Non-Residential Building Permit Application Information

Tenant Occupancy Within a Previously Occupied Unit
– OR – First Tenant in Established Vanilla Box

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

No Construction or Change of Use

Submittal Requirements

1. Completed Building Permit Application for Non-Residential Tenant Occupancy.
2. Print out of Maryland Assessments Real Property Data www.dat.state.md.us for property.
3. One copy of floor plan for the tenant space. Include a scaled floor plan that shows the building layout with the location of the tenant space indicated, as well as occupancy of all surrounding tenant spaces. All paper plans must be 11x17 or smaller in paper size.
4. When property is within an incorporated town, paperwork from the town is required before the Building Permit may be applied for. Please contact the town for information.
5. Payment of fees. Check, cash or credit card (fees apply to credit and debit card transactions) is accepted. All fees must be paid for at time of application.

STEP ONE – APPLY FOR THE PERMIT

Where to apply: Applications can be submitted electronically via the citizen portal at https://planningandpermitting.frederickcountymd.gov/or paper applications can be accepted in the Department of Permits and Inspections, at the above address.

When Applications Are Accepted: Applications can be submitted electronically 24/7 via the citizen portal or paper applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm. Walk-Through Permit applications are accepted between 8:00am and 3:00pm, Monday through Friday.

STEP TWO – OBTAIN REVIEW APPROVALS

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

Plan Review Timeframes:

- Walk-Through Permits. When the property is not served by individual well or septic, and the property is not within an incorporated town, the application may be considered for processing as a Walk-Through Permit. Walk-Through Permit applications are accepted, reviewed, and issued within the same day, usually within hours.
- Conventional Permits. When an application is not eligible for walk-through processing, the review timeframe of the application by Plan is one week for their initial review comments for this type of application.
Agency Review Status: Review timeframes for agencies outside of the Division of Planning and Permitting may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website [https://planningandpermitting.frederickcountymd.gov/](https://planningandpermitting.frederickcountymd.gov/) by using the lookup feature.

Permit Issuance:
- When all reviews are completed, the approved permit notifications will be sent via email to the applicant for download of the official issuance documentation, approved placard for posting onsite and approved set of plans.
- Additional information and inspection procedures can be found on our website at [https://www.frederickcountymd.gov/7974/Permits-and-Inspections](https://www.frederickcountymd.gov/7974/Permits-and-Inspections).

STEP THREE – OBTAIN INSPECTION APPROVALS

Inspections: Inspections can be requested and tracked via the citizen portal. Although there may be no construction involved, you are still required to obtain an inspection by the Office of Life Safety.

Certificate of Occupancy: The end result of the permitting process is the issuance of the Certificate of Occupancy. The Certificate of 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.

OTHER GENERAL INFORMATION REGARDING BUILDING PERMITS

- All fees must be paid at time of application, by check, cash or credit card. There is a service charge for credit card and debit card transactions. Permit fees are calculated for each permit application. Each structure, use or permit type require a separate permit application.
- Building Permits are non-transferable and non-assignable.
- Electrical and Plumbing Permits are separate permits with separate fees.
- **Time Limitation of Application:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Administrative Authority is authorized to grant 1 or more extensions of time for additional periods not exceeding 180 days. The extension shall be requested in writing and justifiable cause demonstrated.
- **Extensions:** The fee to extend a permit application or a building permit is the minimum permit fee. Extension requests can be submitted via the citizen portal and must be made in advance of the permit expiration.
- **Refunds:** Filing fees are non-refundable and non-transferable. In the case of an abandonment or discontinuance of a project that has been made and, upon cancellation, 50 percent of the fee paid, less the minimum fee may be refunded, provided (1) No construction has occurred, and (2) The request for refund is received prior to the expiration date of the permit. The request must be made on a form provided by the County. Revoked, suspended, expired or invalid permits are not eligible for refunds.
- **Revisions:**
  - Revisions to a permit or application are $27.

Other Related Information for Tenant Occupancies:
- **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. Visit the Health Department’s website at: [http://www.FrederickCountyMD.gov/index.asp?NID=75](http://www.FrederickCountyMD.gov/index.asp?NID=75).

- **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](http://www.courts.state.md.us/frederick.html) or phone 301-600-1976.

- **Liquor License.** The Liquor Board issues liquor licenses. For information visit their webpage: [http://www.FrederickCountyMD.gov/index.asp?NID=1291](http://www.FrederickCountyMD.gov/index.asp?NID=1291) or phone 301-600-2984.

7/2020
### Building Permit Application for NONRESIDENTIAL - TENANT OCCUPANCY

**Walk-Through Permits:** If this application meets the following qualifications, you may request a Walk-Through Permit Process:

1. Property is not within an incorporated town
2. Property is not served by well or septic or food related
3. No construction is proposed, or construction is very minor with no change in use and no plumbing involved.

**Walk-Through Request?**
- [ ] Yes
- [ ] No

#### SECTION I: CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Proposed Occupant of Property, or Developer if none</th>
<th>Contractor or Architect</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Trading As&quot; Name of Occupant (A/P Name)</td>
<td>Contractor or Architect information should only be completed when they are applying for the permit.</td>
</tr>
</tbody>
</table>

**Current** street address for above:

- **Town:**
- **State:**
- **Zip:**

**Daytime Telephone Number:**

**Email Address**

**Permit Service**

- **Name of Permit Service when applicable:**

**Street (mailing address):**

- **Town:**
- **State:**
- **Zip:**

**Contact Person for Permit Service (Applicant/Contact)**

**Daytime Telephone Number:**

**Email Address**

#### SECTION II: PROPERTY INFORMATION

**Current Property Owner(s):**

**Eight Digit Property Tax ID (account) # from Assessments**

**Acreage or Square Footage of Property:**

**Water Type:**

- [ ] Well
- [ ] Community

**Sewer Type:**

- [ ] Septic
- [ ] Community

**Property Address of Jobsite:**

- **Town:**
- **State:**
- **Zip:**

**Subdivision Name:**

- **Lot #**

**Is Property Within an Incorporated Town?**

- [ ] Yes  
- [ ] No  

*Town paperwork must be submitted with this application.

**Is this building situated along a State Road?**

- [ ] Y
- [ ] N
| **Type of Occupancy:** (i.e., retail, office, restaurant, manufacturing, etc.) | **Has tenant space been previously occupied?**  
Yes [ ]  No [ ] |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Occupant Load:</strong></td>
<td><strong>If yes, what was the previous tenant use if known?</strong></td>
</tr>
<tr>
<td><strong>Operating Hours for Occupant:</strong></td>
<td><strong>If no, please supply shell only or vanilla box permit #:</strong></td>
</tr>
<tr>
<td><strong>Number of stories:</strong> (that the Occupant leases)</td>
<td><strong>Work Related to Tenant Occupancy:</strong></td>
</tr>
</tbody>
</table>
| **Outdoor Storage?**  
Yes [ ]  No [ ]  
If Yes, describe the type of Outdoor Storage: | **Any Plumbing Work Involved?** Y [ ]  
N [ ] |
| **Any Electrical Work Involved?** Y [ ]  
N [ ] | **Tenant Fit-Out or Existing Tenant - Change to Space:**  
Please describe scope of work on next page. |
| **Please List Rooms (i.e., offices, exam rm, lobby):**  
Existing:  
New: | **Liquor License Involved?** Yes [ ]  
No [ ]  
**Food Related?**  
Yes [ ]  No [ ] |
| **Cost of Construction:** includes electrical, plumbing, labor & materials for only the construction phase that is being applied for. | *If yes, complete the following information regarding the grease trap unless there is NO construction proposed.  
When completing, if there is no existing grease trap, or no new proposed, enter "NONE". |
| **Existing Grease Trap Size**  
Gallons | **New Grease Trap Size**  
Gallons |
| **Number of restrooms in leased tenant space:** | **Tenant Occupancy Permits with No Construction may proceed to page four. All others proceed below.** |
| **If none, describe provisions for sanitary facilities:** | **Describe Proposed Uses Not Listed As Rooms:**  
(i.e., cellular equipment, outdoor dining area, etc.) |

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**Please List Rooms (i.e., offices, exam rm, lobby):**  
Existing:  
New:  

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**Cost of Construction:** includes electrical, plumbing, labor & materials for only the construction phase that is being applied for.
### Building Details - Check *Only* the New Work That You Are Applying For:

<table>
<thead>
<tr>
<th>Foundation Walls</th>
<th>Exterior Wall Construction</th>
<th>Exterior Wall Type</th>
<th>Roof Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block</td>
<td>Brick</td>
<td>Brick Veneer</td>
<td>Truss</td>
</tr>
<tr>
<td>Concrete Pier</td>
<td>Frame</td>
<td>Masonry</td>
<td>Rafter</td>
</tr>
<tr>
<td>Concrete</td>
<td>Steel</td>
<td>Siding</td>
<td>Other</td>
</tr>
<tr>
<td>Masonry</td>
<td>Other</td>
<td>Steel</td>
<td></td>
</tr>
<tr>
<td>Precast</td>
<td></td>
<td>Stone</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Stucco</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vinyl</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wood</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Roof Cover</th>
<th>Fiberglass</th>
<th>Membrane</th>
<th>Steel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Floor Covering</th>
<th>Interior Walls</th>
<th>Mechanical</th>
<th>Square Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet</td>
<td>Drywall</td>
<td>Square footage of Occupant's space:</td>
<td>(total leased/used)</td>
</tr>
<tr>
<td>Concrete Slab</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardwood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tile</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Heating Fuel Type</th>
<th>Heating System Type</th>
<th>Central Air?</th>
<th>Sprinklered?</th>
</tr>
</thead>
</table>

### Scope of Work

Please describe the scope of work that you are applying for:

### Additional Information

If there is additional information that you feel will expedite reviews for this application, please note below:

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Please Complete This Page If There is Construction or Change of Use Involved
The Applicant hereby certifies under the penalties of perjury, and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

**Permit Application Extension:**
The permit application is valid for 6 months. The fee to extend an application is the minimum fee. The fee to extend a permit application or a building permit is the minimum permit fee. Extension requests can be via the citizen portal and must be made in advance of the permit expiration.

**Building Permits and Applications for Building Permits are non-transferable and non-assignable.**

**Applicant is responsible for contacting the Health Department for Food Control Review if this application is for an establishment that is food related in any way. Contact Phone Number: 301-600-2542**

**Properties Served by County Water and Sewer:**
It is the applicant's responsibility to identify and disclose any water and/or sewer utilities or easements, in, on, or near the proposed improvements. Approval of this permit by DUSWM shall not, on behalf of the County Executive, be construed as a modification or amendment of any water or sewer easement nor constitute permission to encroach thereon. Should an encroachment be found in the future, the cost to remedy said encroachment shall be borne by the property owner.

**Plumbing fixtures may not be added without benefit of a capacity permit from the Division of Utilities and Solid Waste Management.**

**Core and Vanilla Box permit application types require a separate Building Permit for Tenant. This application is not an approval to perform any construction. This application is not an approval for Tenant to occupy. Permit must be issued, and all necessary inspections completed and Certificate of Occupancy issued before Tenant may occupy.**

**Signature of APPLICANT**

Please print name

Connection with application

7/2020
Fee Calculation Sheet for:

**Tenant Occupancy - New Tenant/No Changes**
**Tenant Occupancy - Change of Owner or Name Change Only**
**First Tenant in Established Vanilla Box/ No Change**

The large majority of these types of occupancies will be Expedited, Walk-Through Permits

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automation Enhancement Fee</td>
<td>$10.00</td>
<td>All Building Permits</td>
</tr>
<tr>
<td>Filing fee</td>
<td>$27.00</td>
<td>All Building Permits</td>
</tr>
<tr>
<td>Zoning fee*</td>
<td>$45.00</td>
<td>All other NonResidential permits</td>
</tr>
<tr>
<td>Health Department Review fee*</td>
<td>$50.00</td>
<td>All properties served by well and septic with the exception of Incorporated Towns. (If Town selects Health to review permit during the Town Review, then this fee must be paid before Health can review application.) All Food Service related projects.</td>
</tr>
<tr>
<td>Building fee (flat fee)</td>
<td>$50.00</td>
<td>Minimum Building Fee is not applicable to Expedited Walk-Through Permits.</td>
</tr>
<tr>
<td>OLS fee (flat fee)</td>
<td>$120.00</td>
<td>Minimum Office of Life Safety fee</td>
</tr>
</tbody>
</table>

Total of above fees only: $-

**IMPORTANT:**

Properties within Incorporated Towns - do not include fees with *

Other agency fees may be applicable and are not included in this fee calculation sheet.
Checks are made payable to: Frederick County.
All fees as indicated above are due at time of application submittal.