



City of Annapolis
Department of Planning and Zoning
 145 Gorman Street, 3rd Fl
 Annapolis, MD 21401-2529

FOR CITY USE ONLY	
PERMIT #	_____
ISSUED	_____
BY	_____
EXPIRES	_____

Permitting@annapolis.gov • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • www.annapolis.gov

Building Permit Application

Per City Code [Section 17.12.056](#), fees are not refundable.

Please note that, per City Code [Section 17.28.090](#), any expansion or change in use may be subject to capital facility assessment charges.

Building site address _____ Suite/Unit # _____

Property Tax ID # _____ Lot # _____

Is above address within the Historic District area?	Yes	No	Waterfront?	Yes	No
Within the floodplain?	Yes	No	Sprinkler system in building?	Yes	No

Property Owner Information	Contractor's Information
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____

Applicant Information	Architect/Engineer Information
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____

Occupant Information	Permit Information
Name _____	Please check if any of the following work to be done is: Plumbing Electrical HVAC Gas Residential Commercial Value of work \$ _____
Address _____	
City _____ State _____ Zip _____	
Day phone _____ Cell _____	
E-mail _____	

Please provide 24-hour emergency contact information:

Name _____ Phone _____

Describe proposed work:

Permit # _____

Building site address _____ Date _____

Contractor License	License #	Expiration Date
MHIC		
State of MD Construction		
MD Homebuilder Registration (New residential dwellings only)		

Dimensions of Proposed Structure

Lot size _____ Building size _____ Building height _____ # of stories _____

Basement area only _____ Total floor area (including basement) _____

Proposed setbacks from property line (ft) Front _____ Left _____ Rear _____ Right _____

Is it a corner lot? Yes No

If a water or sewer connection is required, I prefer:

City installation To seek approval of the Public Works Department to have it installed by a licensed contractor (which may require a Street/Sidewalk Opening Permit and/or a bond)

Are trees being removed? Yes No If yes, complete a Tree Permit application.

Are there trees within 15' of the limit of disturbance? Yes No If yes, complete a Trees in Construction Areas form.

A use permit is required for new tenants, change of occupancy or owner, or expansion of a commercial use. (A use permit application must accompany the building permit application.)

Existing use _____

Proposed use _____

A certificate of occupancy may be required as determined by the Code Official.

Signature of owner or authorized agent

The applicant certifies and agrees as follows: (1) that they are authorized to make this application; (2) that the information is correct; (3) that they will comply with all regulations of the City of Annapolis which are applicable hereto; (4) that they will only perform work on the above property specifically described in this application; (5) that they grant City officials the right to enter onto the property for the purpose of inspecting the work permitted and posting notices; (6) if you choose to appeal the issuance, decision, determination or order of this permit, the petition for appeal shall be in writing stating the grounds for appeal and shall be filed with the Building Board of Appeals within 15 calendar days of issuance, decision, determination or order. Any right to appeal shall be waived if not timely filed.

Owner or Authorized Agent (print) _____

Signature _____ Date _____

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PZ final approval _____ Date _____

App fee paid _____ Permit fee _____ Fee due _____



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Non-Residential Building Permit Plan Requirements
 (not one and two family dwellings)

Six (6) copies of the following **must be submitted along with this check sheet** or the application will not be processed.

All plans must be signed, sealed, and dated on each sheet by an architect and/or engineer currently registered with State of Maryland.

Site address of proposed work: _____

<u>Attached</u>	Not <u>Applicable</u>	<u>Required Submittal (Confirm 6 copies of each below)</u>
-----------------	--------------------------	--

1. Site Plan (If Grading Permit is submitted, eight copies of plans are required.)
2. Floor Plans (include seating, if applicable)
3. Elevation Views
4. Wall Section
5. Foundation Plan
6. Footing Plan
7. Framing Plan
8. Door and Window Schedule
9. Electrical Plan
10. Plumbing Plan
11. Mechanical Plan
12. Building Permit Application
13. Use Permit Application Form
14. Hood & Duct Permit Application (for Restaurants)
15. Green Building Worksheet (If applicable)

Does this work require water and/or sewer connection or upgrade?	Yes	No
Is this a new business?	Yes	No
Is this a change of use?	Yes	No
Is this a business or seating expansion?	Yes	No
If yes, proposed number of seats _____		

Please note that, per City Code [Section 17.28.090](#), any expansion or change in use may be subject to Capital Facility Assessment charges. IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS "YES", A CAPITAL FACILITY AND/OR CONNECTION CHARGE MAY APPLY, AND A SIGNED CAPITAL FACILITIES ASSESSMENT APPLICATION IS REQUIRED. IF APPLICABLE, THE MINIMUM CAPITAL FACILITY CHARGE IS \$6,500.

I DECLARE under penalty of perjury, under the laws of the City of Annapolis, that all statements contained in this application and any accompanying documents are true and correct, and to the best of my knowledge, the above plans/forms are either attached or are not required as noted.

Applicant signature _____ Date _____

All plans must be in compliance with the following codes:

IBC International Building Code 2012 *(as amended by City of Annapolis)*

National Electrical Code 2008 *(as amended by City of Annapolis)*

International Mechanical Code 2012 *(as amended by City of Annapolis)*

National Standard Plumbing Code 2009 *(as amended by City of Annapolis)*

International Energy Code 2012

Maryland Accessibility Code

Americans With Disabilities Act P.L. 101-336

NFPA Life Safety Code 2009 Edition

1. SITE PLAN -Locate proposed building on your site plan showing setback dimensions to the property lines to satisfy zoning requirements. Site plans must be to engineers scale (1"=20'; 1"=30'; 1"=40'). Provide relation to existing structures on site. Show abutting rights-of-ways, parking layout, handicapped parking and ramps, entrances to site, curbs, water and sewer lines, fire hydrants, location of fire department connection(s), fire lanes, and associated landscape details. Show parking/loading space computations for proposed uses and lot coverage calculations per zoning classification. Show vicinity sketch or scaled distance from property to nearest intersection(s) for zoning confirmation. Proposed buildings cannot be installed over any underground utilities.
2. FLOOR PLAN - Show overall dimensions of rooms. Show live and dead loads. Label rooms, locate windows, doors, plumbing fixtures, etc., at each level. Provide U.L. or equivalent fire resistance design number for all fire rated walls and floor/ceiling assemblies. City of Annapolis requires a one-hour rated assembly for tenant separation in all construction. When more than one exit is required, remoteness of location must meet IBC 2012. For restaurants and eating establishments, submit seating plan, including location of all seating and total number of seating on the plan.
NOTE: Expansion of seating may require a public hearing before the Planning Commission and the Board of Appeals. Please contact the Planning and Zoning Department to see if such hearings will be required.
3. ELEVATIONS - Show outside view from all four sides of what the building will look like when completed.
4. WALL SECTION - Show detail and types of material to be used such as concrete footings, concrete slabs, studs, sheathing, floor joists, aluminum siding, roof trusses, insulation, R values, etc.
5. FOUNDATION PLANS - Provide size and spans of framing members, joists, rafters, studs, etc.
6. FOOTINGS - Provide size and depth of footings and foundations.
7. FRAMING PLAN - Show detailed layout, including size and spans, of all rafters, ceiling joists, floor joists, posts, studs, headers, beams, etc., as necessary for the structural support of the building.
8. DOOR AND WINDOW SCHEDULE - Where applicable, show size, type, and net clear operable area. NOTE: No openings are allowed in wall that is three feet or less from a property line.
9. ELECTRICAL PLAN - Include exit and emergency lighting.
10. PLUMBING PLAN - Include water and sewer riser diagrams. If food handling, show grease trap capacity and its location outside of building.

11. MECHANICAL PLAN - Provide mechanical plans showing duct work size and layout and fire dampers if ducts penetrate fire rated walls and assemblies.
12. BUILDING PERMIT - Submit building permit application with required attachments Monday through Friday, 8:30 a.m., to 4:00 p.m.
13. USE PERMIT - Submit Use Permit Application and applicable fees for each new tenant.
14. HOOD & DUCT PERMIT APPLICATION (for proposed restaurants) – a hood and duct system must be installed for proposed restaurants moving into a space without a current system. An existing hood and duct system may or may not need to be replaced depending on cooking equipment to be used.
15. GREEN BUILDING WORKSHEET – If proposed work affects 7,000 square feet or more of the conditioned space, this worksheet is required.
16. SPRINKLER PERMIT APPLICATION – If installation of sprinkler system is proposed. Building permit may be issued prior to submittal of Sprinkler Permit Application.



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Capital Facilities Assessment Application

Project Address _____

Lot # _____ Property Tax I.D. # _____

Owner _____ Daytime Phone _____

Billing Address _____

Email Address _____

Type: Residential Commercial Other: _____

Water Meter Size _____ Square Footage of Building _____

Does this work require water and/or sewer connection or upgrade? Yes No

Is this a new or existing business? Yes No

Is this a change of use? Yes No

Is this a business or seating expansion? Yes No

If yes, proposed number of seats _____

Please note that, per City Code [Section 17.28.090](#), any expansion or change in use may be subject to capital facility assessment charges. IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS "YES", A CAPITAL FACILITY AND/OR CONNECTION CHARGE MAY APPLY, AND A SIGNED CAPITAL FACILITIES ASSESSMENT APPLICATION IS REQUIRED. IF APPLICABLE, THE MINIMUM CAPITAL FACILITY CHARGE IS \$6,500.

Please choose which of the following **best** describes the type of establishment proposed:

- | | |
|--|--|
| Auto Dealership | Marinas (With Water Taps), # Slips _____ |
| Bank | Medical Office Building |
| Barber Shop | Motel |
| Beauty Salon | Office Building |
| Car Wash without Recirculation Equipment | Restaurant |
| Church (Large With Kitchen) | Retail Store |
| Church (Small) | School (Toilets & Lavatories Only) |
| Clubhouse | School (With Above Plus Cafeteria & Showers) |
| Department Store With Lunch Counter | School (With Above Plus Cafeteria) |
| Department Store Without Lunch Counter | Service Station |
| Drug Store | Shopping Center |
| Hotel | Supermarket |
| Laundromat | Warehouse |
| Laundry/Cleaners | |

Please identify the types of fixtures proposed in the building:

<u>Type of Fixture</u>	<u># of Fixtures</u>
Baths	_____
Lavatories	_____
Showers	_____
Sinks	_____
Toilets	_____
Urinals	_____
Washing Machine	_____

I ATTEST, under penalty of perjury, under the laws of the City of Annapolis, that the above information is true and accurate to the best of my knowledge.

Applicant signature _____ Date _____



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Tenant Layout Drawings

Minimum Information Required Thereon

Architectural

<u>Attached</u>	Not <u>Applicable</u>	<u>Required Submittal</u>
		1. Tax account number on permit application
		2. Original shell permit number and address of building
		3. Use group and type of construction of building
		4. Trade name and type of business
		5. A key plan indicating location of area when multiple spaces are involved (i.e., shopping centers, multi-tenant buildings)
		6. Indicate what floor is involved (i.e., grade floor, 3rd floor, etc.)
		7. Note overall dimensions of space involved, room sizes, and specific use of each room
		8. Note UL design numbers when fire ratings are required
		9. Indicate dimensions of corridors and aisle widths
		10. Show exit ways, exit signs, and emergency lights as required
		11. Door schedule (should indicate type of door, UL, approved closers and hardware, etc.)
		12. Note materials used
		13. Note flame spread rating of interior finish. (Corridors, stairways, lobbies, and rooms)
		14. When required, show cross-section of area with dimensions from floor to bottom of lowest structural member and to ceiling
		15. Provide any other cross-sections necessary to accurately depict construction details (wall sections, etc.)
		16. State whether or not building has a sprinkler system, and indicate area sprinkled
		17. State whether or not building has a fire alarm

Electrical

<u>Attached</u>	Not <u>Applicable</u>	<u>Required Submittal</u>
		1. Provide existing or new electrical riser diagram
		2. Provide panel schedules and location of panels
		3. Lighting and power plans

All of the above plans shall be self-explanatory without the necessity of reference to plans not a part of the above package.

Mechanical

Attached Not Applicable Required Submittal

1. Submit detailed drawings and riser diagrams
2. Show all fire dampers, and location and type of smoke and fire detection
3. Show ducting to outside air required
4. Show all air volumes
5. Show make, model, and capacities of equipment for HVAC
6. Indicate ceiling design number
7. Location of all equipment and on what and how new equipment is secured

Plumbing

Attached Not Applicable Required Submittal

1. Show existing plumbing facilities, if any (located on plans)
2. Show new plumbing facilities
3. Provide new plumbing floor plan and riser diagram
4. Indicate all connections of new plumbing to existing plumbing
5. Plumbing fixture connection schedule
6. Provide site plan when necessary
7. Indicate details of handicapped facilities

Fire Marshal

Attached Not Applicable Required Submittal

1. Provide specifications for carpets and other floor coverings
2. Indicate alterations or additions to any fixed fire protection equipment (i.e., sprinklers, smoke detectors, heat detectors, etc.)
3. Indicate fixture details (i.e., shelving, racks, ceiling beams, etc.) which interfere with fixed fire protection systems
4. Provide specific information concerning operation or type of business operation to be conducted
5. Provide list of all hazardous chemicals, liquids, and other material to be used, handled, or stored
6. Total quantity of each hazardous chemical, liquid, or other material to be used, handled, or stored
7. Submit a minimum of four (4) sets of detailed shop drawings for all fire protection systems, and equipment. Specifications, model numbers, etc., shall be included.

HEALTH DEPARTMENT***Beauty and Barber Shops***

Not

Attached Applicable Required Submittal

1. Provide name and address of establishment (owner/operator's name and phone number)
2. Indicate location of water and sewer supply
3. Provide floor plan of the establishment drawn to scale, showing equipment, windows, doors, storage area, toilets, and type of ventilation to meet code required ventilation amounts
4. Provide list of equipment to be installed or provided
5. Finish schedule of floors, walls, and ceilings, including type of material and color. In some cases, a sample finish may be required.
6. Recovery rate of hot water heater in GPH

Child Care Facilities

Not

Attached Applicable Required Submittal

1. Provide location (address) and name of establishment
2. Provide a written proposal describing the method of operations (i.e., time of day, number)
3. Provide six copies of floor plan of the facility, drawn to scale, showing windows, doors, classroom and toilet areas (number of water closets and hand basins must be shown)
4. Provide six copies of site plan, drawn to scale, showing the proposed play areas
5. If food is to be prepared and served on the premises, State and local food codes must be complied with. Provide equipment schedule.

Medical, Dental and Other X-Ray Equipment Facilities

Not

Attached Applicable Required Submittal

1. Indicate type of machine
2. Indicate kilo voltage of machine
3. Indicate contemplated use of machine
4. Indicate expected workload per week (number of exposures)
5. Provide details of water heater, including manufacturer and model number of each item, and the method for identifying each item on the equipment layout

Food Establishment

Not

Attached Applicable Required Submittal

1. If exhaust hoods are to be installed, the following details are necessary: dimensions of hood, construction material, size, number, and type of filters. CFM output of exhaust fan, size and number of ducts, method of providing make-up air and amount, and/or a drawing of the hood(s) showing the required information, U.L. design or approval. A separate permit is required for hood & duct, and for hood extinguishing system.
2. Indicate seating capacity and type of food service. A sample menu will be required.
3. When an existing food service establishment is extensively remodeled or altered, the establishment must meet all the requirements of the Code. Call for information.

I ATTEST that the above plans/forms are either attached or are not required as noted above.

Applicant signature _____ Date _____