



DEPARTMENT OF ENVIRONMENTAL RESOURCES  
PERMITS AND REVIEW DIVISION

PLAN SCREENING  
COMMERCIAL BUILDINGS & CONDOMINIUMS

Project Name \_\_\_\_\_

Street Address of Worksite \_\_\_\_\_

Land/Tax Account Number \_\_\_\_\_

Full CGU

Building Only

**PLAN DISTRIBUTION**

(Legible Plans-Recommend 1/8 or 1/4 Scale on 24" x 30" or 30" X 42" Sheet)

- Y/N Landscaping plans (2) to M-NCPPC
- Y/N Approved storm drain plans (2) to DER (if Applicable)
- Y/N Stormwater concept approval letter
- Y/N Approved tree conservation plans exemption (3) 1-M-NCPPC/ 2-DER
- Y/N Site Plans (7) 4-DER/ 2-M-NCPPC/ 1-DPW&T with the original signature and seal of the Maryland registered professional engineer (MD-PE\*)
- Y/N Approved sediment control plans (2) DER (over 5000 s.f. only) with legible signature & seal of the MD-PE\*
- Y/N Original signature and seal of the MD-PE\* on structural plans (2) to DER (note scale on all plans)
- Y/N Original signature and seal of the MD-PE\* on mechanical plans (2) to DER (note scale on all plans)
- Y/N Original signature and seal of the MD-AIA on architectural plans (2) to DER (note scale on all plans)
- Y/N Original signature and seal of the MD-PE\* on electrical plans (2) to DER
- Y/N Are there energy conservation calculations included in this package?

**SITE PLAN CHECK**

- Y/N Site plan legend
- Y/N Signed/Sealed Certificate of grading and drainage compliance
- Y/N Disturbed are statement
- Y/N Limits of disturbance
- Y/N Hydrant location (labeled)
- Y/N Building square footage
- Y/N Building dimensions
- Y/N Existing & proposed contours (labeled with datum)
- Y/N Sidewalk shown on site plan
- Y/N Handicapped parking
- Y/N Overall grading permit Number \_\_\_\_\_
- Y/N Retaining wall cross sections (if applicable)

**BUILDING CHECK**

- Y/N Prefabricated buildings (2 copies of shop drawings (all buildings 7 site check items apply)
- Y/N Floor plans for each floor
- Y/N Elevation of each side of building
- Y/N Hardware schedule
- Y/N Door schedule
- Y/N Finish schedule
- Y/N Window schedule
- Y/N Reflected ceiling layouts
- Y/N Pole base detail
- Y/N Foundation plan
- Y/N Floor framing plan
- Y/N Roof framing plan
- Y/N Structural notes
- Y/N Design soil bearing capacity
- Y/N Design live loads
- Y/N Live load roof  $\geq$  30 psf

**FIRE CHECK**

- |     |  |     |  |
|-----|--|-----|--|
| Y/N | Is the building sprinkled?   | Y/N | FACP (fire alarm control panel location)                   |
| Y/N | HVAC capacity schedule   | Y/N | Fire alarm description or notes                            |
| Y/N | Above ground tank (need variance letter if bigger than 6000 gallons)   | Y/N | Does mechanical, architectural and site plan layout match? |
| Y/N | Occupancy load calculations  | Y/N | Stair/ramp and handrails/guardrails detail with side view  |
| Y/N | Wall details (interior & exterior)   |     |  |
| Y/N | Hood details (if applicable)   |     |  |
| Y/N | Fire design evaluation (Required if: Use Group: "A" w/ 1000 or more persons, "H" {high hazard}, "I2" & I3 {Institutional}, "M" {covered & open malls greater than 30,000 S.F. gross}, or projects valued \$5,000,000 or more.) |     |  |
| Y/N | Certification by the architect of record of his /her review of the fire design evaluation and implementation of its aspect in his/her design   |     |  |

**\* Professional Certification (to be placed on the first sheet of each discipline):** *I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed Professional Engineer under the laws of the State of Maryland License Number \_\_\_\_\_, Expiration Date: \_\_\_\_\_*

**ELECTRICAL CHECK**

- |     |   |     |  |
|-----|---|-----|--|
| Y/N | Symbols list legend   | Y/N | Power riser design or one line diagram |
| Y/N | Panel(s) schedule   | Y/N | Lighting schedule                      |
| Y/N | Electrical panel (s) location   | Y/N | Emergency distribution system          |
| Y/N | Fire alarm riser diagram  |     |  |
| Y/N | Annunciator panel location  |     |  |
| Y/N | Electrical Site Plan, pole location, conductor size, panel schedule, pedestal or service location, fixture type and wattage |     |  |

**APPLICANT MUST PROVIDE**

Value of project \_\_\_\_\_  
Total Area to be disturbed (in acres) \_\_\_\_\_  
Use Group \_\_\_\_\_ Construction Type \_\_\_\_\_ Gross Building Area \_\_\_\_\_ (S.F.)

**FILING FEE\***

New Building or Addition	_____
Grading	_____
U&O	\$15
M-NCPPC	\$ 5
<b>TOTAL</b>	_____

**\*These Fees are an approximate. Remainder of permit fees will be set prior to permit issuance.**

Date Prepared: \_\_\_\_\_  
Time In: \_\_\_\_\_  
Time Out: \_\_\_\_\_

Y/N Plans accepted for application

Plan Screening Checklist Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

This form was modified on 6-13-08 by Amir Asghari