in the basement (No more than 44 in. above floor, window min. clear opening 5.7 sq. ft.; min. 20 in. wide, min. 24 in. high). Check for signs of leaks at foundation, exterior door, areaway or flooring above.
- BATHROOM/POWDER ROOM** – Check for ventilation fan exhausted to the exterior or openable window; check bathtub/shower tiles for loose tiles and proper caulking at wall and tub as well as where the tub meets the floor; check floors to ensure they are impervious to water and have no loose or missing tiles; flush toilets, run water in bathroom lavatories (basin), check for hot water at faucet; check under the vanity cabinet for any water leaks or signs of previous water leaks, and all caulking is in good condition; toilet seats should be hard surface.
- ALL ROOMS** – Check to ensure that all switch plates and duplex outlet covers are installed, check for open (exposed wires) electrical junction boxes. Ensure that receptacles are not painted. Check for holes in walls, floors and ceilings. Ensure there is no peeling paint. Close and lock and reopen all interior doors for fit and operation. Must be clean and sanitary.
- WINDOWS** – Check windows to ensure there are locks on all first-floor windows (with a sill height of 6 ft. or less from ground), and window functions properly. Windows must be able to remain open (held in place with their own hardware) without slamming shut. Ensure window screens are in place, tight fitting and free of holes.
- SPRINKLERS** – If the house has a sprinkler system (for fire suppression), check sprinkler heads for clearance requirements and ensure that no heads are painted or damaged.
- KITCHEN** – Run water in sink and check for leaks under the sink, check garbage disposal for operation and proper electrical connection; check inside stove to ensure it is clean and sanitary. Turn on stove and burners to ensure they are in working order; check stove hood fan and light for operation; look inside dishwasher to ensure it is clean and sanitary; turn on dishwasher to ensure it is working properly if you suspect it is not; look inside cabinet doors for signs of roach infestation and ensure they are clean and sanitary; look inside refrigerator (if provided) for clean sanitary condition free of odors; dishwasher is



NEW RENTAL HOUSING INSPECTION INSPECTOR CHECKLIST -CONT.

attached to under counter; drawers do not pull out all the way and are attached on drawer rails; cabinets and counter surfaces are not delaminated or damaged.

- STAIRWAYS (INSIDE/OUTSIDE)** – Check to ensure handrails are in place and secured if there are four risers or more. Metal handrails must not be rusted or have peeling and flaking paint.

- EXTERIOR** – Check to ensure that gutters and downspouts are not crushed or clogged and are free of overhanging branches. Since it is hard to determine the condition of a gutter from the ground, look for plant/weed growth which is a sure sign it is clogged up; splash blocks should be in place at the termination of the downspout; look for green discoloration on siding which is a sign that gutters and downspouts are not functional; look for large areas of moss growth near foundation wall-this may indicate standing water; look for areas where topsoil is missing exposing stones/pebbles; ensure that globes are on all exterior light fixtures (all exit doors require a light); ensure there are no holes in the exterior that would allow nuisance animals to enter; ensure there is no rotted wood trim or cracking or peeling paint; visually look at roof covering for signs of deterioration (note any clawing shingles or missing shingles); check fences and/or gates to ensure they are structurally sound and hardware is in place on all gates; ensure that sliding doors work properly and screen slider is secure; if the house has a deck, check it to ensure it has proper railings and is structurally sound; check sidewalks/steps for tripping hazards.

- PREMISES IDENTIFICATION – ADDRESS NUMBERS MUST BE POSTED IN A POSITION TO BE PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY.** These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch.

- DEADBOLT LOCKS** – Doors providing access to the unit shall be equipped with a deadbolt lock designed to be readily operable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a lock throw of not less than 1 inch. For this purpose, a sliding bolt shall not be considered an acceptable deadbolt lock. **ALL DOUBLE-KEYED DEADBOLTS MUST BE REPLACED WITH APPROPRIATE LOCK.**

- LEAD PAINT** - Pursuant to Environmental, Title 6, Subtitle 8 (“Act”) and in the associated Code of Maryland Regulations (COMAR 26.16.01-26.16.04)., Annotated Code of Maryland and the Town of Ocean City Property Maintenance Code, Section 305.3, please be aware if your property was built prior to 1978, regardless of renovation history, a Maryland Department of the Environment Lead Paint Risk Reduction Certificate (Form 330), Lead Free or Limited Lead Free Certificate must be on file with our office in order to maintain your rental license for Town of Ocean City This office does not have access to State records if you have already obtained one. All rental owners are required to hire accredited contractors and inspectors to perform risk reduction treatments and issue compliance certificates. An updated list of accredited contractors and inspectors is available on the Maryland Department of the Environment’ website at www.mde.maryland.gov/lead



**Town of Ocean City Planning & Community
Development Building Department
2018 IRC Deck Submittal Guide**



Plans must be drawn to scale and provide adequate construction details.

In addition, any installation guides or details from the manufacturer of a product must be included to verify code compliance such as, lateral load connectors, ledger connectors, composite flooring.

Note: You may reference the DCA-6 report from the American Wood Council to help in the design of your deck

<https://awc.org/wp-content/uploads/2022/02/AWC-DCA62015-DeckGuide-1804.pdf>

- A. Submit a copy of PCD Zoning approval
 - B. Download the fillable online application and submit digital construction deck plans drawn to scale with plan view and section views to permits@oceancitymd.gov
- II. The following items must be indicated on the deck plans:
- A. Building setback dimensions
 - B. Size, thickness, and depth (below grade) of footings
 - C. Size, type and spacing of columns
 - D. Type of wood used
 - E. Size of floor joist, span, and spacing
 - F. Size, type and span of all girders (beams)
 - G. Method of supporting girders & beams
 - H. Height of wood joist, girders, and floor above exposed earth
 - I. Type and thickness and direction of floor sheathing (deck)
 - J. Height of stair risers and depth/width of tread
 - K. Height of handrail with returns
 - L. Height of guardrail and balustrade spacing
 - M. Bolt spacing of deck ledger
 - N. Flashing material between ledger board & primary structure
 - O. Type of fasteners (nails, bolts, screws, etc.) (hot dip galvanized or approval for use in pressure treated wood.

Note: Decks are not permitted to be supported by brick or stone veneer



TOC PERMIT APPLICATION



PLANNING & COMMUNITY DEVELOPMENT
Building & Inspections Division
 Town of Ocean City
permits@oceanctymd.gov
 Ocean City, MD 21842
 410-289-8855

PERMIT APPLICATION

APPLICATION #

I. Project Information					
Address <input type="text"/>					
Project Description <input type="text"/>					
Construction Valuation: \$ <input type="text"/>					
II. Description of Work					
Demolition	Fence	Roofing & Siding	Plumbing		
Electrical	HVAC/Mechanical	Marine	Shed/Accessory Structure		
Emergency Repair	Repair/Replacement	Paving	Other		
III. Property Type					
Single Family	Duplex/Townhouse	Condominium	Multi-Family	Rental	Other
IV. Contact Information					
Owner					
Address <input type="text"/>					
Phone Number <input type="text"/>		Email <input type="text"/>			
Signature of Owner if Acting as Contractor X <input type="text"/>					Date <input type="text"/>
Contractor					
Address <input type="text"/>					
Phone Number <input type="text"/>		Email <input type="text"/>			
MHRC License No. <input type="text"/>	MHCR No. <input type="text"/>	OC Business License No. <input type="text"/>			
Signature of Contractor X <input type="text"/>					Date <input type="text"/>
Electrical Contractor			Mechanical Contractor		
ADDRESS <input type="text"/>			ADDRESS <input type="text"/>		
PHONE NUMBER <input type="text"/>		EMAIL <input type="text"/>		PHONE NUMBER <input type="text"/>	
EMAIL <input type="text"/>		PHONE NUMBER <input type="text"/>		EMAIL <input type="text"/>	
MHRC License No. <input type="text"/>	State License No. <input type="text"/>	OC Business License No. <input type="text"/>	MHRC License No. <input type="text"/>	State License No. <input type="text"/>	OC Business License No. <input type="text"/>
Signature of Electrical Contractor X <input type="text"/>					Date <input type="text"/>
Plumbing Contractor			REQUIRED Plumbing Permit Application		
Address <input type="text"/>					
Phone Number <input type="text"/>		Email <input type="text"/>			
MHRC License No. <input type="text"/>	State License No. <input type="text"/>	OC Business License No. <input type="text"/>			
Signature of Plumbing Contractor X <input type="text"/>					Date <input type="text"/>
IV. Add on Permits					
Boardwalk Vehicle Permit \$50.00 per day			Construction Equipment Permit \$50.00		
Start Date <input type="text"/>	End Date <input type="text"/>	Start Date <input type="text"/>	End Date <input type="text"/>		
Vehicle Type <input type="text"/>	Vehicle Weight <input type="text"/>	72 hours of City Right of Way use requires Certificate of Insurance			

PERMIT APPLICATION - SHORT FORM (cont.)

Please initial acknowledgement of info below



TOC PERMIT APPLICATION-CONT.

Site Plan Requirement				
Applications for new construction, decks, fences, paving, HVAC equipment (exterior), sheds, and accessory structures shall be accompanied by a site plan showing any existing building or structure, all property lines with dimensions, all streets, easements, and setbacks. Show all utilities such as water, sewer, communication services, natural gas, telephone, and cable TV. Show all required parking, landscaping elements, drainage, and site grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. Show north arrow. Show dimensions for the location and size of components delineated on the site plan.				
Window/Glazing Information				
Residential structures less than 4 stories in height using these values will be deemed approved.				
DP Rating 45 (or higher)	SHGC 0.40 (or less)	Skylight U-Factor 0.55 (or less)	Window U-Factor 0.32 (or less)	
LOWER VALUES ARE PERMITTED BUT WILL REQUIRE A REVIEW, AND THE FOLLOWING:				
<i>DP Rating</i>	<i>SHGC</i>	<i>Skylight U-Factor</i>	<i>Window U-Factor</i>	<i>Height Above Grade</i>
ALL OTHER WINDOWS WILL REQUIRE A REPORT BY AN ENGINEER.				
Emergency Repair Information				
Emergency repair permits are only permitted for work that is to prevent or abate immediate danger to life or property or as permitted by the building official. AC repair or replacement is not an emergency repair.				
A property owner or authorized agent shall apply for an emergency repair within 3 business days of the work.				
Emergency repair work is not authorization to continue work beyond what is necessary to abate immediate				
Roofing Information				
Replacement of asphalt shingles meeting ASTM D 7158G, ASTM D 7158H, ASTM D 3161 A, D, or F.				
Other roofing materials require an installation certification from an architect, engineer, or other approved				
Mechanical Information				
The short application is for HVACR equipment replacement or repair only.				
The short application for HVACR alterations and additions shall also include notification that a Manual J, S, & D or engineered design to be reviewed and approved.				
The short application for HVACR equipment replacement for RTU's shall include the data plate of the existing equipment and the specs/data plate of the proposed equipment. If a significant weight difference exists, an analysis from structural engineer will be required with the application.				
Electrical Information				
Third-party review and approval may be required prior to permit issuance.				
Additional Information				
REQUIRED: Page 3 to be completed for all proposed mechanical work				
<ul style="list-style-type: none"> ➤ The applicant attests that the information provided is true and accurate. If any information is found to be incorrect or if any information affecting the project or application changes, a stop work order may be placed on the project or actions taken until all corrections have been made. ➤ If a homeowner acts as a contractor and performs their own work, it is still unlawful for a homeowner to hire any person for construction activities. A homeowner is not permitted to perform any mechanical, electrical, plumbing or gas work. ➤ If the applicant is different than the owner, the applicant attests that permission has been given by the owner for the applicant to act as the authorized agent. ➤ If free labor or materials are provided, include an estimated fair market value for these items. 				



TOC PERMIT APPLICATION-CONT.



P. 3

REQUIRED MECHANICAL INFORMATION

PLEASE CHECK APPLICABLE SCOPE OF WORK				
	New	Replacement	Residential	Commercial
Heating/Air Conditioning				
Ductless Mini Split				
Geothermal				
Air Conditioning Only				
Walk-inn Cooler/freezer				
Exhaust fans				
Type 1 Hood				
Type 2 Hood				
Ventilation fans				
Duct heater				
Condensing Unit				
Recessed Wall heater				
RTU				
Grill				
Fire Place				
Commercial Dryer				
Other				

- The applicant attests that the information provided is true and accurate. If any information is found to be incorrect or if any information affecting the project or application changes, a stop work order may be placed on the project or actions taken until all corrections have been made.
- All NEW Type 1 hood plans must be prepared by a Maryland State Licensed Engineer or Registered Architect for all installations.
- All REPAIR/REPLACEMENT installations require a site plan, roof plan and equipment specifications
- A \$150 plan review fee may be applicable
- NO WORK shall commence until the Building Permit has been ISSUED.
- I have read and acknowledge the above information to be correct and agree to comply with all Town of Ocean City and State of Maryland HVAC regulations and policies for obtaining mechanical permits.

6/22/2023

Signature _____

Date _____



PLUMBING PLAN SUBMISSION PROCESS

Division of Plumbing Plan Submission Process

All plumbing plans for commercial and multi-family building projects must be pre-approved by the Division of Plumbing before a plumbing permit can be issued.

Submittal Requirements

One (1) completed electronic Plan Application Form

One (1) electronic site utility plan, all floor plans, plumbing isometric riser diagram of the drain, waste & venting system

One (1) electronic site utility plan, plumbing isometric riser diagram of the drain, waste & venting system, shop drawings for rebar, detailed accessibility requirements, all pool equipment, and plan set for pool submittals

****ANY FOOD SERVICE/POOL REQUIRES HEALTH APPROVAL****

All Plumbing plans shall first be submitted permits@oceancitymd.gov

All plans must be submitted to local Health Department if your project has any of the following:

Food Processing Grocery	Bed & Breakfast Food Service	Correctional Facility Hotels / Motel	Tanning Beds Pools
Restaurant Caterer	Tattoo Shops Schools	Beaches Mobile Food Unit	Concessions Food Vending
Private Water / Sewage Disposal Micro-Processor	Food Storage Facility	Mobile Home Parks	Mobile Home & RV Parks

After the above requirements are completed, submit plans to:

Worcester County Health Department

Please call Snow Hill Main Office
6040 Public Landing Road
Snow Hill, Maryland 21863
Phone: (410) 632-1100

Directions

Office hours are 8:00 am until 4:30 pm EST.



DO I NEED A PERMIT FOR MY COMMERCIAL PROJECT



Do I need a permit for my commercial project?

New commercial construction, commercial accessory buildings, remodels and additions require building, electrical, mechanical and plumbing permits. The building permit must be obtained and issued before a trade permit can be applied for. Additional requirements may need to be met before a building permit can be issued depending upon the property location, zoning or based on design guidelines for the area. Permits are required for construction that changes, moves or repairs walls, floors, ceilings, windows, doors, electrical, mechanical, or plumbing.

**One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, require a building permit that includes a detailed drawing for permanent anchorage for wind load. (Please contact Zoning Department for requirements/permit)*

Building:

1. Fences not over 7 feet (2134 mm) high. (Zoning required)
2. Oil derricks.
3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids. (Please contact Environmental Department for requirements/permit)
4. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18 925 L) and the ratio of height to diameter or width is not greater than 2:1. (Engineering required)
5. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route. (Engineering required)
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Temporary motion picture, television and theater stage sets and scenery.
8. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18 925 L) and are installed entirely above ground.
9. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
10. Swings and other playground equipment accessory to detached one- and two-family dwellings.
11. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
12. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches.



DO I NEED A PERMIT FOR MY COMMERCIAL PROJECT -cont.

Electrical:

1. *Repairs and maintenance: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.*
2. *Radio and television transmitting stations: The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.*
3. *Temporary testing systems: A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.*

Gas:

1. *Portable heating appliance.*
2. *Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.*

Mechanical:

1. *Portable heating appliance.*
2. *Portable ventilation equipment.*
3. *Portable cooling unit.*
4. *Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.*
5. *Replacement of any part that does not alter its approval or make it unsafe.*
6. *Portable evaporative cooler.*
7. *Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (0.75 kW) or less.*

Plumbing:

1. *The stoppage of leaks in drains, soil, waste or vent pipes. However, should the defect necessitate removal and replacement with new material below the floor, behind the wall, above the ceiling or underground, it shall constitute new work and a permit shall be obtained and inspection made as required in this code.*
2. *The clearing of stoppages.*
3. *The repairing of leaks in valves or fixtures.*
4. *The removal, replacement, and reinstallation of a water closet for a cleanout opening, provided the reinstallation does not involve or require relocation or rearrangement of any portion of the drainage and venting plumbing system, valves, water pipes or new fixtures.*
5. *Removal and replacement, or repair of existing domestic/residential lavatory fixtures, domestic/residential kitchen fixtures, domestic/residential laundry tray fixtures and shower heads, provided such replacement does not involve or require the relocation or rearrangement of any portion of the drainage and venting plumbing system, valves, water pipes, or backflow devices.*
6. *Removal and replacement, or repair of existing domestic/residential appliances such as clothes washing machines, domestic/residential food waste grinder (garbage disposals), and domestic/residential dishwashers, provided such replacement does not involve or require the relocation or rearrangement of any portion of the drainage and venting plumbing system, valves, water pipes, or backflow devices.*



DO I NEED A PERMIT FOR MY COMMERCIAL PROJECT -cont.

7. *Removal and replacement, or repair of existing domestic/residential electric water heaters and domestic/residential electric tankless water heaters, provided such replacement does not involve or require the relocation or rearrangement of any portion of the drainage and venting plumbing system, valves, water pipes, or backflow devices.*

- A. *Plumbing repair or replacement described may be completed by the property owner. Property owners performing plumbing work may request a plumbing inspection, for a fee as determined by the Mayor and City Council of Ocean City.*
- B. *Exemptions from obtaining a permit required by this code shall not be construed as to authorize any work to be performed in violation of the code.*

REV-2/2023



DO I NEED A PERMIT FOR MY RESIDENTIAL PROJECT



Do I need a permit for my residential project?

Residential building permits are for one or two family detached homes and their accessory structures on individually platted lots.

Permits are required for new construction, as well as work that changes, moves or repairs walls, floors, ceiling, windows, doors, electrical, mechanical or plumbing.

**Storm shelters and one-story detached accessory structures require a building permit that includes a detailed drawing for permanent anchorage for wind load. * (Zoning permit required)*

Building Exemption:

1. Fences not over 7 feet (2134 mm) high. (Zoning permit required)
2. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing. (Engineering permit required)
3. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
4. Sidewalks and driveways. (Engineering permit required)
5. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
6. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
7. Swings and other playground equipment.
8. Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
9. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door.

Plumbing:

1. The stoppage of leaks in drains, soil, waste or vent pipes. However, should the defect necessitate removal and replacement with new material below the floor, behind the wall, above the ceiling or underground, it shall constitute new work and a permit shall be obtained and inspection made as required in this code.
2. The clearing of stoppages.
3. The repairing of leaks in valves or fixtures.
4. The removal, replacement, and reinstallation of a water closet for a cleanout opening, provided the reinstallation does not involve or require relocation or rearrangement of any portion of the drainage and venting plumbing system, valves, water pipes or new fixtures.
5. Removal and replacement, or repair of existing domestic/residential lavatory fixtures, domestic/residential kitchen fixtures, domestic/residential laundry tray fixtures and



DO I NEED A PERMIT FOR MY RESIDENTIAL PROJECT-cont.

shower heads, provided such replacement does not involve or require the relocation or rearrangement of any portion of the drainage and venting plumbing system, valves, water pipes, or backflow devices.

6. Removal and replacement, or repair of existing domestic/residential appliances such as clothes washing machines, domestic/residential food waste grinder (garbage disposals), and domestic/residential dishwashers, provided such replacement does not involve or require the relocation or rearrangement of any portion of the drainage and venting plumbing system, valves, water pipes, or backflow devices.
7. Removal and replacement, or repair of existing domestic/residential electric water heaters and domestic/residential electric tankless water heaters, provided such replacement does not involve or require the relocation or rearrangement of any portion of the drainage and venting plumbing system, valves, water pipes, or backflow devices.

A. Plumbing repair or replacement described may be completed by the property owner. Property owners performing plumbing work may request a plumbing inspection, for a fee as determined by the Mayor and City Council of Ocean City.

B. Exemptions from obtaining a permit required by this code shall not be construed as to authorize any work to be performed in violation of the code.

Electrical:

1. Listed cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets therefor.
3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Mechanical:

1. Portable heating appliances.
2. Portable ventilation appliances.
3. Portable cooling units.
4. Steam, hot- or chilled-water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.



DO I NEED A PERMIT FOR MY RESIDENTIAL PROJECT-cont.

Gas:

1. *Portable heating, cooking or clothes drying appliances.*
2. *Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.*
3. *Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.*

All permits may be applied for online. Permit applicants must be a registered building contractor or must meet the requirements for a home improvement permit, which include working on a building owned and occupied by them solely as their primary residence.

REV-2/2023



HVAC/MECHANICAL REQUIREMENTS

**Town of Ocean City
Planning & Community Development
Department of Building Safety, Inspection & Enforcement**

301 Baltimore Avenue, Ocean City, Maryland 21842
www.permits@oceancitymd.gov

HVAC/Mechanical Permit Application Requirements

An HVAC/Mechanical permit is required for the installation of a new or modification of an existing HVAC/Mechanical unit and/or ductwork; Commercial Kitchen Hoods and Geothermal Heating and/or Cooling Units. If an addition, alteration, renovation, or any structural work is being performed a Building Permit would also be required. Upon completion of the Building Permit Application, you will be required to complete page 3 for HVAC.

The Application must be completed in its entirety. If you are submitting a stand-alone application digital copy of plans, insurances and related documents are required at submission and must be uploaded with the application.

The initial application fees for Residential & Commercial HVAC Permits: \$65.00
Plan Review Fee: \$150.00

The following requirements apply to an application for the installation of Commercial Kitchen Hood & Exhaust systems which may or may not include a fire suppression system.

All Commercial cooking and dishwashing equipment require a commercial kitchen exhaust hood to exhaust heat, steam, grease vapors, smoke, and products of combustion. Light-Duty cooking equipment (ovens, steam-jacketed kettles, pasta cookers, compartment steamers, and cheesemelters) and dishwashers may utilize Type II hoods which do not require integrated fire suppression systems. Electric light-duty cooking equipment and dishwashers may instead have the HVAC system designed to compensate for the exhaust of the additional heat and steam load created by the equipment. Gas-fired light-duty equipment always requires a hood. All other types of cooking equipment which fall under Medium-Duty, Heavy-Duty, or Extra-Heavy-Duty as defined in the TOC 2018 Mechanical Code require Type I exhaust hoods which must include an integrated fire suppression system.

Description of Work - Description of work should indicate the number of Type I hoods with the length of each hood specified and should indicate the number of Type II hoods with the length of each hood specified.

Site Plan & Key Plan – When not associated with a building permit application, a site plan indicating the location of the work, a roof plan that indicates all clearances from MUA intake to upblast exhaust, distance from roof edge to



HVAC/MECHANICAL REQUIREMENTS-CONT.

equipment for access, detail of anchorage of equipment to roof and/or exterior building and building key plan clearly showing the location of the hood within the premises must be provided.

Mechanical System Drawings – Drawings for new Commercial Kitchen Type I Hoods, Exhaust Systems, and fire suppression systems for Type I systems must be provided for review and approval. The drawings must include a seal and original signature of a Maryland State licensed Professional Engineer or a Registered Architect and demonstrate compliance with the TOC 2018 Mechanical Code & NFPA 96 for the installation.

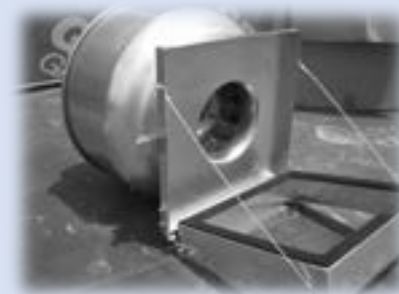
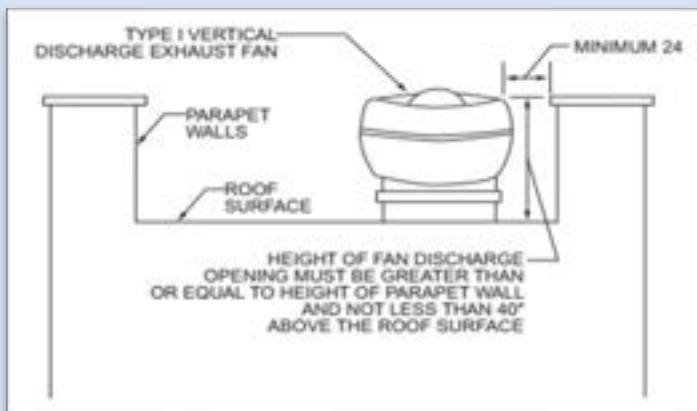
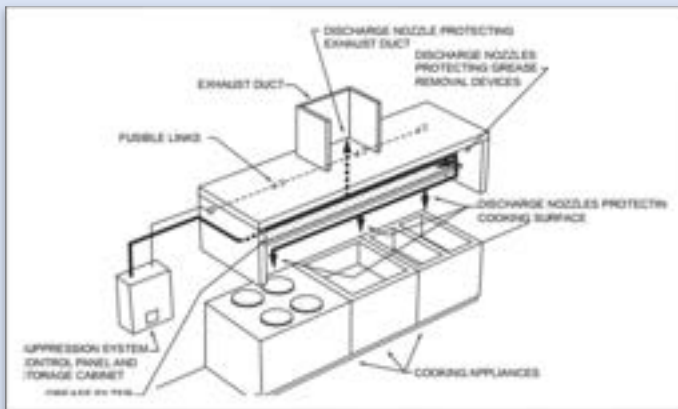
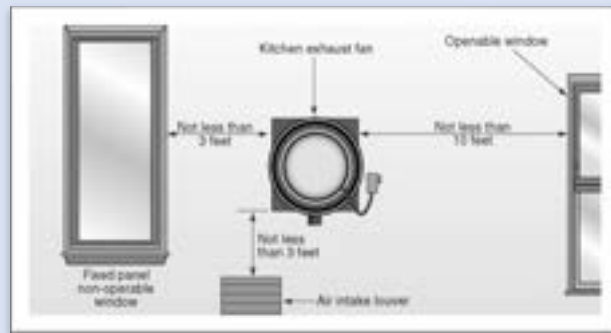
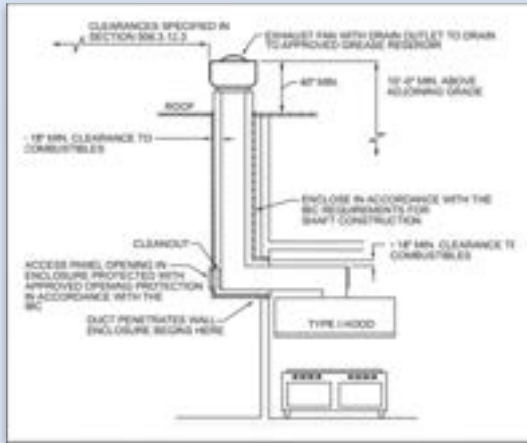
Proof of filing with the TOC Fire Marshal – Type I hoods must be filed with the TOC Fire Marshal, and a receipt or other proof of filing with the Fire Marshal must be provided with the application. It is not required to file Type II Hoods with the Fire Marshall.

Flood hazard areas-mechanical systems, equipment and appliances must be elevated above the flood elevation specified in the TOC Chapter 38. Exposure to water can damage most mechanical system components as well as cause serious appliance and equipment malfunctions. For example, the majority of appliance manufacturers require the replacement of safety controls or entire appliances that have been submerged in flood waters. See TOC Chapter 38.






2018 International Mechanical Code & NFPA 96-Illustrations





TOC HVAC RESIDENTIAL DUCT PRESSURE TEST



HVAC Residential Duct Pressure Test

Per the Residential Building Code, an HVAC duct pressure test must be performed on all new duct systems. N1103.3.3 (R403.3.3)

This section must be completed and submitted with the building permit application:

Address: _____

General Contractor: _____

The duct pressure test will be performed at:

rough mechanical inspection prior to the final inspection

TOC requires that this form be completed for each system installed in the house.

Location of the HVAC equipment: Attic mechanical room other

Was the air handler unit attached to duct system at time of test? YES NO

Please provide the following test results:

CFM of ducts @ .1w g. or 25 PA pressure	a. _____
CFM Square footage of conditioned area	b. _____
HVAC duct leakage CFM (calculation)	c. _____ (= a. divided by b. X100)

Contractor performing test

Individual performing duct pressure testing

Date



TOC BLOWER DOOR TEST



Blower Door Test

As per the 2018 Residential Building Code, a blower door test must be performed on all new single-family homes and townhouses. N1102.4.1.2 (R402.4.1.2) Testing.

This section must be completed and submitted with the building permit application:

Address: _____
General Contractor: _____

TOC requires that this form be completed and at the job site prior to final inspection.

Provide the following test results:

CFM of blower door @ .2 w.g. or 50 PA pressure A. _____
Volume of area (enclosed by thermal envelope) B. _____
ACH of dwelling (calculation) (CFM50x60) /volume C. _____

$A \times 60 = B = C$

Blower door test can only be performed by someone certified and trained to perform test as per RESNET/ICC 380, ASTM E 779 or ASTM E 1827.

Individual performing blower door test: _____

Phone number: _____

Certified by: _____ Certification number: _____

Date of test: _____



Key changes in the 2021 IBC:

- For storm shelters, the required occupant capacity is now limited to the total occupant load of the classrooms, vocational rooms and offices in the school while the maximum distance of travel was deleted.
- When significant portions of a building's exterior wall coverings or exterior wall envelope are added or replaced, they must comply with the requirements of Chapters 14 and 26 of the IBC.
- Snow loads must be addressed during repair of substantial structural damage regardless of whether the damage was a result of snow.
- Additions, Level 3 alterations and Changes of occupancy in Educational occupancies are now required to meet the enhanced classroom acoustic requirements of Section 808 of ICC A117.1.
- Additional equipment may be added to a roof without a full structural analysis when the equipment weighs less than 400 pounds and is less than 10 percent of the total roof dead load.
- With a change of occupancy, a seismic analysis is required for a Group D or Group U occupancy changing to a new occupancy.
- Furniture, such as office cubicles, reception desks or smaller bookcases, are exempt from a permit and not intended to be a Level 2 alteration.
- Sprinkler requirements for Level 2 and Level 3 alterations are revised for higher hazard areas.

Key changes in NFPA 70 2020 NEC:

Four new articles include:

- Overvoltage Protection, Article 242;
- Medium Voltage Conductors and Cable, Article 311;
- Type P Cable, Article 337; and
- General Requirements for Communications Systems, new Article 800.
- GFCI protection,
- grounding conductors,
- lighting load calculations,
- surge protection and outdoor emergency disconnects for dwelling units,
- circuit current rating for switchboards,
- switchgear, and panelboards,
- grounding and bonding of HVAC equipment on rooftops,
- areas covered and not covered in health care facilities,
- manufactured buildings and relocatable structures,
- GFPE and GFCI protection at marinas, boatyards and docking facilities, splash

Key changes in 2021 IBC:

- Puzzle rooms (escape rooms) are now defined and regulated as special amusement areas, requiring compliance with Section 411 and special means of egress requirements.



- For the purposes of determining the allowable number of control areas in a building, each portion separated by one or more fire walls is now considered as a separate building.
- In Group E occupancies, enhanced classroom acoustics in compliance with ICC A117.1 are to be provided in all classrooms having a volume of 20,000 cubic feet or less.
- The requirements for metal composite materials and systems (MCM) installed on the exterior walls of Types I, II, III and IV Construction were simplified and sprinkler allowances were deleted.
- The use of intermodal shipping containers as buildings is now specifically addressed through provisions intended to supplement existing applicable IBC requirements.
- Automatic sprinkler protection is now required in Group S-2 open parking garages where any fire area exceeds 45,000 square feet.
- The 2017 edition of ICC A117.1 was adopted.
- Parapets of a minimum height are now required for aggregate-surfaced roofs to prevent blow-off.
- Mixed occupancy buildings with assembly spaces are placed in Risk Category III when the total public assembly occupant load is greater than 2500 people.
- The 2021 IBC snow map is updated to match ASCE 7-16 snow maps by adding a reference to ASCE 7 snow tables in states with large case study areas.
- Secondary rain loads are updated to be consistent with ASCE 7.
- Special inspection requirements were added to address the anchorage and connection of mass timber structural elements.
- Installation of firestop, fire-resistant joint systems and perimeter fire barrier systems in residential-use buildings now requires special inspection in Group R fire areas having an occupant load exceeding 250 people.
- Frost protection for egress doors was added to the foundation requirements.
- ACI standards ACI 117 and ITG 7 were added by reference to provide acceptable tolerances for concrete construction.
- Three new types of construction (Types IV-A, IV-B, and IV-C) allow mass timber buildings of taller heights, more stories above grade, and greater allowable areas compared to existing provisions for heavy timber buildings.

Key changes in the 2021 IMC:

- Clothes dryer exhaust terminals required to be at least 3 feet from any opening into a building.
- Polyurethane spray-applied foam on the exterior of ducts in attics and crawl spaces required to meet specific smoke and flame index limits.
- Fire and smoke dampers must be provided with approved access for inspection and maintenance.
- Refrigerant tables updated to include new refrigerants.
- Addition of condensate termination identification markings and discharge restrictions.
- Approved factory-built combination intake/exhaust terminations permitted, relaxing separation requirement.
- 30% reduction in minimum mechanical ventilation for whole-house balanced ventilation systems.
- Continuous operation requirement for manicure and pedicure station exhaust systems.
- Grease duct horizontal cleanout required within 3 feet of a horizontal discharge fan.



Key changes in the 2021 IFGC:

- The termination of concealed condensate piping requires marking to indicate if it is the primary drain or the secondary drain.
- Press-connect joints are acceptable for high pressure (over 5 psig) applications indoors.
- Commercial cooking appliances are not allowed within dwelling units.

Key changes in the 2021 IPC:

- Multiple-user toilet facilities to serve all genders are now permitted.
- Two new methods for relining/rehabilitation of existing sewers are added.
- Accommodations for mounted roof top solar panels over vent terminals is added.
- CSA B805/ICC 805 Rainwater Harvesting Systems is allowed as an alternative design method.
- Plumbing provisions from ICC A117.1-2017 *Standard for Usable and Accessible Buildings and Facilities* are now included.



TOC APPROVED THIRD PARTY AGENCIES



TOWN OF OCEAN CITY APPROVED THIRD PARTY AGENCIES

THE TOC DEPARTMENT DOES NOT PERFORM ELECTRICAL OR RESIDENTIAL MECHANICAL INSPECTIONS

ELECTRICAL & RESIDENTIAL MECHANICAL INSPECTIONS:



First State Inspection Agency
28773 Dupont Boulevard-Millsboro, DE
Corporate Office Contact:
1001 Mattind Milford, DE 19963
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ELECTRICAL INSPECTIONS ONLY:



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Polly Drummond Office Park
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Phone: 302-732-6900
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REVIEWS AND INSPECTIONS ARE COMPLETED**