



**DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND**

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309 • TTY: Use Maryland Relay Services

Expedited Commercial Permit Process – Minor Construction

**Monday – Friday between 8:00 A.M. and 3:00 P.M.
Application and fee payment must be processed prior to 3:00 P.M.**

Purpose

As part of the County's commitment to assist businesses, the Department of Permits and Inspections offers an expedited permitting process for commercial occupancies that involve minor interior construction. This process provides a number of benefits to businesses and commercial property owners and it allows Frederick County to assist applicants by expediting all necessary reviews and approvals. It is an accelerated permit review, approval and inspection process that is designed to allow applicants to walk-through an application and to receive a building permit during a single "while you wait visit". It also provides for a predictable and timely inspection process needed for occupancy. The walk-through process is available to anyone whose project meets the established criteria however, be advised the County will determine final eligibility based on project, workload and availability of staff.

Eligibility Guidelines

Most tenant occupancy applications that involve minor interior construction are eligible for the *Expedited Commercial Permit Process*, if the application is for occupancy that:

- Is for a proposed use with an existing and valid site development plan approval, or is for a proposed use that is determined by the Zoning Administrator to be permitted due to its similarity to an approved use permitted within the zoning district. If the proposed use is not listed in the Use Table of the Zoning Ordinance, it is recommended that the Applicant obtain prior verification from the Zoning Administrator that the proposed use is permitted within the specific zoning district.
- Does not involve a change in use that is not allowed by the Zoning Ordinance.
- Does not result in an increase in density or intensity of the site that would require APFO testing. If there is any question relating to a potential increase in density or intensity of the site or in regards to an APFO impact, it is recommended that the Applicant obtain prior verification from the County Traffic Engineer.
- Does not propose or require any change, exterior to the tenant space, unit or suite (i.e. to the site) including changes to the required parking.
- Overall square footage does not exceed 5,000.
- Does not have any outstanding violations or outstanding conditions of prior approval attached to the tenant space, unit or suite requesting alteration or occupancy that would be required to be addressed prior to permit issuance.
- Does not change the International Building Code (IBC) occupancy classification
- Is located within a municipality and the applicant has confirmed with the municipality that they will be able to accommodate their review as an expedited walk-through.

Notes:

- (1) *If the commercial interior alteration or occupancy has a complex design or requires structural modifications, it may require a more extensive review. These projects may not be eligible (as decided on a case by case basis) to be expedited and will be processed through the regular commercial plan review process.*

- (2) *If the proposed occupancy or construction involves food service to the general public, an additional separate review process is required by the Frederick County Health department (FCHD)-Environmental Health Services.*

Submittal Requirements

1. Print out of the Maryland Assessments Real Property Data for the property. Please refer to the following link for this information (www.dat.state.md.us).
2. One (1) copy of a site plan, plot plan or sketch plan that shows the existing building and site conditions. If there are multiple tenant spaces for the building, indicate the location of the proposed tenant space.
3. Three (3) copies of construction plans, signed and sealed by a Maryland Registered Architect/Engineer. Signed and sealed plans are not required if alteration or repair of existing building does not exceed \$5,000 in estimated costs, including labor and materials. However, construction plans must be scaled, labeled and dimensioned. Plans must also include a key plan indicating where the proposed tenant space is within the building.
4. When plumbing is involved, and the property is served by Frederick County Water and Sewer, the following is required for the Division of Utilities and Solid Waste Management (DUSWM) review agency:
 - a. One set of plans in addition to plans described in # 3 above that shall consist of –
 - i. Complete plumbing plan w/riser diagrams
 - ii. Fixture schedule
 - iii. Floor plan
 - iv. Kitchen equipment layout and schedule, if applicableFor swimming pools, please contact DUSWM.
 - b. Completed Industrial Waste Survey, signed by proposed Tenant/Occupant. This form is available on the County’s website at www.FrederickCountyMD.gov → Departments → Documents (directly under “Search” field on the left side of screen) → Utilities & Solid Waste Mngt. → (expand) Pre-Treatment → “Industrial Waste Survey” document.

Please note that submittals for DUSWM may be made in advance of the building permit application by either sending directly to DUSWM at 4520 Metropolitan Court, or by dropping off at the Department of Permits and Inspections, 30 North Market Street. Plans may be submitted in person, via e-mail to DUSWMSubmittals@frederickcountymd.gov, or by USPS in the form of CD-R or paper submittal. Submitting all of the items required by DUSWM in advance would allow you to find out the capacity fees ahead of time. The capacity fees need to be paid before the building permit can be issued. Questions should be directed to 301-600-1179 or 301-600-2957.

5. Completed Building Permit application for Non-Residential Tenant Occupancy. The application is available from the Permits and Inspections website: www.FrederickCountyMD.gov/permit.
6. If the property is located within a municipality, paperwork is needed from the municipality that approves the use and occupancy (zoning) requested. Contact the municipality for details. Municipal contact information is available from the County Permits office, or the website referenced in #4 above.
7. Payment of fees. Check, cash or credit cards are accepted (fees apply to all credit card or debit card transactions). Checks should be made out to the Treasurer of Frederick County. If permit involves plumbing, and a Capacity Permit is required as referenced in #4 above, the payment must include the capacity fees in order to obtain an Expedited Walk-Through Permit.

Process

- 1. Customer Intake:** A Customer Service Technician will review the submittal requirements with the Applicant to make sure everything that is required is being provided. The Technician will assist the Applicant in obtaining any missing information when possible. The Technician will also provide coordination to ensure staff is available to expedite the review and processing.
- 2. Application:** A Permit Technician will review the completed permit application process, the permit data, calculate the fees for the Building Permit, generate an invoice and ultimately issue the “walk-through” paperwork to the Applicant after all review agency approvals have been obtained. The Technician will work with the Applicant to clarify and complete any paperwork as needed. The fees will be paid at the Treasurer’s Office, located in the same building.
- 3. Reviews:** While the Applicant waits, the application and information is distributed to the appropriate Reviewers. The Zoning Planner will review for the use that is proposed. After receiving approval from the Zoning Planner, the Building Plans Examiner will review the submitted plans to evaluate code compliance with both the building code and the life safety code. If plan revisions are not significant, the plans will be released with appropriate conditions of approval noted on the plans. If reviews are required by either the Division of Utilities and Solid Waste Management or Environmental Health, since these agencies are not physically located in the same building, the County offers video conferencing.
- 4. Permit Issuance:** Upon successful completion of the reviews, the plans and permit documents are processed by a Permit Technician, who then issues the Building Permit and releases the approved permit packet to the Applicant.

FAQ’s:

When are Walk-Through Permit Applications accepted?

- For applications that do not involve plumbing, the application must be made in person and they are processed on a first come, first served basis, Monday through Friday between the hours of 8:00 a.m. and 3:00 p.m., excluding holidays.
- Applications that involve plumbing must be made on a Tuesday, Wednesday, or Thursday, between the hours of 8:00 a.m. and 11:00 a.m.

Where are applications accepted?

- The Department of Permits and Inspections, 30 North Market Street, Frederick, Maryland 21701. See the Frederick County website for directions: www.FrederickCountyMD.gov/permit. The main department telephone number is 301-600-2313. A limited amount of free parking is available to the rear of the building. The parking lot can be accessed from either Market Street or Patrick Street.

Who may apply for the permit?

- The property owner, licensed contractor, design professional, or the owner’s agent. An owner’s agent other than a licensed contractor or design professional, (such as the proposed Tenant), must be authorized by the owner to make application.

What are the fees?

- **Commercial occupancies that involve interior alterations (minor construction)**
 - Filing fee \$ 27.00
 - Building Review & Inspection fee \$.21/SF, (Minimum \$49.00)
 - Life Safety fee \$118.00
 - Zoning fee* \$ 44.00
 - Automation Enhancement fee \$ 10.00
 - **If property is served by well or septic and there is proposed plumbing involved, there is a Health Review fee of \$50.00.**
 - **If a Capacity Permit is required for County water and sewer, Capacity Permit fees must be paid prior to Building Permit issuance.**

Total application fee varies based upon SF.

***If property is within a municipality, the Zoning fee does not apply.**

What types of inspections are required after the permit is issued?

- For **commercial occupancies that involve construction**, the normal inspection process can be followed. We offer next day inspection if the request is received by 12:00 p.m. on the business day prior to the date when the inspection is needed. Please refer to the following link that provides more information about the inspection process: www.frederickcountymd.gov/DocumentView.asp?DID=846

What is needed for Occupancy?

- Upon completion of the inspection process, a Certificate of Occupancy will be issued, usually within 24 hours. Receipt of this document concludes the process and allows for legal occupancy of the space.

Other helpful contact information:

- **Food Service:** When Food Service is involved, contact Environmental Health Services Food Control Office at 301-600-2542 for additional requirements and inspections to be obtained prior to occupancy. Visit their web page at www.frederickcountymd.gov/index.aspx?NID=2435.
- **Business License:** The Clerk of the Circuit Court issues business licenses. For information, contact their office at 301-600-1976.
- **Liquor License:** The Liquor Board issues liquor licenses. When a proposed Tenant or Occupant has an existing liquor license or is requesting a new liquor license, approval from the Liquor Board is required in most cases before any alterations are made to the establishment. For more information, visit their webpage: www.FrederickCountyMD.gov/index.asp?NID=1291 or phone 301-600-2984.



DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309 • TTY: Use Maryland Relay Services

Expedited Commercial Permit Process – No Construction

Monday – Friday between 8:00 A.M. and 3:00 P.M.
Application and fee payment must be processed prior to 3:00 P.M.

Purpose

As part of the County's commitment to assist businesses, the Department of Permits and Inspections offers an expedited permitting process for commercial occupancies that do not involve construction. This process provides a number of benefits to businesses and commercial property owners and it allows Frederick County to assist applicants by expediting all necessary reviews and approvals. It is an accelerated permit review, approval and inspection process that is designed to allow applicants to walk-through an application and to receive a building permit during a single "while you wait visit". It also provides for a predictable and timely inspection process needed for occupancy. The walk-through process is available to anyone whose project meets the established criteria however, be advised the County will determine final eligibility based on project, workload and availability of staff

Eligibility Guidelines

The majority of tenant occupancy applications that do not involve construction are eligible for the *Expedited Commercial Permit Process*, if the application is for occupancy that:

- Is for a proposed use with an existing and valid site development plan approval, or is for a proposed use that is determined by the Zoning Administrator to be permitted due to its similarity to an approved use permitted within the zoning district. If the proposed use is not listed in the Use Table of the Zoning Ordinance, it is recommended that the Applicant obtain prior verification from the Zoning Administrator that the proposed use is permitted within the specific zoning district.
- Does not involve a change in use that is not allowed by the Zoning Ordinance.
- Does not result in an increase in density or intensity of the site that would require APFO testing. If there is any question relating to a potential increase in density or intensity of the site or in regards to an APFO impact, it is recommended that the Applicant obtain prior verification from the County Traffic Engineer.
- Does not propose or require any change, exterior to the tenant space, unit or suite (i.e. to the site) including changes to the required parking.
- Overall square footage does not exceed 5,000.
- Does not have any outstanding violations or outstanding conditions of prior approval attached to the tenant space, unit or suite requesting occupancy that would be required to be addressed prior to permit issuance.
- Does not change the International Building Code (IBC) occupancy classification.
- Is located within a municipality and the applicant has confirmed with the municipality that they will be able to accommodate their review as an expedited walk-through.

Notes:

- (1) *If the commercial occupancy is for a specialized use or has other unique circumstances, it may require a more extensive review. These projects may not be eligible (as decided on a case by case basis) to be expedited and will be processed through the regular commercial plan review process.*

- (2) *If the proposed occupancy involves food service to the general public, an additional separate review process may be required by the Frederick County Health Department (FCHD)-Environmental Health Services.*

Submittal Requirements

1. Print out of the Maryland Assessments Real Property Data for the property. Please refer to the following link for this information (www.dat.state.md.us).
2. One (1) copy of a site plan, plot plan or sketch plan that shows the existing building and site conditions. If there are multiple tenant spaces for the building, indicate the location of the proposed tenant space.
3. Three (3) copies of the proposed floor plan of the tenant space. The drawing does not need to be done by an Architect, however plans need to be scaled, labeled and dimensioned. Additionally, plans must include a key plan indicating where the proposed tenant space is within the building.
4. Completed Building Permit application for Non-Residential Tenant Occupancy (No Construction). The application is available on the Permits and Inspections website: www.FrederickCountyMD.gov/permit.
5. If the property is located within a municipality, paperwork is needed from the municipality that approves the use and occupancy (zoning) requested. Contact the municipality for details. Municipal contact information is available from the County Permits office, or the website referenced in #4 above.
6. Payment of fees. Check, cash or credit cards are accepted (fees apply to all credit card and debit card transactions). Checks should be made out to the Treasurer of Frederick County.

Process

1. **Customer Intake:** A Customer Service Technician will review the submittal requirements with the Applicant to make sure everything that is required is being provided. The Technician will assist the Applicant in obtaining any missing information when possible. The Technician will also provide coordination to ensure staff is available to expedite the review and processing.
2. **Application:** A Permit Technician will review the completed permit application process, the permit data, calculate the fees, generate an invoice and issue the “walk-through” paperwork to the Applicant. The Technician will work with the Applicant to clarify and complete any paperwork as needed. The fees will be paid at the Treasurer’s Office, located in the same building.
3. **Reviews:** While the applicant waits, the application and information is distributed to the appropriate Reviewers. The Zoning Planner will first review for the use that is proposed. After receiving approval from the Zoning Planner, the Building Plans Examiner will review the submitted plans to evaluate code compliance with both the building code and the life safety code. If plan revisions are not significant, the plans will be released with appropriate conditions of approval noted on the plans.
4. **Permit Issuance:** Upon successful completion of the reviews, the plans and permit documents are processed by a Permit Technician, who then issues the building permit and releases the approved permit packet to the Applicant.

FAQ’s:

When are Walk-Through Permit Applications involving no construction accepted?

- All applications must be made in person and are processed on a first come, first served basis, Monday through Friday between the hours of 8:00 am. and 3:00 p.m., excluding holidays. **Where are applications accepted?**
- The Department of Permits and Inspections, 30 North Market Street, Frederick, Maryland 21701. See the Frederick County website for directions: www.FrederickCountyMD.gov. The main department telephone number is 301-600-2313. A limited amount of free parking is available to the rear of the building. The parking lot can be accessed from either Market Street or Patrick Street.

Who may apply for the permit?

- The property owner, licensed contractor, design professional, or the owner’s agent. An owner’s agent other than a licensed contractor or design professional, (such as the proposed Tenant), must be authorized by the owner to make application.

What are the fees?

- **Commercial occupancies that do not involve construction**

○ Filing fee	\$ 27.00
○ Life Safety fee	\$118.00
○ Zoning fee*	\$ 44.00
○ <u>Automation Enhancement fee</u>	<u>\$ 10.00</u>
Total application fee	\$198.00

***If property is within a municipality, the Zoning fee does not apply, and the Total is \$155.00**

What types of inspections are required after the permit is issued?

- For **commercial occupancies that do not involve construction**, a single combination inspection will be performed. We offer next day inspection if the request is received by 12:00 p.m. on the business day prior to the date when the inspection is needed. This inspection will confirm the minimum occupancy requirements have been met. An inspection procedure checklist is attached, for reference, and will also be included in the permit packet when issued.

What is needed for Occupancy?

- Upon completion of the inspection process, a Certificate of Occupancy will be issued, usually within 24 hours. Receipt of this document concludes the process and allows for legal occupancy of the space.

Other helpful contact information:

- **Food Service:** When Food Service is involved, contact Environmental Health Services Food Control Office at 301-600-2542 for additional requirements and inspections to be obtained prior to occupancy. Visit their web page at: <http://www.FrederickCountyMD.gov/index.asp?NID=75>
- **Business License:** The Clerk of the Circuit Court issues business licenses. For information, call 301-600-1976.
- **Liquor License:** The Liquor Board issues liquor licenses. For information visit their webpage: <http://www.FrederickCountyMD.gov/index.asp?NID=1291> or phone 301-600-2984.