



City of Annapolis
 Department of Planning and Zoning
 145 Gorman Street Fl 3
 Annapolis, MD 21401-2529

Permitting@annapolis.gov • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • www.annapolis.gov

Non-Residential Building Permit Plan Requirements (not one and two family dwellings)

Six (6) copies of the following must be submitted along with this check sheet or the application will not be processed.

All plans must be signed, sealed, and dated on each sheet by an architect and/or engineer currently registered with State of Maryland.

Site address of proposed work: 979 Bay Village Drive, Annapolis, MD 21401

Attached	Not Applicable	Required Submittal (Confirm 6 copies of each below)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Site Plan (If Grading Permit is submitted, eight copies of plans are required.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Floor Plans (include seating, if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Elevation Views
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Wall Section
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Foundation Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Footing Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Framing Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Door and Window Schedule
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Electrical Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Plumbing Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Mechanical Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Building Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	13. Use Permit Application Form
<input type="checkbox"/>	<input type="checkbox"/>	14. Hood & Duct Permit Application (for Restaurants)
<input type="checkbox"/>	<input type="checkbox"/>	15. Green Building Worksheet (If applicable)

Does this work require water and/or sewer connection or upgrade? Yes No

Is this a new business? Yes No

Is this a change of use? Yes No

Is this a business or seating expansion? Yes No

If yes, proposed number of seats _____

Please note that, per City Code Section 17.28.090, any expansion or change in use may be subject to Capital Facility Assessment charges. IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS "YES", A CAPITAL FACILITY AND/OR CONNECTION CHARGE MAY APPLY, AND A SIGNED CAPITAL FACILITIES ASSESSMENT APPLICATION IS REQUIRED. IF APPLICABLE, THE MINIMUM CAPITAL FACILITY CHARGE IS \$6,500.

I DECLARE under penalty of perjury, under the laws of the City of Annapolis, that all statements contained in this application and any accompanying documents are true and correct, and to the best of my knowledge, the above plans/forms are either attached or are not required as noted.

Applicant signature Sharon J. Henry Project Mgr Date 1/18/18

All plans must be in compliance with the following codes:

IBC International Building Code 2012 (as amended by City of Annapolis)

National Electrical Code 2008 (as amended by City of Annapolis)

International Mechanical Code 2012 (as amended by City of Annapolis)

National Standard Plumbing Code 2009 (as amended by City of Annapolis)

International Energy Code 2012

Maryland Accessibility Code

Americans With Disabilities Act P.L. 101-336

NFPA Life Safety Code 2009 Edition

1. **SITE PLAN** -Locate proposed building on your site plan showing setback dimensions to the property lines to satisfy zoning requirements. Site plans must be to engineers scale (1"=20'; 1"=30'; 1"=40'). Provide relation to existing structures on site. Show abutting rights-of-ways, parking layout, handicapped parking and ramps, entrances to site, curbs, water and sewer lines, fire hydrants, location of fire department connection(s), fire lanes, and associated landscape details. Show parking/loading space computations for proposed uses and lot coverage calculations per zoning classification. Show vicinity sketch or scaled distance from property to nearest intersection(s) for zoning confirmation. Proposed buildings cannot be installed over any underground utilities.
2. **FLOOR PLAN** - Show overall dimensions of rooms. Show live and dead loads. Label rooms, locate windows, doors, plumbing fixtures, etc., at each level. Provide U.L. or equivalent fire resistance design number for all fire rated walls and floor/ceiling assemblies. City of Annapolis requires a one-hour rated assembly for tenant separation in all construction. When more than one exit is required, remoteness of location must meet IBC 2012. For restaurants and eating establishments, submit seating plan, including location of all seating and total number of seating on the plan.
NOTE: Expansion of seating may require a public hearing before the Planning Commission and the Board of Appeals. Please contact the Planning and Zoning Department to see if such hearings will be required.
3. **ELEVATIONS** - Show outside view from all four sides of what the building will look like when completed.
4. **WALL SECTION** - Show detail and types of material to be used such as concrete footings, concrete slabs, studs, sheathing, floor joists, aluminum siding, roof trusses, insulation, R values, etc.
5. **FOUNDATION PLANS** - Provide size and spans of framing members, joists, rafters, studs, etc.
6. **FOOTINGS** - Provide size and depth of footings and foundations.
7. **FRAMING PLAN** - Show detailed layout, including size and spans, of all rafters, ceiling joists, floor joists, posts, studs, headers, beams, etc., as necessary for the structural support of the building.
8. **DOOR AND WINDOW SCHEDULE** - Where applicable, show size, type, and net clear operable area. **NOTE:** No openings are allowed in wall that is three feet or less from a property line.
9. **ELECTRICAL PLAN** - Include exit and emergency lighting.
10. **PLUMBING PLAN** - Include water and sewer riser diagrams. If food handling, show grease trap capacity and its location outside of building.