



## HELPFUL INFORMATION

Prince George's County  
Department of Permitting,  
Inspections and Enforcement  
**Business Development Section**

 Our mission is to support the growth of a thriving and diverse business community in Prince George's County by providing guidance and assistance to stakeholders and entrepreneurs as they navigate the permitting, licensing and Building Code compliance process.

Contact our  
Business Development Team  
today at  
DPIEBizDev@co.pg.md.us

**Charles H. Cooper**  
301-636-2058

 *Permit us to help you grow your business!*

### AGENCY CONTACT INFORMATION

#### Department of Permitting, Inspections and Enforcement Business Development Section

<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/business-development-section>

301.636.2058

#### Permitting and Licensing Division

<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/permits/information-about-permit-process>

301.636.2050

#### Building Plan Review Division

<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/plan-review>

301.636.2070

#### Health Review Section (Building Plan Review Division)

<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/permits/health-permits>

301.883.7621

#### Inspections Division

<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/inspections>

Schedule an Inspection via telephone: 301.755.9000

#### Washington Suburban Sanitary Commission

<https://www.wsscwater.com/work-with-us/permit-services>

301.206.4001

#### Maryland–National Capital Park & Planning Commission

<https://www.pgplanning.org/>

240.545.8976

#### Prince George's County Permit Center

9400 Peppercorn Place, 1<sup>st</sup> Floor  
Largo, Maryland 20774

#### Operational Intake Hours:

Monday–Friday | 8:30 a.m.–2:30 p.m.  
Except Wednesdays | 9:00 a.m.–2:30 p.m.

(301) 636-2050



Prince George's County Government  
Department of Permitting, Inspections and Enforcement  
PERMITTING AND LICENSING DIVISION



# TENANT FIT-OUTS

## A GUIDE TO OBTAINING A TENANT FIT-OUT (CU or U&O) PERMIT

### APPLICABLE CODES & STANDARDS

- 2018 ICC Codes
- 2018 NFPA 101 Life Safety Code
- Subtitle 11 Prince George's County Fire Safety Code
- Subtitle 4 Prince George's County Building Code and Section 4-106 for the use of the International Fire Code (IFC)
- 2017 NFPA 70 National Electrical Code and Subtitle 9 Prince George's County Electrical Code
- 2016 NFPA 72; 2016 NFPA14; 2016 NFPA 20
- 2016 NFPA 13, 13R and 13D
- Maryland Accessibility Code and ADA

For online access to local codes and standards, refer to Building Codes & Bulletins at <https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/about-dpie/resources/publications/building-codes-bulletins>.

### CURRENT APPLICABLE FEES

For the most updated fees, see the ["DPIE Fee Schedule."](#)

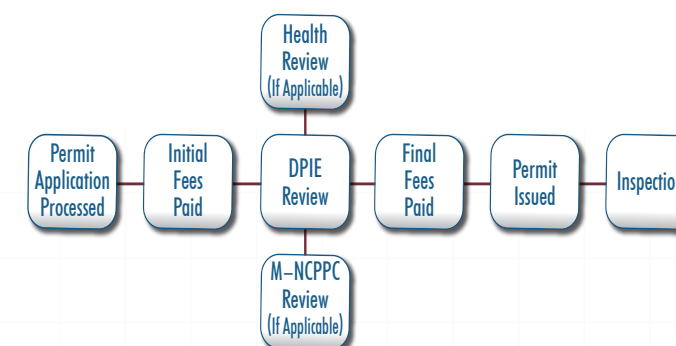
*\*Please be advised that the information provided by the Department of Permitting, Inspections and Enforcement (DPIE) in this document may not be all inclusive and following this document does not guarantee approval. This document does not represent all possible requirements.*

### PERMITS PROCESS

A tenant fit-out is a project involving interior construction within an existing building to accommodate a new tenant. A Building Permit (construction with use) is required for a tenant fit-out. Other permits may be required such as:

- Electrical Permit
- Mechanical Permit
- Fire Alarm and/or Sprinkler Permits
- Health Permit
- Plumbing and Gas (Washington Suburban Sanitary Commission [WSSC]) Permit

Application for a Tenant Fit-Out Permit must be made online.



### SUBMIT APPLICATION(S) IN MOMENTUM

- ☐ Permit Application with Property Tax ID Number
- ☐ Site/Plot Plans showing lot, building and parking (for U&O)
- ☐ Plans for review (see plan requirements)
- ☐ Permit Application Fee (make payments directly in Momentum unless your project is in the older ePermits system; then you should use ePayments.)

### TENANT FIT-OUT CASE TYPES

#### Applying

Building Permit applications are completed online in the Momentum portal.

#### Tenant Fit-Out Case Types — Commercial Use

##### Work Description for CU:

Family Day Care (for 9 or more children); Assisted Living/Congregate Living (6 or more residents); General Interior Work (tenant fit-out with a new use); Paint Spray Booth (existing building)

#### Commercial Use

Documents/approvals required with a new Use & Occupancy:

- Site/Plot Plans — Original Signature and Sealed
- Architectural Drawings — Original Signature and Sealed
- Structural Drawings — Original Signature and Sealed
- Electrical Drawings — Original Signature and Sealed
- Mechanical Drawings — Original Signature and Sealed

#### Reviews Needed

- Health
- M–NCPPC
- Electrical
- Mechanical
- Fire
- Structural
- CIP (if applicable)

#### Notes

- All plans required on applicable checklists must be provided at the time of permit application.
- Customers must comply with local municipalities and township requirements prior to starting construction.
- A Third-Party Inspection may be required. View the Commercial Inspections page for information on the Third-Party Inspection Program (TPIP) — Commercial Inspections.

# PLAN REQUIREMENTS



## GENERAL

- ☐ Drawings to scale (1/8" = 1'-0" minimum)
- ☐ Minimum sheet size 24" x 36"
- ☐ No pencil
- ☐ Title block that includes project address and design professional's contact information including an email address
- ☐ Signed and sealed plans (original signature) with Maryland State License # and Expiration Date
- ☐ Key plan showing proposed location within a building when space is not within a stand-alone building
- ☐ Code Analysis indicating applicable codes with the code editions
- ☐ Building data including:
  - Construction Type (as per IBC)
  - Use Group Classification(s) (as per IBC)
  - Height and number of stories
  - Area (square footage) of building and of tenant space
  - Any fire protections systems and type (fire alarm, sprinkler, smoke detection, smoke control, voice alarm, etc.)

☐ Present ☐ Not Present
- ☐ Occupant load calculation

**TIP:** Include the area of each room/space, occupant load factor used, occupant load of each room/space and the total occupant load for the entire tenant space.

## ARCHITECTURAL

- ☐ Proposed floor plan(s) with dimensions, use of spaces labeled, doors numbered and wall types labeled
- ☐ Existing floor plan showing the furniture/fixture layout and/or demolition plan for any proposed demolition
- ☐ Show travel distances, common paths, dead ends and location of exits
- ☐ Wall legend indicating new versus existing construction and any wall shadings used
- ☐ Partition schedule with full partition details for each partition type
- ☐ Detailed section, design listing and fire rating for any fire rated assemblies
- ☐ Cross section and building elevations when applicable
- ☐ Door and hardware schedule including the existing doors
- ☐ Exit sign and emergency light locations; reflected ceiling plan
- ☐ Interior finish schedule
- ☐ Sufficient plan details to verify compliance with the Maryland Accessibility Code and ADA Standards
- ☐ Stair details (if applicable) including enlarged section, and elevation with dimensions, tread/riser dimensions, handrail height/details and guardrail height/details
- ☐ Ramp details (if applicable) including enlarged section, and elevation with dimensions, ramp slope, handrail height/details and guardrail height/details

**TIP:** Clearly label the tenant separation wall(s) on the plan and include a detailed section and design listing.

**TIP:** The top and bottom of the wall types should be shown on the detail to verify construction/continuity.

**TIP:** Protection from snow and ice accumulation is required for exterior exit stairways and ramps in accordance with Prince George's County Subtitle 4, Section 4-173.

## MECHANICAL

- ☐ Location of new and existing equipment
- ☐ Equipment data for the HVAC system to include:
  - Make, model number and BTU rating for heating and cooling
  - Total supply and outdoor air capacities of each air handling unit
- ☐ Provide COMcheck Calculations (Mechanical) for Building Energy Code Compliance.
- ☐ Duct, piping layout for the HVAC System to include:
  - Main trunk and branch sizes
  - Size and CFM of all registers
  - Location of all equipment and outside air intakes and exhaust air opening locations
- ☐ Location of fire and smoke dampers and smoke detection devices for new work if required
- ☐ Mechanical smoke control system details for new work if required
- ☐ An outdoor air calculation for overall space (room by room) as per current IMC minimum ventilation rates
- ☐ Heating and cooling load calculation for all HVAC equipment sizing comply with current IECC and current IMC

## PLUMBING & GAS

- ☐ All plumbing, water, gas and sewer systems in Prince George's County Maryland are regulated by the **Washington Suburban Sanitary Commission (WSSC)**. WSSC is responsible for all plumbing reviews and issuance of plumbing permits. For information on plumbing and sewer requirements, visit the WSSC website: [www.wsscwater.com](http://www.wsscwater.com)

# PLAN REQUIREMENTS



## ELECTRICAL

- ☐ Floor plan showing luminaries, receptacles, branch circuits (and home-runs), panels, equipment and battery packs
- ☐ Symbols legend
- ☐ New and existing panel(s) to be modified and equipment schedules
- ☐ Riser diagrams when new panels are installed or existing panels are upgraded. Ensure size of feeder conductors, insulation types, conduit sizes, main overcurrent protection, and equipment grounding details are indicated.
- ☐ Load calculation if load is being added to panels
- ☐ Provide COMcheck calculations (lighting-interior/exterior) for building energy code compliance
- ☐ If new sub-panel receives added power from an existing panel, provide:
  - Panel rating indicating if panel is Main Circuit Breaker (MCB) or Main Lug Only (MLO)
  - If MLO, indicate the size of the overcurrent protection
- ☐ If new sub-panel receives added power from an existing panel, provide (*continued*):
  - If MCB, indicate sizes of the overcurrent protection
  - Clear, evident and specific circuit identification director
  - Load calculations of the existing panel
  - Fuse or circuit breaker sizes
  - Indicate if there are taps
  - Provide the transformers' ratings, corresponding feeder conductor sizes, voltage levels, overcurrent protection ratings and grounding conductor sizes
- ☐ Provide existing and new panelboard locations on the plans
- ☐ Provide the following when adding loads to the existing panels:
  - Panel schedule
  - Size of feeder conductor, MCB
  - Size of the feeders MLO overcurrent protection
  - Load calculations
  - Existing service to remain: provide existing demand load calculations based on NEC 220.87
- ☐ New incoming electrical service or service upgrade: provide overall load calculations based on the applicable demand factor required per NEC

## HEALTH

- ☐ A Health & Safety plan review shall be performed for: food service establishments, kitchens for hospitals, nursing homes, adult care facilities, lodging places including bed and breakfast homes, schools, public swimming pools, private well and septic systems, and razes
- ☐ **Food** — Prince George's County Code, Subtitle 12, the Code of Maryland Regulations COMAR 10.15.03
  - Proposed floor plan, placement of food service equipment and manufacture cut sheet, finish schedule, plumbing including floor sinks/drains location, storage areas, menu and HACCP
  - **Note:** Warehouses and Processing Plants that store or process food must send plans to the MD Dept. of Health for review and approval (410-767-8400)
- ☐ **Commercial Swimming Pools** — Prince George's County Code, Subtitle 5, the Code of Maryland Regulations COMAR 10.17.01
- ☐ **Septic Systems** — Prince George's County Code, Subtitle 22, the Code of Maryland Regulations 26.04.02. See Design Manuals
- ☐ **Well Construction** — COMAR 26.04 Chapter 04 <http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=26.04.04>
- ☐ **Raze Inspection** — See checklist at below link

All design manuals and checklists are located at the following link: <https://www.princegeorgescountymd.gov/1388/Health-Forms>

## FIRE PROTECTION

- ☐ Location of fire alarm devices, fire alarm control panel and fire alarm annunciator panel (if applicable)
- ☐ Fire sprinkler system type (ex. NFPA 13R, 13, 13D), if applicable
- ☐ Location of voice alarm devices, voice alarm control panel and voice alarm annunciator panel (if applicable)
- ☐ Location of duct smoke detectors
- ☐ Manual pull station location of the hood suppression system; for a commercial kitchen hood, refer to 2017 NFPA 96, 2018 IBC Sec. 904.2.2, 2018 IMC Sec. 507
- ☐ For I and R-4, the condition of occupants is needed per Chapter 3 of 2018 IBC and NFPA 101; for day care occupancies, the ages and the number of children are needed
- ☐ Presence of any hazardous materials or medical gas — provide complete list with quantity and container sizes
- ☐ Generator with above ground storage tank (AST) storing Class I/II flammable combustible liquids; check Prince George's County Subtitle 11, Section 11-260 for limitations
- ☐ Site plan showing location of portable fire extinguishers, fire hydrant location(s) and Fire Department Connection (FDC) as per IBC and Subtitle 4; include when the installation of the automatic sprinkler system is required

**TIP:** Duct smoke detectors are required in the supply and return plenums of air handling units greater than 2,000 cfm.