



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

Non-Residential Building Permit Application Information for:
Tenant Fit-Out/ Change to Space for New Tenant or Existing Tenant •
New Tenant-Change of Use • Fit-Out for No Defined Tenant, Vanilla Box •
Cellular Equipment

We have gone paperless!! This application should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>

Submittal Requirements

1. Copy of complete construction plans, signed and sealed by a Maryland Registered Architect/Engineer. Include a sketch that shows the building layout with the location of the tenant space indicated, as well as occupancy of all surrounding tenant spaces.
 - Signed and sealed plans are not required if alteration or repair of existing building is limited to one of the following: (1) Minor interior alterations or cosmetic or similar repairs; and fixtures, cabinetwork or furniture, where the estimated cost including labor and materials does not exceed \$25,000. (2) Storefronts, facades or similar replacements; exterior stairways, landings, decks or ramps; joists; or a mechanical, electrical, or plumbing system where the estimated cost including labor and materials does not exceed \$10,000.
2. For projects that require an approved site plan, please include one copy of the **Approved Phase 5 Site Plan for the proposed construction**, stamped with approval date.

When food service is involved:

 - a. Grease interceptors shall be required in accordance with Section 1003.3 of the International Plumbing Code. The size, type and location of each interceptor needs to be shown by the design professional on the plans and/or riser diagrams along with the corresponding calculated flow rates and retention capacities.
 - b. The proposed occupant is responsible for contacting the Health Department (301-600-2542) and complying with Health Department Food Service regulations. Current guidelines can be found on the Frederick County website at:
<http://health.frederickcountymd.gov/352/Food-Control>
3. When 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.

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. This application can also be submitted following submission of the Building Permit Application via the citizen portal. 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



4. When property is within an incorporated town, paperwork from the town is required before the Building Permit Application can be submitted. Contact the town for details.



5. Payment of fees. Fees must be paid for by check, cash or credit card (fee applies to all credit and debit card transactions) at time of application. If you are not applying for an Expedited Walk-Through permit, capacity fees do not need to be paid at time of application, but they must be paid prior to building permit issuance.

STEP ONE – APPLY FOR THE PERMIT

Where to apply: Applications should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>.

When Applications Are Accepted: Applications can be submitted electronically 24/7 via the citizen portal.

Expedited Walk-Through Permits

If construction is of a minor nature, you may be eligible to request an Expedited Walk-Through Permit. Expedited Walk-Through Permits are permits that are applied for and issued the same day. If the property is within a municipality, refer to the “Municipality Information” handout and contact the municipal office prior to submitting your Expedited Walk-Through Permit application at the County to ensure your request will be able to be accommodated by the Reviewer at the Municipality. There are two types of Expedited Walk-Through Permits – one for applications involving proposed plumbing and one for applications that do not involve proposed plumbing.

REVIEWS

For applications that do not qualify for the expedited service, Review timeframe by Plan Review and the Office of Life Safety is two weeks for construction less than 5,000 sf, or three weeks for 5,000 sf or more. Review status may be checked online in real time at: <https://planningandpermitting.frederickcountymd.gov/>- using the lookup feature. If an agency needs additional information from the applicant in order to perform the review, the applicant is also notified by email.

PERMIT APPROVAL

Inspections: Inspections can be requested and tracked via the citizen portal.

Certificate of Completion/Occupancy: The end result of the permitting process is the issuance of the Certificate of Completion/Occupancy. The Certificate of Completion/Occupancy is issued when all final inspections have been approved and the construction has been approved for use. It will be available for download on the portal.

RELATED INFORMATION

- **Food Service.** When a facility involves food service, contact Environmental Health Services Food Control Office at 301-600-2542 for additional requirements and inspections to be obtained. Visit their webpage at <http://health.frederickcountymd.gov/352/Food-Control>
 - **Business License.** The Clerk of the Circuit Court issues business licenses. For information, visit their webpage at: <http://www.courts.state.md.us/frederick.html> or phone 301-600-1976.
 - **Liquor License.** The Liquor Board issues liquor licenses. Modifications to an existing establishment with a liquor license may require approval by the Liquor Board according to State of Maryland regulations. It is the Applicant's responsibility to inquire at the Liquor Board regarding compliance. For additional information visit the Liquor Board's webpage: <https://www.frederickcountymd.gov/1291/Liquor-Board> or phone 301-600-2984.
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Fee Calculation Sheet for the Following Types of NON-EXPEDITED Permits:

New Tenant/Tenant Fit-Out - All Square Footage in Space

New Tenant/Change of Use - All Square Footage in Space

No Defined Tenant/ Vanilla Box Fit-Out - All Square Footage in Space

Existing Tenant/Change to Space - Charges are based upon the area of construction and/or any Change of Use when Tenant has already been established.

<i>complete this column</i>			
↓			
Automation Enhancement Fee	\$ 10.00	<input type="text"/>	All Building Permits
Filing fee	\$ 28.00	<input type="text"/>	All Building Permits
Zoning fee*	\$ 48.00	<input type="text"/>	All "Other NonResidential" (not new, primary bldg) permits
Health Department Review fee*	\$ 50.00	<input type="text"/>	All properties served by well and septic with the exception of Incorporated Towns. <i>(If Town selects Health to review permit during the Town Review, then this fee must be paid before Health can review application.)</i> All Food Service related projects.
Site Compliance fee	\$ 232.00	<input type="text"/>	For projects with an approved site plan.
Building fee per sq ft Enter total sq ft:	\$ 0.23 <input type="text"/>	<input type="text"/> Minimum of \$53.00	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios.
OLS fee per sq ft Enter total sq ft:	\$ 0.13 <input type="text"/>	<input type="text"/> Minimum of \$127.00	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios (same as bldg fee sf).
<i>Total of above fees only:</i>		<input style="border: 2px solid black;" type="text"/>	IMPORTANT: <i>Properties within Incorporated Towns - do not include fees with *</i>

Other agency fees may be applicable and are not included in this fee calculation sheet, including Capacity Permit fees for County water and sewer.

Checks are made payable to: Frederick County.

All fees listed above are due at time of application submittal. Capacity Permit fees, if applicable, must be paid prior to Building Permit issuance.