



MAYOR AND CITY COUNCIL OF LAUREL DEPARTMENT OF THE FIRE MARSHAL AND PERMIT SERVICES

8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 extension 2238

<https://www.cityoflaurel.org> • email – fmps@laurel.md.us

CITY OF LAUREL PERMIT CHECKLIST NEW COMMERCIAL

NEW COMMERCIAL

- Grading Permit Application – **Bond Required and “Green Stamp” Plans from PG County Soil Conservation District (Cost Estimate Required. Must be sealed and on Engineer’s Letterhead).** Plan submittal must be paper copy, as per District Guidelines.
- Site work Permit Application – **(Cost Estimate Required. Must be sealed and on Engineer’s Letterhead) (Bond Required) and Electronic copy of approved site plan – (CAD Format and submitted on CD)**
- Fire and Life Safety Review Application – (Payment due at time of application)
- Building Permit Application
- Use and Occupancy Permit Application – (Payment due at time of application)
- Electrical plan review form. Fee is: \$160 per hour/2-hour minimum. (Payment due at time of building permit application)
- Electrical Permit Application – (Applied for separately by Master Electrician)
- Minimum of 3 sets of signed & sealed plans or **1 Electronic copy of plans – PFD Format**
- Subsurface Utility Engineering Plans
- Mechanical Permit – **(Applied for separately by Licensed Mechanical Contractor)**
- R-O-W Permit Application – (Cost estimate required. Must be sealed and on Engineer’s Letterhead)
- Prince George’s County Storm Water Management Approved Plans
- DPIE – Access/Street Construction Approved Plans and Permit (If entrance is a Prince George’s County Road)
- SHA – Access Permit (if entrance is a State Highway)
- Approved Water and Sewer Plans/Permit from WSSC
- Fully Executed easements if applicable
- City of Laurel Burglar Alarm Application (If Business has a burglar Alarm, this application is required)

Note: 1. If the Building will be used for Restaurant or a Business selling any type of food, install of a public pool, or nursing home facility—the applicant must submit plans to Prince George’s County Health Department for approval. The applicant is responsible for submitting plans and permit applications for plumbing directly to Washington Suburban Sanitary Commission (WSSC). The City does not review or inspect plumbing work.

TENANT FIT UP

- Building Permit Application. (Minimum filing fee must be submitted with application)
- Fire and Life Safety Review Application – (Payment due at time of application)
- Electrical plan review form. Fee is: \$160 per hour/2-hour minimum. (Payment due at time of building permit application)
- Use and Occupancy Permit Application (Payment due at time of application). A letter from the property owner stating that they give permission for the building to be used for the proposed use must be submitted with the application. The letter must include the address of the property.
- Electrical Permit Application – (Applied for separately by a Master Electrician)
- Mechanical Permit – (Applied for separately by Mechanical Contractor and only required if HVAC Units are being replaced or duct work is being added.)
- Minimum of 3 sets of signed & sealed plans and/or 1 electronic copy of plans with floor plan layout must be submitted in PDF format online.
- City of Laurel Burglar Alarm Application. (If Business has a burglar Alarm, this application is required)

Note: 1. If the Building will be used for Restaurant or a Business selling any type of food, install of a public pool, or nursing home facility—the applicant must submit plans to Prince George’s County Health Department for approval. The applicant is responsible for submitting plans and permit applications for plumbing directly to Washington Suburban Sanitary Commission (WSSC). The City does not review or inspect plumbing work.

RIGHT-OF-WAY (Commercial / Development)

- Application for Work in the Public Right-Of-Way.
- 3 – Sets of Plans or 1 digital.
- 2 – Copies of Site Plan or 1 digital.
- Sealed Estimate on Engineer’s Letterhead for review and approval of the Director of Public Works and Director of Department of the Fire Marshal and Permit Services. Please note that an original with the seal is required. Cost Estimate must be dated.
- If Cost Estimate is reviewed and accepted a Performance Bond is required.

NEW RESIDENTIAL SUBDIVISION DEVELOPMENT / INDIVIDUAL LOT DEVELOPMENT PERMIT

- Minimum of 3 copies of site plan or 1 digital submittal.
- Grading Permit Application • Building Permit Application.
- Electrical plan review form. Fee is: \$160 per hour/2-hour minimum. (Payment due at time of “Plans on file” submission by builder.)
- Use and Occupancy Permit Application – (Payment due at time of application)
- Fire and Life Safety Permit Application – (Usually applied for separately by sprinkler contractor and must be paid at the time of application.)
- Minimum of 3 sets of signed & sealed plans and/or 1 digital submittal— (Most large developments have already had house type plans submitted and approved and would be allowed to apply for building permits with “plans on file”.)
- Value of Construction Breakdown.

Note: All permits for New Residential construction must be paid for at the time of application. City of Laurel Impact Fees and Home Builder Guaranty Fund Fee must be paid at the time of Building Permit application. The School Facilities Surcharge must be paid on a separate check. Prince George's County Public Safety Surcharge must be paid at time of application and must be on a separate check.

RESIDENTIAL ADDITIONS

- Addition Permit Application
- Electrical plan review form. Fee is: \$160 per hour/2-hour minimum. (Payment due at time of building permit application)
- Electrical Permit Application – (Usually applied for separately by Electrician)
- 2 – Copies of Site plan of property showing location of addition or 1 digital submittal.
- Minimum of 3 sets of plans and electrical copy of plans PDF Format. (If addition consists of two-stories, the plans must be signed and sealed.)
- If home is sprinklered, a City of Laurel Life Safety Review application is required.
- If home is not sprinklered, but addition cost exceeds 50% of the square footage of the existing building or the assessed value as shown on the most recent tax assessment for the State. Department of Assessments and Taxation of the building, a sprinkler system is required.
- Mechanical Permit Application. (If new units and or new ductwork is being installed)

RESIDENTIAL DECK / PORCH

- Deck/Porch Permit Application
- 2 – Copies of Plat/Survey of property clearly indicating the location of proposed deck/porch or a digital submittal.
- 2 – Sets of structural drawings or digital submittal.

RESIDENTIAL BASEMENT

- Basement Permit Application
- 2 – Copies of Plat/Survey a digital submittal.
- 2 – Sets of Basement Layout drawings or digital submittal. Submittal must include ceiling heights, egress windows where required, wall framing and insulation.
- If house is sprinklered, A City of Laurel Life Safety Review Application is required.
- Electrical Permit Application – (Applied for separately by a Master Electrician)

RESIDENTIAL DRIVEWAY / PAVING / ROW

- R-O-W Permit Application (Right of Way).
- Driveway / Paving Permit application for parking pad.
- 2 – Site plans of property depicting location and size of proposed curb cut and / or parking pad or a digital submittal.
- 3 – Sets of plans clearly marking measurements or a digital submittal.
- In Lieu of Bond form must be completed by applicant.