

The Mission of the Permits Administration Division is to protect the health and safety of the citizenry by ensuring the quality and integrity of the County's housing stock; to promote economic development by maintaining the quality of commercial construction; and to enforce the laws and codes established to further these goals. The Charles County Permits Administration Division affirms that the most appropriate manner in which to fulfill its mission is through partnership with the building community, whether private homeowners, commercial developers, or contractor professionals.



WELCOME

Commercial Building Permits Process

OUTLINE

- Application Process
 - Related Permits
 - Current Building Codes
 - Fees
 - Approval Agencies
 - Inspection Process
 - Code Resolution
 - Certificate of Use & Occupancy
 - General Items
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Commercial Building Permit Application

- **Complete all applicable spaces on the permit application. Under “Intended Use”, be very descriptive of the scope of work. The owner or authorized agent of the owner may sign the permit application.**
 - **If the property is located within the Planned Unit Development (PUD) zone in St. Charles, submit one copy of the Planning and Design Review Board’s (PDRB) approval.**
 - **Submit one copy of the Final Record Plat with recordation stamp. A copy of the plat can be obtained from Land Records on the 2nd floor of the Charles County Court House.**
 - **Contact the Planning Department for specific submittal requirements for Forest Conservation, and for property located in the Chesapeake Bay Critical Area and Resource Protection Zone.**
 - **Submit four copies of the site plan signed and sealed by a Maryland Registered Professional Engineer. (Not required for interior alterations)**
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Commercial Building Permit Application Cont'd.

- **Submit two complete sets of construction documents including:**
 - ▶ **Architectural plans with original seal and signature by a Maryland Registered Architect.**
 - ▶ **Structural, mechanical, plumbing, and electrical plans with original seal and signature by a Maryland Registered Professional Engineer.**
 - ▶ **A key plan denoting the location of the proposed space within a complex or shell.**
 - ▶ **A vicinity map showing the location of the site within Charles County.**
 - ▶ **Design Criteria and Code Analysis including the following:**
 - **Construction Classification**
 - **Use Group Classification**
 - **Design Occupant Load**
 - **Suppression System**
 - **Design Code**
 - **Specifications and Procedures**
 - **Total Square Footage of Each Floor Area**
 - **Fire resistance rating of structural elements; size and arrangement of exits, corridors and aisles, location and description of fire protective signaling and detection devices and design capacity of elements of means of egress.**
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Commercial Building Permit Application Cont'd.

Energy code analysis, signed and sealed by a Maryland Registered Engineer.

Soils Report, signed and sealed by a Maryland Registered Professional Engineer.

The following statement must be shown on all architectural drawings:

“I certify that these documents were prepared or approved by me and that I am a duly licensed architect under the laws of the State of Maryland, license number _____, expiration date _____.”

Related Permits

- **Site Plan Approval:** If the proposed building or addition is 1,200 square feet or more, or is a change in use, site plan approval is required.
- **Development Services Permit:** A Development Services permit may be required for grading, stormwater management, water and sewer, etc. Almost all new commercial projects require a grading permit.

If the proposed use involves the discharge of silver, food waste or automotive fluids into the building drain system, complete a Pretreatment Program Wastewater Discharge Permit application questionnaire. A Development Services permit is required for the installation of a grease interceptor.

- **Utility Permit:** If the property is served by county water or sewer, complete one utility permit application.
- **Well/Septic:** If the property is served by an individual well and/or on-site sewage disposal system, a completed well and/or septic permit must be submitted to the Environmental Health Department prior to approval of a building permit.
- **Food Service Facility License:** If the proposed use involves food such as a restaurant, submit another set of construction plans and an application for a food service facility license to the Health Department.

Related Permit Cont'd.

- **Plumbing Permits:** Must be obtained prior to commencement of work.
 - **Electrical Permits:** Must be obtained prior to commencement of work.
 - **Sign Permit:** Required for wall mounted or free standing sign. In addition to the sign permit, a building permit is required for a free standing sign.
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Current Building Codes

- **New Construction and existing building less than one year old - BOCA 1996. Adoption of the 2000 International Building Code will become effective January 1, 2002.**
 - **Existing buildings more than one year old - Maryland Building Rehabilitation Code.**
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Fees

- Building permit application fee and plan review fee are due at permit submittal. The inspection fee is due at issuance.
 - For building permit fees and related permit fees, refer to the Charles County Government fee schedule or contact the department or agency involved.
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Approval Agencies

Depending on the location of the property, all or some of the following reviewers and agencies will review the building permit application:

- Health Department**
 - Planning**
 - Zoning**
 - Engineering**
 - State Highway**
 - Fire Marshal**
 - Utilities**
 - Plans Reviewer**
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Inspection Process

- A Final Inspection Card is included with your permit package at issuance. Call all of the inspection agencies listed. The ones that do not apply will have an “N/A” beside it. Separate permit numbers are required for building, plumbing, electrical, and utility.
 - Special Inspections are required for certain types of construction. A statement of special inspections shall be submitted at the time of permit application. The statement shall include a list of materials and work requiring special inspections, the inspections to be performed, and a list of the individuals, approval agencies, and firms intended to be retained for conducting the inspections.
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Code Resolution

- Inspector
 - Planchek (Master Code Official)
 - Building Code Official
 - BOCA
 - County Commissioners
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Certificate of Use & Occupancy

When all required inspections are approved and the Final Inspection Card is signed by all required inspectors, return the card to Permits Administration to obtain a Certificate of Use & Occupancy. This certificate needs to be obtained prior to using or occupying a building or structure.

General Items

- **All building permit applications and documents shall be submitted to the Permits Administration office located on the second floor of the Charles County Government Building.**
 - **Permits Administration is open for building permit submittals involving payments from 8:00 a.m. to 4:00 p.m. and 8:00 a.m. to 4:30 p.m. for non-payment transactions Monday through Friday, excluding holidays.**
 - **In order to ensure prompt processing, verify that all permit forms and all supporting documents are complete and properly signed.**
 - **If permit applications and supporting documents are complete, the Permit Specialist will accept the submittal and assign an application number to your project.**
 - **You may follow the review progress of your project 24 hours per day by dialing the Charles County Automated Response System at 301-645-0600 and entering your assigned permit application type (NC, CAD, or CAL) and 6 digit number or on the Internet at www.charlescounty.org and going to the Planning and Growth Management page.**
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**Thank you for attending today's
seminar.**
