

HELPFUL INFORMATION

Prince George's County
Permit Center
9400 Peppercorn Place, 1st Floor
Largo, Maryland 20774
Operational Intake Hours:
Monday–Friday | 8:00 a.m.–3:00 p.m.
Except Wednesdays | 9:00 a.m.–3:00 p.m.
(301) 636–2050



Prince George's County Government
Department of Permitting, Inspections and Enforcement
PERMITTING AND LICENSING DIVISION



TENANT FIT-OUTS

A GUIDE TO OBTAINING A PERMIT

AGENCY CONTACT INFORMATION

Department of Permitting, Inspections and Enforcement Permitting and Licensing Division

9400 Peppercorn Place, 1st Floor, Largo, MD 20774
301.883.5900

Building Plan Review Division

9400 Peppercorn Place, Suite 213, Largo, MD 20774
301.636.2070
<http://dpi.e.mypgc.us>

Inspections Division

Schedule an Inspection via telephone: 301.883.5390
<https://www.princegeorgescountymd.gov/1234/Schedule-an-Inspection>

Department of Permitting, Inspections and Enforcement

Health Review Section

9400 Peppercorn Place, Suite 213, Largo, MD 20774
301.883.7621

For information on how to submit plans and for a printable copy of the accompanying required Plan Review Application Form, please refer to the following Plan Review Guides online:

- Planning Guide – Food Service Facilities
- Planning Guide – Public Swimming Pools and Spas
<https://www.princegeorgescountymd.gov/1388/Health-Forms>

Washington Suburban Sanitary Commission

9400 Peppercorn Place, Suite 650, Largo, MD 20774
Days and hours of service match DPIE's operational hours of Monday, Tuesday, Thursday and Friday from 8:00 a.m.–3:00 p.m. and Wednesday 9:00 a.m.–3:00 p.m. The office closes for lunch every day from 12:00–12:30 p.m.

Water and Sewer Services (Permit Services Unit)

14501 Sweitzer Lane, Laurel, MD 20707
301.206.9772
301.206.4003

Permit Services Hours of Operation

Monday–Friday: 7:30 a.m.–5:00 p.m. (closed 12:00 p.m.–1:00 p.m.);
Except Wednesday: 7:30 a.m.–12:00 p.m.
<http://www.wsscwater.com/>

Maryland–National Capital Park & Planning Commission

14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772
(301) 952–3208
<http://www.mncppc.org/>

Check the status of a permit online:

<http://mncppcapps.org/planning/permits/permits.aspx?passURL=Yes>

APPLICABLE CODES & STANDARDS

- 2018 ICC Codes
 - 2018 NFPA 101 Life Safety Code
 - Subtitle 11 Prince George's County Fire Safety Code
 - Subtitle 4 Prince Georges County Building Code
 - 2014 NFPA 70 National Electric Code and Subtitle 2, Group 14B and Subtitle 9
 - 2016 NFPA 72; 2016 NFPA14; 2016 NFPA 20
 - 2016 NFPA 13, 13R and 13D
 - Maryland Accessibility Code and ADA
- For online access to local codes and standards, refer to Prince Georges County's Legislative Information System:
<https://princegeorgescountymd.legistar.com/Default.aspx>

CURRENT APPLICABLE FEES

The fees* for interior fit-outs (CU, CUW) are based on the cost of construction method:

- Alteration Fee = Cost of construction x 0.008 (standard County Multiplier) + \$50.00 (\$150.00 minimum)
- U&O for CU/CUW application = \$210.00
- Total Fee = Alteration Fee + U&O (CU/CUW) + \$5.00 (M–NCPPC)
- Fee for "Straight" U&O (no construction) = \$150.00 + \$5.00 (M–NCPPC) = \$155.00

*A five percent (5%) Technology Fee is added to each permit fee.

***Please be advised that the information provided in this document may not be all inclusive and following this document does not guarantee approval. This document does not represent all possible requirements.**

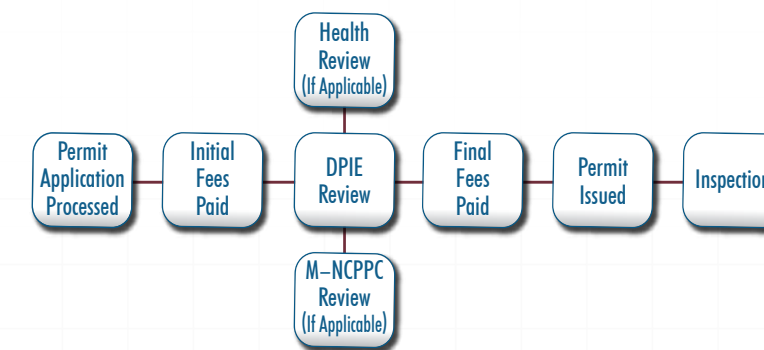
PERMITS PROCESS

A tenant fit-out is a project involving interior construction within an existing building to accommodate a new tenant. A Building Permit (construction with use) is required for a tenant fit-out. Other permits may be required such as:

- Electrical Permit
- Mechanical Permit
- Fire Alarm and/or Sprinkler Permits
- Plumbing (Washington Suburban Sanitary Commission [WSSC]) Permit

Application for a Tenant Fit-Out Permit must be made online. You will receive a ticket number that begins the process.

TIP: You must arrive prior to 3:00 p.m. in order to be served



WHAT YOU MUST BRING:

- Permit Application
- Property Tax ID Number
- 3 Site/Plot Plans showing lot, building and parking (for U&O)
- 2 Sets of Plans for review (see plan requirements)
- Permit Application Fee (cash, check, MasterCard, Visa, or money order)

WALK-THRU PROCESS

Tenant fit-outs are normally handled through the Walk-thru process where reviews are done the same day while you wait.

Examples of projects that ARE Walk-thrus:

- Banks
- General office spaces
- Carryouts
- Small/Medium Businesses such as barber shops, beauty salons or optical stores

Department of Permitting, Inspections and Enforcement (DPIE) Criteria

The following are NOT Walk-thrus and must be submitted for review:

- Assisted living facilities
- Daycares
- Churches
- Night clubs, dance halls, auditoriums or spaces with live entertainment
- Assembly, mercantile and educational spaces 5,000 square-feet or greater
- Business and storage spaces 10,000 square-feet or greater
- Ambulatory health care facilities
- Kitchen hoods
- Racks (exceeding 12 feet in height) or high-piled combustible storage
- Paint booths
- More than one floor level involved
- Use Groups H, F-1, F-2, R-2, R-3, R-4 or I

If your project does not qualify as a "Walk-thru" but a more expedited review is needed, optional Peer Review is available. Visit our Website at <https://www.princegeorgescountymd.gov/1494/Peer-Review-Proimegram> for a list of approved Peer reviewers and conditions for using this option.

Maryland–National Capital Park and Planning Commission (M–NCPPC) Criteria

Tenant fit-outs are NOT a walk-thru if:

- Use requires a Special Exception or Detailed Site Plan
- Change in use will require the parking schedule to be updated
- Building was constructed prior to 1970 and no prior U&O can be located
- Property is located where zoning has changed since the last approved U&O
- Property is located where there is a sector plan and sectional map amendment
- Property is located within a Development Overlay Zone or Transit Overlay Zone

PLAN REQUIREMENTS



PLAN REQUIREMENTS



GENERAL

- Drawings to scale (1/8" = 1'-0" minimum)
- Maximum sheet size 24" x 36"
- No pencil
- Title block that includes project address and design professional's contact information including e-mail address
- Signed and sealed plans (original signature) with Maryland State License # and Expiration Date
- Key plan showing proposed location within a building when space is not within a stand alone building
- Code Analysis indicating applicable codes with the code editions
- Building data including:
 - Construction Type (as per IBC)
 - Use Group Classification(s) (as per IBC)
 - Height and number of stories
 - Area (square footage) of building and of tenant space
 - Any fire protections systems and type (fire alarm, sprinkler, smoke detection, smoke control, voice alarm, etc.)
 - Present Not Present
- Occupant load calculation

TIP: Include the area of each room/space, occupant load factor used, occupant load of each room/space and the total occupant load for the entire tenant space.

ARCHITECTURAL

- Proposed floor plan(s) with dimensions, use of spaces labeled, doors numbered and wall types labeled
- Existing floor plan and/or demolition plan for any proposed demolition
- Show travel distances, common paths, dead ends and location of exits
- Wall legend indicating new versus existing construction and any wall shadings used
- Partition schedule with full partition details for each partition type
- Detailed section, design listing and fire rating for any fire rated assemblies
- Door schedule and door hardware schedule
- Exit sign and emergency light locations
- Sufficient plan details to verify compliance with the Maryland Accessibility Code and ADA Standards
- Stair details (if applicable) including enlarged section, and elevation with dimensions, tread/riser dimensions, handrail height/details and guardrail height/details
- Ramp details (if applicable) including enlarged section, and elevation with dimensions, ramp slope, handrail height/details and guardrail height/details

TIP: Clearly label the tenant separation wall(s) on the plan and include a detailed section and design listing.

TIP: The top and bottom of the wall types should be shown on the detail to verify construction/continuity.

TIP: Protection from snow and ice accumulation is required for exterior egress stairs exceeding an elevation of 30" (refer to Bulletin F10-01).

MECHANICAL

- Location of new and existing equipment
- Equipment data for the HVAC system to include:
 - Make, model number and BTU rating for heating and cooling
 - Total supply and outdoor air capacities of each air handling unit
- Duct, piping layout for the HVAC System to include:
 - Main trunk and branch sizes
 - Size and CFM of all registers
 - Location of all equipment and outside air intakes and exhaust air opening locations
- Location of fire and smoke dampers and smoke detection devices for new work if required
- Mechanical smoke control system details for new work if required

ELECTRICAL

- Floor plan showing luminaries, receptacles, branch circuits (and home-runs), panels, equipment and battery packs
- Symbols legend
- Panel and equipment schedules
- Riser diagrams when new panels are installed or existing panels are upgraded. Ensure size of feeder conductors, insulation types, conduit sizes and main overcurrent protection are indicated
- Load calculation if load is being added to panels
- If new sub-panel receives added power from an existing panel, provide:
 - Panel rating indicating if panel is Main Circuit Breaker (MCB) or Main Lug Only (MLO)
 - If MLO, indicate the size of the overcurrent protection
 - If MCB, indicate sizes of the overcurrent protection
 - Clear, evident and specific circuit identification directory
 - Load calculations of the existing panel
 - Fuse or circuit breaker sizes
 - Indicate if there are taps
 - Provide the transformers ratings, corresponding feeder conductor sizes, voltage levels, overcurrent protection ratings and grounding conductor sizes
- Provide the following when adding loads to the existing panels:
 - Panel schedule
 - Size of feeder conductor, MCB
 - Size of the feeders MLO overcurrent protection
 - Load calculations

PLUMBING

- All plumbing and sewer systems in Prince George's County Maryland are regulated by the **Washington Suburban Sanitary Commission (WSSC)**. WSSC is responsible for all plumbing reviews and issuance of plumbing permits. For information on plumbing and sewer requirements, visit the WSSC Web site: www.wsscwater.com.

HEALTH

- A review will be required by Health if:
 - Food will be prepared, sold, served, stored, catered, manufactured, processed or warehoused
 - Public pools and/or spas are proposed
 - Potential air pollution sources are involved such as:
 - ♦ Degreasing operations
 - ♦ Paint spray booth
- For more information, visit the Web site: <http://dpie.mypgc.us>

FIRE PROTECTION

- Fire suppression system type (if applicable)
- Location of fire alarm devices, fire alarm control panel and fire alarm annunciator panel (if applicable)
- Location of voice alarm devices, voice alarm control panel and voice alarm annunciator panel (if applicable)
- Location of duct smoke detectors
- For a commercial kitchen hood, refer to 2014 NFPA 96, 2015 IBC Sec. 904.2.2, 2015, IFC Sec. 609 and 2015 IMC
- Presence of any hazardous materials or medical gas — provide complete list with quantity and container sizes
- Generator with above ground storage tank (AST) storing Class I/II flammable combustible liquids (refer to Bulletin F02-01)
- Site plan showing fire hydrant location and connection as per IBC and Subtitle 4; and when installation of automatic sprinkler system is required

TIP: Duct smoke detectors are required in the supply and return plenums of air handling units greater than 2,000 cfm.