



**DEPARTMENT OF
PLANNING & ZONING**

110 Vincit St., Suite 104 | Centreville, MD 21617
Permits: (410) 758-4088
Online Portal: qac.org/pzportal

Commercial Building Code Inspections

Approved building plans, permits, fire code plans, and fire code review letters **must be** posted on the job site, with construction stickers covered with plastic.

Inspection Requests:

Requests for building, electrical, plumbing, mechanical, and gas tank/service inspections must be made through the Middle Department Inspection Agency (MDIA) at (410) 822-8300.

- **Building Inspections:** May be requested by the applicant or an authorized representative.
- **Electrical Inspections:** Must be requested by the licensed electrician.
- **Plumbing Inspections:** Must be requested by the licensed plumber.
- **Mechanical Inspections:** Must be requested by the license mechanical contractor.
- **Gas Tank/Service Inspections:** Must be requested by the servicing gas company or plumber (if plumber completed the work).

Requests for final fire code inspections and sprinkler system installation inspections must go through the Office of the Fire Marshal at (410) 758-4500 ext. 1144.

- **Final Fire Code Inspections:** Must be requested by the builder.
- **Sprinkler System Inspections:** Must be requested by the installer.

Inspections	When to Call for Inspection
Footing	Following trench excavation and prior to pouring concrete
Foundation	Following completion of foundation
Sprinkler System	Prior to framing and closing
Hood & Duct System	Prior to framing and closing
Framing	Following rough-in plumbing, mechanical, and rough-in electrical – as well as sprinkler or hood and duct systems, when applicable – and prior to closing
Hydrostatic Test	Following installation of piping and prior to drywall installation
Insulation	Following framing
Final Fire Code	Check all fire code related systems and prior to final building inspection
Final Building Code	Following final plumbing, mechanical, electrical, gas, and fire code inspections – and prior to receiving a Certificate of Occupancy

Additional Inspections/Approvals Prior to Issuance of a Certificate of Occupancy:

- **Department of Public Works (410) 758-0925:** Inspections may be requested by the applicant or builder. The Department of Public Works includes Roads, the Sanitary District, Floodplain Management, and Stormwater Management.
- **Environmental Health Department (410) 758-2281:** Inspections may be requested by the applicant, builder, or installer. The Environmental Health Department is responsible for inspections of wells, septic systems, and water testing.

Note: Required inspections vary based on your specific permit. To find out which inspections are required for your permit, please contact the Zoning Department (410) 758-4088.

Certificate of Occupancy:

Be advised that the owner is responsible for seeing that all applicable final inspections have been completed and approved. Unless the Zoning Department has been notified in advance, please allow seven (7) to ten (10) business days after the final building inspection is requested to receive your Certificate of Occupancy. A Certificate of Occupancy issued from the Queen Anne's County Zoning Department is **required** and must be obtained by the owner after all final inspections and **prior to occupying the building**.

Temporary Certificate of Occupancy (\$100 additional fee):

Generally, the following are required to obtain a Temporary Certificate of Occupancy:

- Final building, electrical, plumbing, mechanical, and gas approvals.
- Final septic approval.
- Final zoning approval, including 3" address numbers posted on all buildings.
- Department of Public Works approval.
- Approved water test.
- A letter of hardship and payment of applicable fee.

The duration of a Temporary Certificate of Occupancy may range from 14-120 days, depending on the conditions of the temporary occupancy.

For questions regarding a Certificate of Occupancy or a Temporary Certificate of Occupancy, please contact the Zoning Department at (410) 758-4088.

Reminder: All new 911 addresses **must** be posted on the physical buildings.