



Plan Submittal Guidelines for Additions/Alterations

Guidelines for Additions/Alterations

These guidelines contain a list of plan details, specifications, and technical information generally required for plan review for additions/alterations to single-family dwellings (attached or detached). This list is not all-inclusive and detailed, and further information may be required if needed at the time of plan review. When the proposed construction is not conforming to the residential building code or when the project is unusual or complex, DPS may require and accept such certification from a Maryland Registered Architect or Professional Engineer. The design must be in accordance with accepted engineering practice.

A. General Requirements

1. Two complete sets of plans, including site plans, assembled in a logical sequence and bound neatly.
2. Plans and documents must be suitable for electronic scanning (no dark background, no faint copies, no blurred lines or lettering, no lined paper, or graph paper.)
3. Clouds, if used, must be identified and dated.
4. Plans that are pieced/taped together will not be accepted.
5. Provide door and window schedule with size, glazing type (tempered, for example), and U-value.
6. Provide location of smoke detectors.
7. Copy of the Maryland Department of Assessments and Taxation, Real Property Data Search, showing the property land area

B. Zoning Requirements

For building permits without Maryland National Capital Park and Planning Commission (MNCPPC) site plan approval, click [for 2-story and 2nd story additions](#) or click [one story addition](#). For building permits with MNCPPC site plan approval, call 311 (240-777-0311 if outside Montgomery County).

C. Drainage Plans, Engineering Scale 1" to 10 Feet (2 Copies Required)

1. All property lines, lot dimensions, lot area, widths of easements, and rights of way
2. Location of all existing and proposed buildings and structures, driveways, sidewalks, drainage devices, drainage ditches, swales, culverts, curb and gutter, patios, decks and any other impervious surfaces.
3. Area of existing and proposed impervious surfaces mentioned in items 1 and 2.
4. Elevations at the corners and halfway between the corners of the existing and proposed house or addition, corresponding front-, side-, and backyard-yard midpoints, and corresponding lot lines points. NOTE – Additional topographic info may be required as deemed necessary.
5. Elevations of the lower floor, basement floor slab, garage floor slab, and impervious surfaces for existing and proposed buildings.

6. Location and elevation of roof downspouts for existing and proposed buildings
7. Directional arrows to show the existing and proposed drainage pattern. For example, show downspout flows and sheet flows that are conveyed off the lot or collected to an on-site device or facility.
8. Size, material, length and class of drainage pipes within the existing and proposed collection system, and the elevation of the bottom of the pipe at discharge points.
9. If fill is added on the lot, the grades on neighboring properties must be shown for the existing and proposed buildings. Site grading shall not obstruct existing drainage from adjacent properties
10. Plans prepared by an engineer, surveyor or architect licensed in Maryland, Include his/her seal, date and signature.

D. Architectural/Structural Plan (Two Sets) Drawn To Scale And Dimensioned

1. Architectural floor plans - one plan for each floor (Scale: 1/8" = 1', preferred 1/4"=1')
 - a. Label floor plan(s) of **existing** building (basement, first story, etc.) affected by the addition/alteration, including dimensions, use of each space, stairways, doors, windows, construction materials, means of egress, etc.
 - b. Label floor plan(s) of **proposed** addition/alteration including dimensions, use of space, stairways, doors, windows, construction materials, means of egress, etc.
 - c. Provide the gross square feet of new space (basement, each floor, and attic).
 - d. Provide location of smoke and carbon monoxide alarms
2. Foundation plan and structural framing plan – one structural plan for each floor (Scale: 1/4" = 1')
 - a. Show **existing** footing/foundation and floor/roof structural framing affected by the addition/alteration. Indicate location, size, spacing, and material of all structural and framing elements (sheathing, rafters, trusses, joists, beams, posts, bearing walls, foundation walls, footings, etc.).
 - b. Show footing/foundation and floor/roof structural (line drawing) framing of **proposed** addition/alteration. Indicate location, size, spacing, and material of all structural and framing elements (sheathing, rafters, trusses, joists, beams, posts, bearing walls, foundation walls, footings, etc.), and soil data, if necessary, such as type of soil and bearing capacity.
 - c. When using wood trusses, provide truss design drawings showing depth, span, spacing, bearing widths, design loads, and connections on framing plans.
 - d. Provide a steel lintel schedule, if any, for the support of the brick veneer.
 - e. Wall bracing details - indicate method(s) of wall bracing as specified in Chapter 6 of IRC 2012, provide braced wall panel layout specifying amount of bracing, location of braced wall lines and braced wall panels on each story, panel length, connection details.
3. Elevations of existing building and proposed addition (Scale: 1/4" =1')
 - a. Show doors, windows, other exterior openings, exterior structural elements, gables, dormers, stairways, chimneys, other exterior architectural features/details, and exterior finish materials.
 - b. Show exterior proposed grade, roof pitch, and vertical dimensions of all construction elements and architectural features.
 - c. Show crawl space, if any, including elevations and vents
 - d. Indicate braced wall lines and braced wall panels.

4. Cross-sections (Scale: 1/4" = 1')

- a. Show existing and proposed work affected by the addition/alteration
- b. Show vertical dimensions of all significant construction elements (ceiling heights, duct/beam clearances, door/window openings, headroom, door/window heights, sill heights, etc.)
- c. Show size, spacing, and material of all structural elements (footings, foundation walls, bearing walls, posts, beams, joists, rafters, trusses, sheathing, etc.)
- d. Show special areas/features (stairs, fireplace/chimney, etc.)
- e. At least one complete section showing the thermal envelope

5. Details (Scale: 1/2" = 1')

- a. Show footings, retaining walls, unusual structural arrangements and/or connections, indicating materials and size, type, location, and spacing of reinforcing, connectors, etc.
- b. Show stairway construction (including spiral/circular) indicating materials and dimensions of all treads, risers, landings, winders, guards, handrails, headroom, etc.

E. Technical Information Required

1. Specifications

- a. [Design criteria](#) as required by the International Residential Code (IRC) 2012 as amended by Montgomery County for: floor load, roof load, ground snow load, wind loads, seismic design category, frost line depth, decay protection measures, flood-resistant construction provisions, if any.
- b. Species/grades of framing lumber;
- c. Grades/classes of other structural elements; and
- d. Grades/types of construction materials and finishes

2. Engineering data/computations required to complete plan review

3. The plan reviewer may require that the structural aspects of the construction documents be signed and sealed by a Maryland Registered Architect or Professional Engineer. The design must be in accordance with accepted engineering practice.

F. Energy Efficiency Requirements

1. Energy conservation plans, analysis/computations based on the International Energy Conservation Code 2012. Click [here](#) for further requirements

NOTE: Properties that lie within incorporated areas typically require building permits from the municipality in addition to Montgomery County Department of Permitting Services (DPS), see **Permit Procedures for Properties Within a Montgomery County Municipality** document issued by DPS.

Failure to comply with these guidelines may result in your plan(s) not being accepted for review.