

Table 1 attached lists the plan requirements for new commercial buildings, commercial additions and townhouses. Table 2 attached lists the plan requirements for single family dwellings.

5. Upon completion of plan screening, the permit runner shall be provided with the completed screening checklist to give to the permit specialist.
6. The permit runner must complete the pre-application in Workspace prior to submitting applications to the permit specialist.

Table 3 attached lists the fields in workspace that must be populated by the permit runner prior to processing by the permit application.

7. Applicants will call the Permits and Information Management Section Office Manager at (301) 883-5987 to schedule an appointment for permit application.
8. Appointments will be for a maximum 30-minute period.
9. The appointment sheet will be posted at the permit station. The permit runner must sign-in by their name at the time of the appointment or forfeit their appointment.
10. When called, the permit runner must have the following information ready:
 - all required plans pre-separated and labeled for each agency
 - pre-application(s) accurate and complete in workspace
 - manual application(s)
 - plan-screening checklist(s)
11. If the permit runner is not ready when his or her name is called, the permit specialist will take a permit runner that is ready to be processed.
12. Permit Runners who miss their appointment must reschedule through the Office Manager.
13. The permit specialist will process as many pre-applications as possible within a 30-minute time period, not to exceed one hour a day.