

Commercial Building Permit plan Review Requirements

This document includes minimum requirements for building permit application plan review process. Additional information may be necessary depending on the project. All documents and drawings submitted must show with clarity and detail the work to be completed.

Building review is based on the following:

- 2021 International Residential Code
- 2021 International Building Code
- 2017 International Electric Code
- Worcester County Floodplain Management Code BR-2-301 when located in a FEMA mapped Special Flood Hazard Area

Inspections – Are determined based on the type of project at plan review. Commercial Projects typically include third party inspections for electrical, structural, welding, HVAC and energy code. Plan reviews will results will include a list of required inspections.

Questions please call the Building Department – 410-632-1200

Commercial Building Construction Requirements

1. Provide Owner, Contractor and Architect contact information
2. Provide Cost of Construction.
3. Describe the Type of Project (Change of Tenant, change of use, Alteration, New structure, fitout, shell, etc.)
4. Submit 4 sets of construction documents prepared by a Licensed Maryland Architect. Include MEP and structural engineering drawings completed by Licensed Maryland Engineers.
5. Provide current code references and analysis by a Licensed Maryland Architect including use group, construction type, and occupant loads. Change of use permits require Architect Sealed Plans.
6. Soils Report
7. Energy Code Compliance information per 2021 IECC.
8. Flood zone determination – If the structure is located in a flood zone then additional items must be included for permit review such as elevations, foundation venting detail, and equipment elevations. Final certification of compliance by a licensed Maryland Surveyor will be required.
9. Include Accessibility review and detail information
10. Include fire suppression information – plan review will be required by the Fire Marshal.