



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

Permitting@annapolis.gov • [410-260-2200](tel:410-260-2200) • Fax 410-263-9158 • TDD use MD Relay or 711 • www.annapolis.gov

Commercial Use and Occupancy Permit Application Instructions

Steps of the process:

1. Research the property and building prior to signing a lease or purchasing the property.
 - a. Contact the Department of Planning and Zoning to confirm that the proposed use is permitted in that location and it can meet the parking regulations per City Codes [21.48](#) and [21.66](#);
2. Submit the application for Commercial Use and Occupancy Permit with the required fee.
 - a. If a building permit is necessary, submit Commercial Use and Occupancy Permit (U & O) application at the same time as the building permit application;
 - b. Otherwise, submit the U & O application prior to opening your business.
3. Schedule U & O inspection.
 - a. The structure must have passed all final inspections (i.e. building, electrical, plumbing, mechanical, fire, etc.);
 - b. The premises should be set up for business (furniture should be in place), but prior to the official opening;
 - c. Call at least a week ahead of time so that your inspection can be scheduled with all applicable inspectors who will need to be there.
4. Be present at the inspection.
 - a. The inspectors will notify you at this time if additional work is needed before you open your business;
5. You cannot open your business until you have passed all inspections. The Use Permit will be issued after all applicable inspectors have signed off.
 - a. You will receive your certificate in the mail after your successful inspection;
 - b. The certificate should be displayed in a prominent location in your business.
6. Please note that, per City Code [Section 17.28.090](#), any expansion or change in use may be subject to Capital Facility Assessment charges.

Basic check list

The following check list is not inclusive but is intended to aid the Business Owner in preparing for the inspection. Once you have verified that this list is complete, call the Zoning Enforcement Officer (phone number on next page) to schedule your Use and Occupancy Inspection.

1. Install handrails on stairs.
2. All egress doors must operate correctly.
3. Electrical service adequate for the business.
4. Existing wiring suitable for intended use.
5. Assure that the existing system has no: overloaded circuits, damaged insulation on conductors, exposed live conductors.
6. Assure that the existing system's over-current protection is in good working order and junction boxes are covered.
7. Emergency lights and exit lights required. Must be in good working condition.
8. Fire extinguisher(s) must have current inspection certification. Minimum of 1 - 10 lb. fire extinguisher for every 3000 sq. ft.
9. Maintain a minimum 36" to 44" exit access. Distance will depend on size of exit doorway.
10. Maintain a minimum 18" clearance from top of storage to bottom of sprinkler head.
11. Maintain a 3' area around electrical equipment.

12. Maintain good housekeeping area around mechanical equipment.
13. Provide adequate handicapped toilet facilities.
14. Provide restroom signage. Signs should be mounted to the wall on the latch side of the door. The baseline of the sign can be mounted between 48" at the lowest point to 60" at the highest point.
15. Provide hot and cold potable water to all hand sinks.
16. Provide all necessary back-flow protection devices for all equipment connected to the potable water supply.
17. Provide a properly vented exhaust fan for all toilet rooms.
18. Install or bring up to grade a 4" cast iron sanitary clean-out at the property line.
19. Any unused storage tanks must be removed, unless otherwise approved. All tank work must be completed under a Petroleum Storage Tank Permit.

A change of use requires the building or space to meet all of the existing codes.

Note: Additional inspection criteria apply to *places of assembly, commercial repair garages/storage of vehicles, health care facilities/doctor's offices, and restaurants.*

Contacts

Permitting	410-260-2200 , ext.	Hours
Zoning Enforcement Officer	7768	8:00 a.m. to 4:00 p.m.
Mechanical/Life Safety Inspector	7764	7:30 a.m. to 3:30 p.m.
Building Inspector	7808	8:00 a.m. to 4:00 p.m.
Electrical Inspector	7744	8:00 a.m. to 4:00 p.m.
Plumbing/Utility Inspector	7765	7:00 a.m. to 3:00 p.m.
Fire Marshal Inspector	7810	7:00 a.m. to 3:00 p.m.
Pretreatment Program	7755	7:00 a.m. to 3:00 p.m.
Alcoholic Beverage Licensing	410-263-7942 , ext 3438	8:30 a.m. to 4:30 p.m.
AA County Health Department	410-222-7238	8:00 a.m. to 4:00 p.m.

COMMERCIAL USE AND OCCUPANCY PERMIT FEE SCHEDULE

900 sq. ft. or less	\$0.325/sf
901-1,800 sq. ft.	\$300.00
1,801-2,700sq. ft.	\$325.00
2,701-3,600sq. ft.	\$350.00
3,601-5,000sq. ft.	\$375.00
5,001-10,000sq. ft.	\$400.00
10,000-25,000sq. ft.	\$0.05/sf
25,001sq. ft. and over.....	\$0.04/sf



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FOR CITY USE ONLY
PERMIT # _____

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Commercial Use and Occupancy Permit Application

Location Address _____ Floor _____ Suite _____

Property Owner Information	Occupant Information
Name _____	Business Name _____
Company _____	Owner/Manager _____
Address _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____

Business Details

Is there a building permit associated with this application? _____ No _____ Yes If yes, Permit # _____

A final building inspection allows the premises to be set up for business but the Use and Occupancy Inspection must be completed prior to your opening.

Type of business _____

Specific use of premises. See [Use Tables](#) _____

Please check which is applicable:

- _____ New business at this site. - *This means that this is a new business and new location.*
- _____ New owner of existing business. - Same business location and same name with new owner.
- _____ New location for an existing business. - Your business has been in existence but this is a new location.

Address of previous location _____

Will this location remain in use? _____ No _____ Yes

_____ Other, Please describe _____

Anticipated occupancy date (Inspection) **Please contact the Zoning Enforcement Officer to schedule.** _____

It is illegal to conduct business in the City of Annapolis without a valid use and occupancy permit.

Total sq. ft. of business _____

Typical business hours _____

Number of employees full time _____ Number of employees part time _____

Emergency contact name _____ Phone number _____

Previous use in building

Name of business _____

Type of business _____

Total sq ft of business _____ Date previous use ceased _____

Parking See Code Section [21.66](#) for requirements.

Number of commercial vehicles parked onsite _____

Total number of off-street parking spaces _____ Number assigned to business _____

Number of spaces leased elsewhere _____ Where? _____

Food and Beverage Related Uses:

Site and floor plans for the use are required pursuant to Chapter 21.22. The plans must show seating, trash, kitchen equipment, and parking. These plan will be utilized for your inspection. Revised plans will be required for any changes.

Please submit a letter addressing the [standards](#). Letter attached ___ No ___ Yes

Number of seats _____

Sale of alcoholic beverages? ___ No ___ Yes

Cannibidiols (CBD) has not been approved as a food additive by either the U.S. Food and Drug Administration (FDA) or the Maryland Department of Health. By signing this application, you are acknowledging that food and beverages served by your establishment will not contain CBD.

Trash/Refuse Removal

[Annapolis City Code](#) requires that commercial businesses maintain a contract with a City-Licensed Refuse Hauler. The City of Annapolis does not provide refuse collection to commercial properties.

___ New ___ Existing Provide name of contractor. _____

Will there be a trash/refuse enclosure? ___ No ___ Yes

Wastewater/Pretreatment Permits are required for some uses. The [application and fees](#) must be submitted before the Certificate of Use can be issued.

Fees: See [Fee Schedule](#)

Owner/Agent Certification

I hereby certify that I am the business owner/tenant or authorized agent qualified to complete this application and the facts and declarations of intent set forth above are true and are intended to be relied upon by the established officials of the City of Annapolis. I have also read and understand the Steps of the Process as outlined in the Application Instructions.

Print name _____

Signature _____ Date _____

FOR CITY USE ONLY

Permitted use _____ Scheduled date Time _____

Use subject to standards _____ Food service - approved number of seats _____

Special exception _____ Resolution # _____

Zone _____ Approved for zone _____ Ward _____ Permit # _____

Special conditions _____

Departmental Signatures

Date

Planning & Zoning _____

Building _____

PW Pre-Treatment _____

Fire Marshal _____