COMMERCIAL ADDITIONS CUSTOMER ASSISTANCE GUIDE

Charles County Government

Department of Planning & Growth Management

P.O. Box 2150

La Plata, MD 20646

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CHARLES COUNTY MARYLAND
Where Eagles Fly™

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CHARLES COUNTY GOVERNMENT
PLANNING AND GROWTH MANAGEMENT
P.O. BOX 2150
LA PLATA, MARYLAND 20646

July 1, 2014

WHEN IS A BUILDING PERMIT REQUIRED FOR THE CONSTRUCTION OF A COMMERCIAL OR INDUSTRIAL ADDITION?

A permit is required for ALL commercial or industrial additions.

PROCEDURES TO OBTAIN A BUILDING PERMIT FOR COMMERCIAL ADDITIONS:

1. Application: Complete the attached building permit application signed by the property owner or the authorized agent (Attachment 1).

2. Planning & Design Review Board: Submit one (1) copy of the PDRB approval if the property is located in the Planned Unit Development (PUD) Zone in St. Charles (see Zoning, page 3).

3. Utility Permit: Submit one (1) completed utility permit application signed by the property owner and a Maryland Master Plumber if a new water and/or sewer connection to count maintained facilities will be made. Applications may be obtained from Codes, Permits, and Inspection Services (301-645-0692).

4. Charles County Forest Conservation Ordinance: As of August 27, 2004, compliance with the Forest Conservation Ordinance is required; however, projects on tracts of land less than 40,000 square feet are automatically exempt from the requirements of the Ordinance.

   If the subject tract of land is 40,000 square feet or larger, forest conservation requirements must be addressed with your project. If there is a pending or approved forest conservation plan already on file in the Charles County Planning Office, please provide documentation. For more information, contact the Planning Department at 301-645-0540 (See Attachment 2).

5. Charles County Pretreatment Program Wastewater Discharge Permit Application: An application is required to be completed as part of all commercial permit applications for new construction, additions, alterations, and change of occupancy that are connected to public sewer (See Attachment 3).

6. Cross Connection Control Permit Application (Attachment 4): This application is part of the Charles County Cross Connection Control Program adopted by the County Commissioners in Bill 2005-20 which was effective on November 17, 2005. The program

applies only to structures connected to the Charles County Government water distribution system. The application must be completed and signed by the owner or authorized agent.

7. Architectural Drawings: Provide two (2) sets of architectural drawings with original seal and signature by a Maryland Registered Architect. **The following statement must be provided on all architectural drawings: "I certify that these documents were prepared by or approved by me and that I am a duly licensed architect under the laws of the State of Maryland, license number _____, expiration date _____".**

8. Engineering Designs: Provide two (2) sets of structural, mechanical, electrical, and plumbing designs with original seal and signature by a Maryland Registered Professional Engineer. **The following statement must be provided on all engineered designs: "I certify that these documents were prepared by 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 _____".**

   Provide vicinity map and a key plan denoting the location of the proposed space within a complex or shell. Provide design criteria and code analysis including the following:

   A. Construction Classification
   B. Use Group Classification
   C. Design Occupant Load
   D. Suppression System
   E. Design Code – 2012 IBC or 2012 IEBC
   F. Specifications and Procedures
   G. Calculate and specify the total square footage or each floor area
   H. Energy Code Analysis with original seal and signature by a Maryland Registered Professional Engineer
   I. Soils Report with original seal and signature by a Maryland Registered Professional Engineer
   J. Fire resistance rating of structural elements, size and arrangements of exits, corridors and aisles, location and description of fire protective signaling and detection devices, design capacity of elements of means of egress and type of suppression system.
   K. Submission of Energy Conservation Worksheets. See attached Appendix EE.

9. Site Plan: Submit four (4) copies of the site plan signed and sealed by a Maryland Registered Professional Engineer. One set must include the original seal and signature. The site plan must show all existing and proposed structures, setback dimensions from the building to the property lines, and existing and proposed tree lines.

   NOTE: A. Flood Plain: If the property is located in this area, the site plan shall note the 100 year flood plan elevation and lowest finished floor elevation of the structure.

B. Site Development Plan: The Site Development Plan must be submitted prior to applying for a building permit. Contact the Planning Department at 301-645-0540 for more information.

C. Development Services Permit: A permit may be required for grading, stormwater management, water and sewer, etc. Contact Codes, Permits, and Inspection Services Engineering at 301-645-0618 for more information.

In addition, the following information shall be provided for specific areas in Charles County:

1. Chesapeake Bay Critical Area and Resource Protection Zone: Property located in the above areas (1,000 feet from mean high water) may require additional information. Contact the Planning Department at 301-645-0540 for specific submittal requirements and delineation of the CBCA and RPZ.

Zoning

1. Specify the intended use of the structure on the permit application. All proposed structures must meet zoning requirements.

2. If your property is located within the commercial or industrial parks of the Smallwood Village or Westlake Planned Unit Development (PUD) – Hampshire, Lancaster, Fairview Village, and any other future neighborhoods; you must obtain the PDRB approval. You may contact them at:

   236 Smallwood Village Center, Waldorf
   Telephone number: 301-870-4304

3. Site Design and Architectural Review Board Approval (SDARB): If your property is located in the Village Commercial (CV), Neighborhood Commercial (CN), Community Commercial (CC), Central Business (CB), Business Park (BP), General Industrial – High Visibility (IG), and Heavy Industry – High Visibility (IH) zones; SDARB approval may be required for site development plans and architectural elevations. For more information, you may contact the Planning Department at 301-645-0540.

Other Permits

1. Food Service: If the proposed use includes food service, a food service facility license must be obtained from the Environmental Health Department. For more information, contact the Health Department at 301-609-6900.

2. Well/Septic: If the property is served by individual well and/or on-site sewage disposal system, contact the Environmental Health Department at 301-609-6900 for specific submittal requirements.

3. Plumbing Permit: **Prior** to commencement of any plumbing and/or gas work, a plumbing permit shall be obtained from Codes, Permits, and Inspection Services.

The plumbing permit application shall be signed by a Maryland Registered Master Plumber. The building permit must be issued before obtaining the plumbing permit.

4. Electrical Permit: **Prior** to commencement of electrical work, an electrical permit shall be obtained from Codes, Permits, and Inspection Services. The electrical permit application shall be signed by a Master Electrician licensed by the Board of Electrical Examiners and Supervisors of Charles County.

5. Mechanical Permit: **Prior** to commencement of any mechanical (HVAC) work, a mechanical permit shall be obtained from Codes, Permits, and Inspection Services. The mechanical permit application shall be signed by a Maryland Registered Master HVAC Contractor.

6. Sign Permit: A sign permit needs to be obtained when the applicant intends to erect either a wall mounted or free standing sign. The required sign permit application may be obtained from Codes, Permits, and Inspection Services. Questions regarding sign permits may be directed to Codes, Permits, and Inspection Services at 301-645-0692.

Fees **Fees are subject to change every July 1.**

Please make checks payable to Charles County Commissioners.

1. Application Fee: A $106.00 non-refundable application fee is due when you apply for your permit.

2. Building Plan Review Fee: $.044 per square feet of the gross building area of the addition. The minimum plan review fee is $118.00. This non-refundable fee is due when you apply for your building permit.

3. Inspection Fee: Due at permit issuance

   Up to 5,000 sq. ft. - $.10 per sf, $182.00 minimum
   Over 5,000 sq. ft. - $.09 per sf, $182.00 minimum

4. Plumbing Fees:

   Application Fee: $19.00
   Inspection Fee: $219.00 minimum plus $14.00 for each fixture over five

5. Electrical Fees:

   Application fee: $22.00
   Inspection Fee: Contact Codes, Permits, and Inspection Services at 301-645-0692 for a current copy of the inspection fee schedule.

6. Mechanical Fees:

   Application Fee: $19.00
   Inspection Fee: $177.00 minimum plus $.013 for each BTU and $8.00 per A/C tonnage

7. Utility Fee: Utility fees are assessed on property served by public water and/or sewer. This fee shall be paid when obtaining the building permit. For a determination of the fee amount, contact the Water/Wastewater Permit Technician at 301-645-0726.

8. Wastewater Discharge Permit (for property served by County sewer):

   Application Fee: $16.00 Inspection Fee: $99.00

9. Cross Connection Control Permit (for property served by County water):

   Application Fee: $16.00 Inspection Fee: $104.00

10. Well and/or Septic Fee: Contact the Environmental Health Department at 301-609-6900 for an application and fee amounts.

11. A 4% Technology Fee surcharge will be added to all permits issued after July 1, 2014.

Other Requirements

1. Structural Loads: All additions to commercial buildings or structures shall be designed to meet or exceed the structural loads as referenced in the 2012 International Existing Building Code or existing structures **more** than one year old. For additions to existing structures **less** than one year old, the 2012 International Building Code shall be referenced. The construction documents shall specify the design data for floor and roof live loads, roof snow load, wind load, earthquake design data and other loads as specified by the above referenced codes.

   The following information is provided for the convenience of the designer:

   Minimum ground snow load: 25 PSF
   Minimum basic wind speed: 90 MPH

Maximum considered earthquake ground motion: 20% gravity for 0.2 sec spectral response acceleration; 7% gravity for 1.0 sec spectral response acceleration

2. Special Inspections: Special inspections are required for certain types of construction as prescribed in Section 1704 of the 2012 International Building Code. The special inspectors shall be provided by the owner and shall be qualified and approved for the inspection of the work.

   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 individuals, approval agencies, and firms intended to be retained for conducting the inspections.

3. Soils Report: Commercial additions may require a soils report describing the soil in the ultimate load-bearing strata, including sufficient data to establish its character, nature, and load-bearing capacity. The report shall be prepared by a Maryland Registered Professional Engineer. Small projects may have the bearing value of the soil determined by an approved inspection agency prior to the footing inspection.

NOTE: All footings shall be designed for the frost line which is 24".

Contractor License Requirement

Maryland State Contractors License or a Maryland Home Improvement Commission License

A Maryland State Contractors License may be obtained at the Charles County Courthouse.

Codes, Permits, and Inspection Services Form

Use and Occupancy Certificate: This certification shall be obtained from Codes, Permits, and Inspection Services **prior** to using or occupying a building or structure. When requesting a Use and Occupancy Certificate, submit the orange final inspection card signed by the required inspectors.

Codes and Regulation Standards for Construction in Charles County

See Attachment 5.

The following is a list of commonly requested telephone numbers for State and County agencies:

Health Department 301-609-6900
Web Site ..... www.charlescountyhealth.org

Inspection Agency 301-645-3302
Building, Electrical, Plumbing, & Mechanical Inspections 301-870-8710
Web Site ..... www.planchekinc.com

Planning & Growth Management
Codes, Permits, & Inspection Services.....301-645-0692 or 301-870-3935
Planning & Zoning.....301-645-0540 or 301-870-3896
Engineering .....301-645-0618 or 301-870-3937
Fax 301-645-0575
Web Site ..... www.charlescountymd.gov/pgm

Soil Conservation.....301-934-9588, Ext 3 or 301-870-3555
Web Site.....www.charlesscd.com

State Highway Administration..... 1-800-876-4742 or 410-333-1350
Web Site ..... www.marylandroads.com

State Fire Marshal 443-550-6820
Web Site ..... www.firemarshal.state.md.us

Mission Statement

The mission statement of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long – and short – term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

Vision Statement

Charles County is a place where all people thrive and businesses grow and prosper;
where the preservation of our heritage and environment is paramount;
where government services to its citizens are provided at the highest level of excellence;
and where the quality of life is the best in the nation.

Charles County Government
Department of Planning and Growth Management
200 Baltimore Street, P.O. Box 2150, La Plata, MD 20646
(301) 645-0692 or (301) 870-3935 Fax: (301) 645-0575
www.charlescounty.org
Inspections: (301) 870-8710 or (301) 645-3302

BUILDING AND ZONING PERMIT APPLICATION

FOR OFFICE USE ONLY
Date Received: _____
Permit Number: _____
Revision To: _____
Plans on File #: _____
Same Day: Y or N
Time Received: _____

Property Tax Number **OR** **Tax Map** **Parcel** **Grid**

Property Owner(s) Name **Address/E-Mail Address** **City, State** **Zip** **Phone No.**

Applicant(s) Name **Address/E-Mail Address** **City, State** **Zip** **Phone No.**

Contractor's Name **Address/E-Mail Address** **City, State** **Zip** **Phone No.**

MD Homebuilders Registration No. **MD Home Improvement No.** **MD State License No.**

Job Address (ADC Map #, House #, Street, City, etc.)

Subdivision Name **Lot No.** **Section** **Block** **Acreage**

General Description of Work and Intended Use:

Total Disturbed Area	**Flood Plain Elevation**	**Front Yard Setback**	**Rear Yard Setback**	**Right Yard Setback**	**Left Yard Setback**

State Road: ❑ Yes ❑ No
County Road: ❑ Yes ❑ No
PDRB Approval: ❑ Yes ❑ No

Chesapeake Bay Critical Area: ❑ Yes ❑ No
Resource Protection Zone: ❑ Yes ❑ No
Development District: ❑ Yes ❑ No

Stormwater Management:
❑ Provided ❑ Exempt ❑ Waived

Total Floor Area: _____
No. of Stories: _____
No. of Bedrooms: _____

No. of Full Bathrooms: _____
No. of ½ Bathrooms: _____
Rough-In Only: _____

Public: ❑ Water ❑ Sewer
Private: ❑ Well ❑ Septic
Food/Drink: ❑ Yes ❑ No

Related Permits Required:
Electrical: ❑ Yes ❑ No
Plumbing: ❑ Yes ❑ No

Estimated Construction Cost (Building Cost Only):

Application Fee: _____
Plan Review Fee: _____
Soil Conservation Fee: _____
Inspections: _____
_____
_____
Total: $ _____

Name on Check: _____

Commercial Business Trading As:

Treasurer's Validation

CAUTION: I/we have carefully examined and read this application and know the same is true and correct. I/we are also aware that whoever is indicated as the OWNER assumes full responsibility for this application and for the construction and will comply with all provisions of the Charles County ordinances and State laws whether herein specified or not. I/we further understand that to start construction before a building permit is issued and to use and occupy the premises before a Use and Occupancy Certificate is obtained is in violation of the law.

Signature of ❑ Owner or ❑ Authorized Agent _____ Printed Name _____ Date _____ Permit Specialist Initials _____

CHARLES COUNTY FOREST CONSERVATION ORDINANCE
DECLARATION OF INTENT
SINGLE LOT EXEMPTION

Tax Account Number _____ Tax Map _____ Parcel Number _____ Lot No._____

Name(s) of Property Owner(s) _____

Address and/or location of property _____

I (We), _____, the Owner(s) of the real property located at _____ as described as _____ hereby declare my (our) intention to meet the requirements for an exemption under the *Single Lot Exemption* of the Charles County Forest Conservation Ordinance (§298-4.H of the Charles County Code) for five (5) years.

Under this Declaration of Intent, I (we) propose to disturb _____ square feet of forest. I (We) have included a sketch map or site plan showing approximate existing forest cover and the forest area to be cleared.

Is the property for which this Declaration of Intent being filed subject to either (please indicate yes or no):

_____ A previously approved Forest Conservation Plan; or
_____ A previous Declaration of Intent

This declaration grants an exemption for (name of activity) _____ conducted on an existing single lot based on the *Single Lot Exemption* of the Charles County Forest Conservation Program. If the Owner makes application for an additional activity regulated under the Forest Conservation Ordinance on all or part of the lot within a five (5) year period, the County Commissioners of Charles County shall require the Owner to satisfy requirements established in the Charles County Forest Conservation Ordinance. If the owner cumulatively clears more than 20,000 square feet of forest without an approved Forest Conservation Plan, or violates the requirements of a previous Forest Conservation Plan on all or part of the lot within the five (5) year period, the County Commissioners of Charles County shall require the Owner to satisfy requirements established in the Charles County Forest Conservation Ordinance, and may also assess a non-compliance fee of $0.30 per square foot for forested areas disturbed in violation of this exemption.

I (We) declare under the penalties of perjury, that I (we) have examined this declaration, including any accompanying forms and statements, and the information contained herein, to the best of my (our) knowledge, information, or belief, is true, correct, and complete.

Property Owner(s) Signature(s)	Date
_____	_____
_____	_____

CHARLES COUNTY PRETREATMENT PROGRAM
WASTEWATER DISCHARGE PERMIT APPLICATION

Please answer all questions. Indicate "N/A" if the question does not apply to your business. If you have questions concerning this application, please call (301) 609-5632 Monday thru Friday 8:00 a.m. to 2:30 p.m.

WHO MUST APPLY?

- A Wastewater Discharge Permit Application is required for all businesses that discharge industrial (non-residential) waste that requires pretreatment before discharge to the County sewers.

GREASE INTERCEPTORS

- Any businesses that may potentially discharge fats, oils and greases (FOG) need to pretreat their discharge with a grease interceptor (G/I). This includes restaurants, food prep areas in churches, shops and schools, and food processing industries. ***The 1998 Water and Sewer Ordinance stipulates that a minimum 2,000 gallon grease interceptor is required for all food handling businesses.*** This includes everything from a simple hot dog roller to full service restaurants. No exceptions. If you are in doubt about whether you are required to have an interceptor, please call the pretreatment technician at (301) 609-5632.

BOX 2 INFORMATION

- Please indicate whether your business is regulated under federal law by 40 CFR parts 401 thru 471. These are the pretreatment regulations in the federal law. Please note that these regulations are self-implementing. This means that it is your responsibility to notify the County if you are subject to any of these regulations. Failure to notify the County is a violation of both federal and local laws and may subject you to legal action. You may find the pretreatment regulations at http://www.epa.gov/docs/epacfr40/chapt-I.info/subch-N.htm.

- List your NAICS (North American Industrial Code System) code. NAICS codes replace SIC (Standard Industrial Code) codes. If you do not know your NAICS code, you may find it at http://www.census.gov/epcd/www/naicstab.htm.

- Please indicate the estimated water usage in Gallons Per Day (GPD). Existing locations may want to refer to their water bills if billed separately.

- Describe the nature of the wastewater discharge. For example: dishwashing, equipment washing, vehicle washing, product manufacturing, photo processing, etc.

- Check any of the listed equipment or systems you have or will have on the premises. Note that bulk chemical storage will require a separate Spill Control Plan.

BOX 3 INFORMATION

- Indicate the type of business you will be conducting. If you check "OTHER", please write the type of business in the space provided.

- Briefly describe your business function for the business in question 1. For example: doctor's office with x-ray machine, fast food restaurant, drug store with photo processing, automotive repair shop, printing shop, etc.

- List the raw materials or foods that your business will use (if any). For example: inks, cellulose fiber, live crabs, fried chicken, photo developer and fixer, etc. Use additional sheets if necessary.

- List your normal business hours.

- For restaurants, please estimate the number of meals you will serve during peak hour and the number of meals served daily. Please indicate the maximum seating capacity for restaurants.

- Indicate whether an existing grease interceptor is on the premises and if so, its size in gallons. Please note that a 2,000 gallon capacity interceptor is the minimum requirement. Existing interceptors which are less than a 2,000 gallon capacity will have to be upgraded or replaced to meet the minimum requirement.

- If the name of the previous business at this location is known, please indicate that name.

CHARLES COUNTY, MARYLAND PRETREATMENT PROGRAM
WASTEWATER DISCHARGE PERMIT APPLICATION

Charles County Government, P.O. Box 2150, 200 Baltimore Street, La Plata, MD 20646

Section 4.6 of the Charles County Water and Sewer Ordinance regulates the discharge of wastewater to the County's sanitary sewer system. All users that have the potential to discharge into the County's sanitary sewer system are required to complete this form.

WDP Permit Number: _____ Building Permit No.: _____ Date Received: _____

Please answer all questions. Indicate "N/A" if the question does not apply to your business. See reverse of this form for additional information. Use additional sheets of paper if necessary. Incomplete or unreadable applications or those without an original signature will be returned and will considerably delay the processing of your permit. If you have questions concerning this application, please call (301) 609-5632 Monday thru Friday 8:00 a.m. to 2:30 p.m. Please allow a minimum of 30 days for processing.

1. Is this Property connected to the Charles County Sewer System? 9 Yes 9 No If no, **STOP**. This form is complete

2. WATER USAGE/DISCHARGE INFORMATION

Est. daily water usage: 9 0 - 24,999 GPD 9 25,000 GPD or greater

Nature of discharge: _____

Indicate if you have (or will have) one or more of the following:

Floor drains	9 Yes	9 No
Sewer discharge other than sanitary waste	9 Yes	9 No
Oil/flammable liquids	9 Yes	9 No
Silver recovery units	9 Yes	9 No
Neutralization system(s)	9 Yes	9 No
Grit/solids	9 Yes	9 No
Metal milling/plating/finishing	9 Yes	9 No
Chemical etching/washing	9 Yes	9 No
Dishwasher	9 Yes	9 No
Food grinder/garbage disposal	9 Yes	9 No
Deep fryer	9 Yes	9 No
Grill/griddle/stove	9 Yes	9 No
Animal/vegetable grease	9 Yes	9 No
Bulk chemical storage	9 Yes	9 No

(Also requires a Spill Prevention Plan)

Is any part of this business regulated under any provision of 40 CFR parts 401 thru 471? 9 Yes part _____ 9 No
(See http://www.epa.gov/docs/epacfr40/chapt-I.info/subch-N.htm)

SIC or NAICS Code: _____
(For codes see http://www.census.gov/epcd/www/naicstab.htm)

Business Name: _____

Application Fee: _____

Name on Check: _____

3. TYPE OF BUSINESS:

9 Food Handling/Preparation 9 Automotive
9 Photo processing/Medical Office/Dental Office
9 Other _____

Briefly Describe Business Function:

_____

What raw materials (or foods) are used?

_____

What finished products (or foods) are produced?

_____

Business Hours: _____ am/pm to _____ am/pm

In Business Since: _____

FOOD HANDLERS

Est. number of meals served peak hour: _____

Est. number of meals served daily: _____

Maximum seating capacity: _____

Is there an existing grease interceptor? 9 Yes 9 No

If yes, provide size (gallons): _____

A minimum 2,000 gallon grease interceptor is required.

Interceptor Location: _____

Name of previous business at this location (if known):

_____

Projects requiring a grease interceptor (G/I) must submit with this application, prior to processing, a plumbing plan (preferably 11" x 17") showing the location of the grease interceptor, the connection of all fixtures with the potential to discharge fats, oils or grease (FOG) and any sanitary waste lines. All building drains except for the bathrooms, should be routed to the G/I including slop sinks, mop sinks, floor drains and can washers. All drain lines must be clearly marked or highlighted. Refer to the current County specifications and detail for grease interceptors.
Incomplete application packets will delay approval.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

_____ Date

_____ Signature of Authorized Representative

_____ Title

_____ Printed Name of Authorized Representative

_____ Print Title

pa WDPA 1 09/08/43

Signatory is: 9 Owner-occupant 9 Owner 9 Corporate official 9 Agent

CHARLES COUNTY, MARYLAND
CROSS CONNECTION CONTROL PERMIT APPLICATION
COMMERCIAL - INDUSTRIAL

The Charles County Water and Sewer Ordinance regulates connections to the County's water distribution system. All users connecting to the water distribution system are required to complete this form. All testable backflow assemblies are required to be tested upon installation and annually thereafter.

Plumbing & Gas Permit Number: _____ Utility Permit Number: _____

Please answer all questions. Indicate "N/A" if the question does not apply to your business. Use additional sheets of paper if necessary. Incomplete or unreadable applications or those without an original signature will be returned and will considerably delay the processing of your permit. If you have questions concerning this application, please call (301) 609-5606 Monday thru Friday 8:00 a.m. to 2:30 p.m. Please allow a minimum of 30 days for processing.

1. Is this Property connected to the Charles County Water System? Yes No If no, **STOP**. This form is complete

2. WATER USAGE

Indicate if you have (or will have) one or more of the following:

Sink	Yes	No
Shower/Tub	Yes	No
Toilet / Bidets	Yes	No
Icemaker	Yes	No
Carbonated Soda Machine	Yes	No
Washing Machine / Wash Tub	Yes	No
Water Heater	Yes	No
Boiler	Yes	No
Chiller	Yes	No
Dishwasher	Yes	No
Cooling Towers	Yes	No
Swimming Pool / Spa / Hot Tub	Yes	No
Irrigation System	Yes	No
Wet Fire Protection System (No Chemicals)	Yes	No
Wet Fire Protection System (Chemicals)	Yes	No
Dry Fire Protection System	Yes	No
Spigots/Faucets & Garden Hose Use	Yes	No
Direct Connect Pedicure Fixture	Yes	No
Chemical Vats or Tanks	Yes	No
Photo / Xray Equipment	Yes	No

Please indicate any other source connected to the water system not mentioned above: _____

Do you currently have any backflow prevention assemblies in place, if so please list: _____

3. BUSINESS INFORMATION:

Retail Manufacturer Medical/Dental Food Handler
Automotive Printing/Graphics Dry Cleaner
Funeral Home Residential- Multifamily
Other _____

Briefly Describe Business Function: _____

Does this building contain any substance under pressure? _____

What finished products are produced? _____

Business Name: _____
Service Address: _____
City, State, Zip: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____

Owner Name: _____
Owner Address: _____
City, State, Zip: _____
Phone: _____

Are you connected to any other water source such as a private well? Yes No

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

_____ Date

_____ Master Plumber Signature

_____ Master Plumber License Number

Revised 7/1/13 *Master Plumbers performing backflow installation, repair, or testing within Charles County are required to register with the Cross Connection Control Specialist prior to performing any work.

CHARLES COUNTY GOVERNMENT
DEPARTMENT OF PLANNING AND GROWTH MANAGEMENT
P.O. BOX 2150, LA PLATA, MARYLAND 20646

CODES, REGULATIONS AND STANDARDS
FOR CONSTRUCTION IN CHARLES COUNTY

November 30, 2012

1. International Building Code/2012, International Mechanical Code/2012 and the International Energy Conservation Code/2012 as amended by periodic supplements and Charles County Bill No. 2012-09.

2. International Residential Code/2012 as amended by periodic supplements and Charles County Bill No. 2012-09.

3. National Electrical Code/2011

4. International Existing Building Code/2012 **(existing structures more than one year old)**

5. 2012 International Plumbing Code

6. 2012 International Fuel Gas Code

7. Code of Maryland Regulations 05.02.02 -Maryland Accessibility Code

8. Code of Maryland Regulations 05.02.06.02B - Maryland Safety Glazing Law

9. Code of Maryland Regulation 29.06.01 State Fire Prevention Code Incorporated by reference: NFPA 101 Life Safety Code/2012 and NFPA 1 Fire Code/2012

10. Code of Maryland Regulations 10.15.03 - Food Service Facilities

11. Code of Maryland Regulations 26.04.02 - On-Site Water Supply and Sewage Disposal

12. 2012 International Property Maintenance Code

ENVELOPE DESIGN WORKSHEET FOR COMMERCIAL BUILDINGS, IECC SECTION C402 (PRESCRIPTIVE PATH)

OPAQUE THERMAL ENVELOPE ASSEMBLY REQUIREMENTS

FROM TABLE C402.1.2

ROOFS	GROUP R	ALL OTHERS	PROPOSED
Insulation entirely above deck	U-0.039	U-0.039	
Metal Buildings	U-0.035	U-0.035	
Attic and other	U-0.027	U-0.027	

WALLS ABOVE GRADE			
Mass	U-0.090	U-0.104	
Metal Building	U-0.052	U-0.052	
Metal Framed	U-0.064	U-0.064	
Wood framed and other	U-0.064	U-0.064	

BELOW GRADE WALLS			
Below grade wall[a]	C-0.119	C-0.119	

FLOORS			
Mass	U-0.074	U-0.076	
Joist/framing	U-0.033	U-0.033	

SLAB-ON-GRADE FLOORS			
Unheated slabs	F-0.540	F-0.540	
Heated slabs	F-0.650	F-0.650	

a. When slabs are placed below-grade, below grade walls must meet the F-factor requirements for perimeter insulation according to the heated slab-on-grade construction.

OPAQUE THERMAL ENVELOPE REQUIREMENTS

FROM TABLE C402.2

ROOFS	GROUP R	ALL OTHERS	PROPOSED
Insulation entirely above deck	R-25ci	R-25ci	
Metal buildings with R-5 thermal blocks [1/2]	R-19+R-11 LS	R-19+R-11 LS	
Attic and other	R-38	R-38	

WALLS ABOVE GRADE			
Mass	R-11.4ci	R-9.5ci	
Metal Building [2]	R-13+R-13ci	R-13+R-13ci	
Metal Framed	R-13+R-7.5ci	R-13+R-7.5ci	
Wood framed and other	R-13+R-3.8ci or R-20	R-13+R-3.8ci or R-20	

WALLS, BELOW GRADE			
Below Grade Wall [4]	R-7.5ci	R-7.5ci	

FLOORS			
Mass	R-10.4ci	R-10ci	
Joist/framing	R-30	R-30	

SLAB-ON-GRADE FLOORS			
Unheated slabs	R-10 for 24” below	NR	
Heated slabs	R-15 for 24” below	R-15 for 24” below	

OPAQUE DOORS			
Swinging	U-0.61	U-0.61	
Roll-up or sliding	R-4.75	R-4.75	

For SI: 1 inch = 25.4mm

Ci = Continuous insulation

1. When using R-value compliance method, a thermal spacer block is required, otherwise use the U-factor compliance method. (see Tables 402.1.2 and 402.2)
2. Assembly descriptions can be found in ASHRAE Appendix A.

3. R-5.7ci is allowed to be substituted with concrete block walls complying with ASTM C90, un-grouted or partially grouted at 32 inches or less on center vertically or 48 inches or less on center horizontally, with un-grouted cores filled with material having a maximum thermal conductivity of 0.44 Btu-in./h-f²F.
4. When heated slabs are placed below grade, below-grade walls must meet the exterior insulation requirements for perimeter insulation according to the heated slab-on-grade construction.
5. Steel floor joist systems shall be to R-38

BUILDING ENVELOPE REQUIREMENTS, FENESTRATION

FROM TABLE C402.3 – CLIMATE ZONE 4A (CHARLES COUNTY)

VERTICAL FENESTRATION (30% MAXIMUM OF ABOVE-GRADE WALL

U-FACTOR

Fixed Fenestration	0.38
Operable Fenestration	0.45
Entrance Doors	0.77

SHGC

SHGC	0.40

SKYLIGHTS

U-Factor	0.50
SHGC	0.40

SKYLIGHTS (3% MAXIMUM)

U-Factor	0.60
SHGC	0.40

BUILDING ENVELOPE COMPLIANCE WORKSHEET FOR THE IECC 2012

PLEASE COMPLETE ALL INFORMATION – PRINT CLEARLY – REQUIRED FOR ALL PROJECT PLANS SECTION 1 – PROJECT INFORMATION		
PROJECT NAME		**PERMIT #**
PROJECT ADDRESS		**DATE**
OWNER/AGENT	TELEPHONE	**CHECKED BY**
DOCUMENTATION AUTHOR	TELEPHONE	**DATE** FOR DEPARTMENT USE ONLY

SECTION 2 – GENERAL INFORMATION
BUILDING FLOOR AREA: WINDOW-WALL RATIO (WWR): GROSS FENESTRATION AREA _____ GROSS ABOVE GRADE WALL AREA _____ X 100 _____
PROJECT DESCRIPTION □ NEW CONSTRUCTION □ ADDITION □ ALTERATION □ Un-CONDITIONED SHELL

SECTION 3 – REQUIREMENT CHECKLIST						
AIR LEAKAGE AND COMPONENTS CERTIFICATION REQUIREMENTS				**YES**	**NO**	**NOTES**
All joints/penetrations are caulked, gasketed, weatherstripped or otherwise sealed.						
Windows, doors and skylights certified as meeting leakage requirements.						
Compound R-values and U-factors are labeled as listed.						
	DESCRIPTION	**PROPOSED R-VALUE**	**MIMIMUM R-VALUE**			
WALL TYPE 1						
WALL TYPE 2						
WALL TYPE 3						
WALL TYPE 4						
ROOF TYPE 1						
ROOF TYPE 2						
ROOF TYPE 3						
FLOOR TYPE 1						
FLOOR TYPE 2						
		PROPOSED U-VALUE	**MAXIMUM U-VALUE**			
WINDOW 1						
WINDOW 2						
WINDOW 3						
SKYLIGHT 1						
SKYLIGHT 2						
Skylights less than 3% of the Total Roof Area _____ % of Roof						
Outdoor air intake and exhaust openings, motorized or gravity						
Vestibules / Exceptions: 1-6						
Recessed luminaries installed in thermal envelope, sealed/gasketed						

SECTION 4 – COMPLIANCE STATEMENT		
The proposed building design represented in these documents is consistent with the building plans, specifications, and other calculations submitted with this permit application. The proposed building design meets the 2012 IECC requirements.		
Principal Architect/Designer – Name [1]	Signature	Date
[1] Include the designer's license or registration number		

MECHANICAL SYSTEMS COMPLIANCE WORKSHEET FOR THE IECC 2012

PLEASE COMPLETE ALL INFORMATION – PRINT CLEARLY – REQUIRED FOR ALL PROJECT PLANS SECTION 1 – PROJECT INFORMATION		
PROJECT NAME		**PERMIT #**
PROJECT ADDRESS		**DATE**
OWNER/AGENT	TELEPHONE	**CHECKED BY**
DOCUMENTATION AUTHOR	TELEPHONE	**DATE** FOR DEPARTMENT USE ONLY

SECTION 2 – GENERAL INFORMATION
BUILDING FLOOR AREA:
PROJECT DESCRIPTION □ NEW CONSTRUCTION □ ADDITION □ ALTERATION □ Un-CONDITIONED SHELL

SECTION 3 – REQUIREMENT CHECKLIST			
BUILDING MECHANICAL SYSTEMS	**YES**	**NO**	**NOTES**
ASHRAE/IESNA 90.1 STANDARD USED FOR COMPLIANCE			
SIMPLE SYSTEM – (UNITARY/PACKAGED)			
COMPLEX SYSTEM			
LOAD CALCULATION PER ASHRAE/ACCA STANDARD 183			
EQUIPMENT SIZE TO LOAD			
EFFICIENCIES PER TABLES C403.2.3(1) – C403.2.3(9)			
THERMOSTATIC CONTROLS FOR EACH ZONE			
HEAT PUMP SUPPLEMENTARY HEAT CONTROLS			
AUTOMATIC/PROGRAMMABLE OFF-HOUR CONTROL FOR EACH ZONE			
SHUTOFF DAMPER CONTROLS/MOTORIZED			
SHUTOFF DAMPER CONTROLS/GRAVITY			
SNOW MELT SYSTEM			
VENTILATION REQUIREMENTS PER IMC CHAPTER 4			
DEMAND CONTROLLED VENTILATION			
ENERGY RECOVERY VENTILATION SYSTEM PER TABLE C403.2.6			
DUCTWORK DESIGNED, INSULATED AND SEALED PER IECC/IMC			
HVAC PIPING INSULATED PER TABLE C403.2.8			
MECHANICAL SYSTEMS COMMISSIONING AND COMPLETION PER C408.2			
AIR SYSTEMS HORSEPOWER RATING EXCEEDS 5HP			

BUILDING MECHANICAL SYSTEMS	YES	NO	NOTES
HEATING OUTSIDE OF BUILDING, CONTROLS PROVIDED			
ECONOMIZER, REQUIRED FOR COOLING SYSTEMS ≥ 33,000 Btu/h			
VARIABLE AIR VOLUME FAN CONTROL FOR MOTORS ≥ 7.5hp			
CONTROLS FOR HYDRONIC SYSTEM ≥ 300,000 Btu/h			
HYDRONIC (WATER LOOP) HEAT PUMP SYSTEMS			
UTILIZING HEAT REJECTION EQUIPMENT			
20 ° DEADBAND OR OPTIMIZED CONTROLLER			
OPEN OR CLOSED LOOP OR SEPARATE HEAT EXCHANGER			
PART LOAD CONTROL METHOD 1 or 2 for ≥ 300,000 Btu/h			
PUMP ISOLATION FOR 2 OR MORE CHILLERS/BOILERS			
FAN SPEED CONTROL FOR MOTORS ≥ 7.5hp			
SERVING MULTIPLE ZONES (COMPLEX) SHALL BE VAV SYSTEM 30% MAX AIR TO EACH ZONE			
300 cfm WHEN ≤ 10% OF TOTAL SYSTEM SUPPLY RATE			
MINIMUM VENTILATION REQUIREMENTS OF IMC CHAPTER 4			
EXCEPTIONS: 1-6			
SERVICE HOT WATER HEAT RECOVERY, 1 OR 2			
EXCEPTIONS: 1-2			
SERVICE HOT WATER PER TABLE C404.2			
SERVICE HOT WATER SETPOINT TEMPERATURE CONTROL			
SERVICE HOT WATER, HEAT TRAPS REQUIRED			
SERVICE HOT WATER PIPE INSULATION, 1" THICK MINIMUM			
SERVICE HOT WATER AUTOMATIC OR MANUAL SHUTOFF CONTROL			

SECTION 4 – COMPLIANCE STATEMENT		
The proposed mechanical design represented in these documents is consistent with the building plans, specifications, and other calculations submitted with this permit application. The proposed building design meets the 2012 IECC and 2012 IMC requirements		
Principal Mechanical Designer – Name [1]	Signature	Date
[1] Include the designer's license or registration number		

LIGHTING COMPLIANCE WORKSHEET FOR THE IECC 2012

PLEASE COMPLETE ALL INFORMATION – PRINT CLEARLY – REQUIRED FOR ALL PROJECT PLANS SECTION 1 – PROJECT INFORMATION		
PROJECT NAME		**PERMIT #**
PROJECT ADDRESS		**DATE**
OWNER/AGENT	TELEPHONE	**CHECKED BY**
DOCUMENTATION AUTHOR	TELEPHONE	**DATE** FOR DEPARTMENT USE ONLY

SECTION 2 – GENERAL INFORMATION			
BUILDING FLOOR AREA:			
PROJECT DESCRIPTION	□ NEW CONSTRUCTION	□ ADDITION	□ ALTERATION
METHOD OF LIGHTING COMPLIANCE	□ ENTIRE BUILDING	□ TENANT AREA OR PORTION OF BUILDING	

SECTION 3 – REQUIREMENT CHECKLIST			
LIGHTING CONTROLS, SWITCHING AND WIRING	**YES**	**NO**	**NOTES**
ASHRAE/IESNA 90.1 STANDARD USED FOR COMPLIANCE			
INDEPENDENT CONTROLS FOR EACH INTERIOR SPACE			
LIGHT REDUCTION CONTROLS TO REDUCE CONNECTED LOAD > 50% CONTROL ALL LUMINARIES			
DUAL SWITCHING/ALTERNATE LUMINARIES			
SWITCHING EACH LUMINAIRE OR LAMP			
SWITCHING MIDDLE OR INDIVIDUAL LUMINARIES			
AUTOMATIC LIGHTING SHUTOFF FOR ALL AREAS OCCUPANCY SENSORS			
OCCUPANT OVERRIDE – 5000 ft2 MAXIMUM AREA			
DAYLIGHT ZONE CONTROL – 2500 ft2 MAXIMUM AREA			
MANUAL DAYLIGHTING CONTROLS			
AUTOMATIC DAYLIGHTING CONTROLS			
INDEPENDENT CONTROLS FOR EACH DAYLIGHT ZONE			
MULTI-LEVEL LIGHTING CONTROLS *SPECIFIC APPLICATION CONTROLS*			
CHOOSE APPLICATIONS 1-6			
EXTERIOR LIGHTING CONTROLS PHOTO SENSOR AND TIME SWITCH			

LIGHTING CONTROLS, SWITCHING AND WIRING	**YES**	**NO**	**NOTES**
ASTRONOMICAL TIME SWITCH			
TANDEM WIRING FLUORESCENT LUMINARIES/RECESSED/WITHIN 10' OF EACH OTHER			
FLUORESCENT LUMINARIES/PENDANT WITHIN 1' OF EACH OTHER			

BUILDING LIGHTING POWER, INTERIOR
SPACE-BY-SPACE METHOD. ATTACH ADDITIONAL PAGES AS NEEDED.

BUILDING AREA TYPE	ALLOWED WATTS	ACTUAL WATTS	LIGHTING CONTROLS Y/N

BUILDING AREA METHOD/SOFTWARE PRINTOUT → ATTACHED			
FULL COMPLIANCE WITH ASHRAE 90.1 DOCUMENTATION ATTACHED →			

BUILDING LIGHTING POWER, EXTERIOR

ZONE	BASE SITE ALLOWANCE	SUM – INDIVIDUAL ALLOWANCES	TOTAL	LIGHTING COMPLIES Y/N

SEPARATELY METERED DWELLING UNITS →			

SECTION 4 – COMPLIANCE STATEMENT		
The proposed lighting design represented in these documents is consistent with the building plans, specifications, and other calculations submitted with this permit application. The proposed building design meets the 2012 IECC lighting requirements		
Principal Lighting Designer - Name – License #	Signature	Date
THE LIGHTING APPLICATION WORKSHEET MAY BE INCORPORATED INTO THE LIGHTING SCHEDULE		