



# QUEEN ANNE'S COUNTY COMMERCIAL TECHNICAL ASSISTANCE BULLETIN

## REQUIREMENTS FOR A COMMERCIAL BUILDING PERMIT

A building permit is required for new construction, alteration, renovation, a change in use or repair of any commercial structure may require Site Plan review, which is a separate procedure by the Planning Office. Site Plan approval is required with respect to all planned residential developments and nonresidential development. Owner/ applicant is responsible for having approved signed site plan at time of building permit application. Or a letter from the Planning Department that site plan was not required.

### **Section 18-1-139 (2)**

*(iii) Conversion of an existing residential building to a commercial use, that does not involve the construction of new floor area or outside storage; or modification of a single-family dwelling to a conversion dwelling; except that a concept plan shall be submitted which demonstrates adequate parking, landscaping, resources protection and storm water management, as well as proper access to the property and compliance with the district regulations set forth in Subtitle 1, Part III, Subpart 2 of the Land Use and Development Code.*

*(iv) Site plan is not required when: additions to existing nonresidential buildings that existed on April 9, 1987, if that addition and all previous additions to the buildings since April 9, 1987, cover 10% or less of the allowed floor area of the site in which the building is located.*

*(v) Or Improvements not related to buildings that do not decrease the landscape surface area by more than 10%, as it existed on April 9, 1987.*

**When a site plan or concept plan is required you must hire an engineering firm to complete this process.**

To verify site plan is not required owner/applicant must have the following information reviewed and approved by Planning Staff prior to filing an application for a building permit. You must set up an appointment with the Planning Staff to review the information for compliance with the Zoning Code. the owner/applicant must have the following information reviewed and approved by Planning Staff prior to filing an application for a building permit.

- Scaled drawing or survey of property showing the sizes of the existing buildings, parking area and any other impervious areas on parcel. Also show the location of well and septic system or public water and sewer lines.
  
- Show what is being proposed, the amount of new floor area, impervious area and setbacks to the property lines. You must set up appointment with planning staff to review information for compliance with the Zoning Code.
  
- See the following sections of the Queen Anne's County Code for nonresidential requirements for setbacks, allowed floor area and allowed impervious cover.

Agricultural (AG) District 18-1-14 E. (2)  
Countryside (CS) 18-1-15 E (2)  
Estate (E) District 18-1-16 E. (2)  
Suburban Estate (SE) 18-1-17 E. (2)  
Suburban Residential (SR) District 18-1-18 E. (2)  
Neighborhood Conservation (NC) District 18-1/19 E. (2)  
Urban Residential (UR) District 18-1-20 E. (2)  
Suburban Commercial (SC) District 18-1-21 E. (2)  
Urban Commercial (UC) District 18-1-22 E. (2)  
Suburban Industrial (SI) District 18-1-23 E. (2)  
Light Industrial Highway Service (LIHS) District 18-1-24 E. (2)  
Village Center (VC) District 18-1-25 E. (2)  
Waterfront Village Center (WVC) District 18-1-26 E. (2)  
Chester Master-Planned Development (CMPD) District 18-1-27 E.  
Town Center (TC) District 18-1-28 D.  
Stevensville Master-Planned Development (SMPD) District 18-1-29 E.  
Grasonville Planned Residential Neighborhood (GRPN) District 18-1-30 D.  
Stevensville Historic Village Center (SHVC) District 18-1-31 D.  
Grasonville Neighborhood Commercial (GNC) District 18-1-32 D. (3)  
Grasonville Village Commercial (GVC) District 18-1-33 D. (3)  
Airport Development (AD) District 18-1-34  
Suburban Industrial Business Employment (SIBE) District 18-1-35 E.

At the time you submit a building permit **YOU MUST HAVE THE FOLLOWING:**

1. **(5) copies of a site plan:** Scaled drawing or survey of property showing the sizes of the existing buildings, parking area and any other impervious areas on parcel. Also show the location of well and septic system or public water and sewer lines. Show proposed, the amount of new floor area, impervious area and setbacks to the property lines. **If you have an approved site plan you must submit a copies of the approved site plan with your application.**
2. **(4) sets of building plans:** Building plans must be designed and sealed by a Maryland licensed architect. The drawings must have original seals. Building plans are required for new construction, additions, interior renovation, repairs or any structural changes. Building plans must have Code Data information, including drawings for any new plumbing, electrical or mechanical work.

The following are items that shall be submitted as part of the building plans submitted for review and permitting on commercial projects, in accordance with local and state laws.

Plans are to include, but are not limited to:

- Contact information: which includes name, address and telephone umber of the registered design professionals (Architect & Engineer).
- All drawings shall be sealed with the original seal and signature of the Maryland registered design professional. (architectural, structural, mechanical, plumbing and electrical)

- Type of construction: Using IBC (INTERNATIONAL BUILDING CODE) Classifications (5B, etc)
- Type of description of Occupancy: Using IBC (INTERNATIONAL BUILDING CODE) Classification (a-1, A-2, A-3, etc), and showing occupancy load for each occupancy area.
- Room and Space Identifications.
- All drawings shall be scaled.
- All drawings shall show design loads (wind, snow, live roof, etc).
- Architectural shall show: elevation, floor plan, framing sections (floor, wall, roof, and footing/foundations). Finish and door/window schedules, partition details, corridor details, fire protection, location of adjoining structure

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 PERMIT APPLICATION TAKES 15 TO 20 WORKING DAYS FOR PROCESSING.

## Building Codes

EFFECTIVE DATES AS NOTED

2015 INTERNATIONAL BUILDING CODE (APRIL 1, 2015)  
 2015 INTERNATIONAL RESIDENTIAL CODE (APRIL 1, 2015)  
 2012 INTERNATIONAL MECHANICAL CODE (MAY 8, 2013)  
 2015 LIFE SAFETY CODE NFPA 101  
 2013 LIFE SAFETY CODE - NFPA 72  
 2013 LIFE SAFETY CODE - NFPA 13  
 2015 LIFE SAFETY CODE - NFPA 1  
 2015 INTERNATIONAL ENERGY CONSERVATION CODE (APRIL 1, 2015)  
 2012 NATIONAL STANDARD PLUMBING CODE ILLUSTRATED (MAY 13, 2013)  
 2017 NATIONAL ELECTRICAL CODE NFPA 70 (APRIL 1, 2017)  
 2015 NATIONAL GAS CODE NFPA 54 (MAY 13, 2013)  
 2014 NATIONAL LP GAS CODE NFPA 58 (APRIL 1, 2015)

## Contact Information

### INSPECTIONS (building, electric, plumbing, gas & mechanical)

MDIA Inspection Agency

8673 Commerce Drive, Unit 2

Easton, MD 21601

Hours of Operation: 8:00 a.m. to 4:00 p.m.

Phone: 410-822-8300 or 1-800-242-6242 Fax: 410-820-4197

### Zoning Office (permits & zoning information)

Queen Anne's County Planning & Zoning

110 Vincit St, Ste 104 Centreville, MD 21617

Hours of Operation 8:00 a.m. to 4:30 p.m.

Phone: 410-758-4088 Fax: 410-758-3972

### Planning Office (site plans & subdivision)

Queen Anne's County Planning & Zoning

110 Vincit St, Ste 104 Centreville, MD 21617

Hours of Operation 8:00 a.m. to 4:30 p.m.

Phone: 410-758-1255 Fax: 410-758-2095

### **Additional Resources**

**Department of Public Works** (county roads, storm water management, floodplain)  
312 Safety Drive – Centreville, MD 21617 Phone:410-758-0920 Fax: 410-758-3341

**Environmental Health** (well & septic permits, perk tests, food service & water test)  
208 N. Commerce St – Centreville, MD 21617 Phone: 410-758-2281 Fax: 410-758-6602

**Plumbing Board** (plumbing permits, mechanical permits & licenses, gas permits)  
208 N. Commerce St. – Centreville, MD 21617 Phone: 410-758-1271 Fax 410-758-6602

**Sanitary District** (sewer allocations, public water & sewer connections)  
310 Bateau Drive - Stevensville, MD 21666 Phone: 410-643-3535 Fax 410-643-7364

**Electrical Board** (electrical & low voltage licenses)  
110 Vincit Street, Ste 104 Centreville, MD 21617 Phone: 410-758-4088 Fax: 410-758- 3972

**Queen Anne's County Fire Marshal** (compliance with the fire codes)  
(410) 758-4500 ext 1144

**Maryland Department of labor, Licensing and Regulation**  
[www.dlr.state.md.us](http://www.dlr.state.md.us)

**Maryland Home Builder Registration**  
1-877-259-4525

**Smart Codes** - links to the new Maryland Building Rehabilitation Code  
[www.dhcd.state.md.us/smartcodes/index.cfm](http://www.dhcd.state.md.us/smartcodes/index.cfm)

*Please Note: the information contained in this document is just a guideline to help you with the commercial permit process. For property specific questions, code changes or updates and fees you should contact the Department of Planning & Zoning.*