

COMMERCIAL PERMIT REQUIREMENTS

GENERAL INFORMATION

Welcome to the Carroll County Bureau of Permits and Inspections. We are open to visitors from 8:00 A.M. until 5:00 P.M. each weekday. For general information about permits stop by during our business hours or call us at 410-386-2674 in the County, or 1-888-302-8978, ext. 2674 from the Baltimore area between 8:00 A.M and 5:00 P.M. Your application for a permit or zoning certificate will be accepted from 8:00 A.M. until 4:30 P.M.

CAN I TALK TO AN INSPECTOR OR PLANS EXAMINER?

Building, site compliance, minimum livability, plumbing, electrical and grading inspectors are available to receive phone calls from 7:00 A.M. to 8:00 A.M. daily. The rest of their day is normally spent in the field. Please call 410-386-2674 for building and site compliance; 410-386-2110 for plumbing; 410-386-2657 for electrical; 410-386-2210 for Grading/Sediment Control and 410-386-2111 for minimum livability and 410-386-2980 for Zoning. The Plans Examiner is available from 8:00 A.M. until 4:30 p.m. at 410-386-2691.

A building permit/zoning certificate is required for all commercial structures – A grading permit is required on all new structures and large additions-

- Commercial buildings
- Change of Tenant
- Change of Use or Occupancy Classification
- Interior finish
- Renovations in a commercial occupancy
- All signs
- Underground tanks (installing and removal)
- Public swimming pools
- Board of Zoning appeals applications
- Mass grading on new or existing sites disturbing more than 5,000 square feet.

A permit is not required if you are simply redecorating, performing cosmetic work to the interior of a business so long as the size or shape of the structure is not altered and the doors and windows remain in the same location and the same size.

A disaster permit is available to you, at no cost for work performed due to fire or other types of disasters.

HOW DO I APPLY FOR A BUILDING PERMIT OR ZONING CERTIFICATE or GRADING PERMIT?

The easiest way to apply is to bring the following items with you to Room 118 of the Carroll County Office Building, 225 North Center Street in Westminster, MD 21157 for Building Permits/Zoning Certificates; (call 410-386-2210 for Grading Permit requirements).

- 3 Complete sets of your building plans – see checklist and plan requirements for commercial permits application document at: www.ccgovernment.carr.org/ccg/permits .
- **COMMERCIAL SITE PLAN** must be approved - or - in the approval process to the point of having a “site plan number” assigned; 4 copies (8 ½” x 11”) of the site plan are required with the building permit application. If a commercial site plan is not required you will need to bring 4 complete plot plans. The plot plan must show the size and shape of the lot with all existing buildings drawn in, the proposed building or addition and the distance from the new structure to each adjacent property lines. The location of any well or septic on the property, the driveway and any designated parking areas must be shown. Interior finish or renovation permit applications do not require plot plans UNLESS the permit is for a Change of Use of the building.
- A signed and witnessed **OWNER/CONTRACTOR AFFIDAVIT, provided by our office,** is required for each building permit.

HOW MUCH WILL MY PERMIT COST?

Commercial permit fees are calculated based on the “type of construction” and the “use of the building” in accordance with BOCA standards. Once the building is classified by construction type and use, the square footage is multiplied by the “national standard cost of construction cost multiplier” then by the permit fee multiplier of \$.0040.

Most commercial jobs involve a separate grading permit. There is a \$30 Use and Occupancy fee applied to all commercial permits except SIGNS.

STRIP STORES, SHOPPING CENTERS, MALLS - any multi-tenant structure must have separate permit applications for each tenant space in addition to the “shell permit”; these applications will be reviewed, issued and inspected in order to obtain a Use and Occupancy Certificate on each tenant space. A tenant space will receive a regular Use and Occupancy Certificate when all work is complete, inspected and approved and the tenant is named. Separate toilet facilities are required for men and women in every tenant space over 1500 square feet. Additional fixtures may be required based on the specific use of the space. 3 copies of detailed floor plans, plumbing risers and electrical layout (if service is 400 amps or more) must be submitted with each tenant permit.

CHANGE OF USE permits with NO structural changes are \$150 plus a \$30 Use and Occupancy fee.

CHANGE OF LICENSE permits when a Use and Occupancy is required by a State licensing agency are \$150.00.

PLUMBING – A plumbing application needs to be filed by a Carroll County licensed plumber prior to beginning any plumbing work. A fee sheet is available upon request.

Separate Plumbing applications are necessary for the inside plumbing and outside utility work IF the work is being done by 2 different contractors. An application for gas installations is necessary whether installing natural or LP gas inside the building. A permit is required for LP tanks 250 gallons W.C. or more and the lines to the building stub out.

ELECTRICAL – An electrical application needs to be filed by a Carroll County licensed electrician prior to beginning any electrical work.

The fee for electrical applications is determined by the type of equipment being installed and the number of inspections required. A fee sheet is available upon request.

USE AND OCCUPANCY FEE: \$30.

BZA APPLICATIONS FEE: CALL 410-386-2094

ZONING ADMINISTRATOR HEARING: 410-386-2980

GRADING PERMITS: 410-386-2210

** When you make application for a building permit you are assigned a file number. This file number needs to be given to the Plumber and/or Electrician to use on their applications.*