




HOWARD COUNTY DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

3430 Courthouse Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2433

Robert J. Frances, P.E., Director
bfrances@howardcountymd.gov

FAX 410-313-3298
TDD 410-313-2323

Date: 4/27/2012
To: Design Professionals
From: Donald L. Mock, P.E., Chief of Plan Review Division 
Subject: May 1, 2012 Interior Alterations Can Be Submitted Online

Howard County will start processing commercial 'interior alterations' online through Accela Citizen Access (ACA) and ProjectDox beginning May 1, 2012. Please see the Howard County Department of Inspections, Licenses, and Permits website for more information at:

www.hcdilp.org

This new technology will allow designers to submit drawings from their office for review. In order to be able to attach documents online, a login and password must be obtained. Please contact the Licenses and Permits Division at 410-313-2455 to obtain the information needed to setup your access login. In accordance with Maryland State law, one copy of the drawings will be required to be signed, sealed and submitted to this office upon completion of the final review. This copy will be returned to the contractor at the time of issuance and will be used as the 'field' set for Inspections to use.

The first step in the process will be submitting an application online through Accela Citizen Access. Again, a login and password must be obtained in order to perform this function. Once your application is received, a case will be set up in ProjectDox and then you will be invited into the project through email. After receiving this invitation, drawings may be uploaded along with the appropriate affidavits from all the designers as well as the water and sewer information sheet. Once all the required documents and proper plan submittals are received, the review process will begin. Communication will occur as usual via phone, email or letter. When the drawings are able to be approved, Howard County will affix a stamp on the drawings and then the approved drawings will be moved to the approved drawing folder. The designer shall print one copy of the plans and submit it to our office with the original seals and signatures on all pages.

The Department of Inspections, Licenses and Permits is excited to provide you with this opportunity to utilize this latest technology and hopefully provide an easier way of submitting building permit applications. Any feedback to this process will be greatly appreciated along the way so that it can be made more efficient for you and our staff. If you have any questions, please contact me at 410-313-3948.

Design Professional information for Electronic Plan Submittal

- I. Applicant will submit application on-line through Accela Citizen Access (ACA). They must provide the following information: name and contact information for the design professional and a water and sewer information sheet.
- II. The Plan Review Division will set up a case in ProjectDox and contact the Design Professional by email inviting the designer to start downloading documents for our review.
- III. The Design Professional will need to inform us when they are finished uploading documents. The documents shall include a signed affidavit (which is available on our website) from all Design Professionals who will be signing and sealing the drawings for this project.
- IV. Drawings shall be uploaded to the drawings folder and the affidavits shall be uploaded to the documents folder. All drawings shall have individual labels i.e.: (A101 First floor Plan, A103 Reflected ceiling plan)
- V. The Design Professional shall keep a space on all sheets in the lower right 3 inches from the bottom. This space shall be 3 inches wide and 3 inches tall. This space shall remain blank so that we can affix our approval stamp in this area.
- VI. When it is determined that the design professional owes a revision fee because they exceeded the maximum allowed submittals plan review will assess and invoice the revision fee. No other fees can be invoiced until the drawings are approved. The applicant can then go online to ACA and pay the revision fee. Review of the revised drawings will not be accepted and reviewed until the revision fee is paid.
- VII. When all revisions have been submitted and reviewed, the drawings can be approved. Each Plans Examiner will affix an approval stamp to the drawings for which they are responsible for the review. All pages must have an approval stamp. The drawings will appear in the approved folder and this is the folder that the designer will print the copy to be submitted.
- VIII. When the Design Professional sees all copies of the approved drawings have been uploaded to the approved drawings folder they can print one copy of the approved drawings and the required original seal and signature must be on each page of the drawings when they are submitted at our front counter. The Plans Examiner will place the plans on hold until a signed and sealed copy is submitted.
- IX. As long as you are registered user in ACA you can also pay your permit fees online once the fees have been invoiced.

(Explanatory Sample Actual affidavit page 2)

Design Professional Affidavit for Electronic Plan Submittal

I, (Name) am a licensed (Architect, Engineer, or Interior Designer) in the State of Maryland, license number (License #) which is current and expires on (Expiration Date). I hereby certify that the plans, (Architectural, Structural, Mechanical, Electrical, and Plumbing drawings) for the following project (Name of project) at the following address (Project Address) were either prepared or approved by myself and that I am the duly licensed and responsible Design Professional (Architect, Engineer, or Interior Designer) under the laws of the State of Maryland. If you have any questions, I can be contacted at (Designer Phone #) and my email address is (Designer Email address).

Sincerely,

(Seal and Signature)

Design Professional Affidavit for Electronic Plan Submittal

I, _____ am a licensed _____ in the State of Maryland, license number _____ which is current and expires on _____. I hereby certify that the plans, _____ for the following project _____ at the following address _____ were either prepared or approved by myself and that I am the duly licensed and responsible Design Professional _____ under the laws of the State of Maryland.

If you have any questions, I can be contacted at _____ and my email address is _____.

Sincerely,

HOWARD COUNTY DEPARTMENT OF PLANNING & ZONING
DEVELOPMENT ENGINEERING DIVISION
3430 Court House Drive
Ellicott City, MD 21043
(410) 313-2420

INFORMATION SHEET
FOR WATER AND/OR SEWER CONNECTION
(To Be Completed By The Applicant)

The following information is requested so that your application can be processed:

1. Owner's Name _____ Phone #: _____ .
2. Owner's Address _____ .
City _____ State _____ Zip Code _____ .
3. Address of property (where connection is requested):
Street Name _____ .
City _____ State _____ Zip Code _____ .
4. Subdivision Name _____ Parcel/Lot No. _____ .
5. Tax Map No. _____ Block/Grid _____ Parcel No. _____ .
6. Plan:
 - a. Attach copy of SDP if available. SDP # _____ .
 - b. Attach plan or sketch showing the water and sewer and appurtenances requested if no site development plan exists or if not required.
7. ZONING DISTRICT: _____ .

ANY STRUCTURE BEING RENOVATED, (IF THE OCCUPANT(S) ARE BEING CHANGED OR ANY INTERIOR ALTERATIONS OF ANY KIND) THE FOLLOWING INFORMATION IS MANDATORY:

1. Current, Existing or Previous tenant's name: _____ .
2. Previous tenant's suite, bay or space number: _____ .
3. Previous tenant's number of employees: _____ .
4. Current, Existing or Previous Use (i.e. type of business): _____ .
_____ .

5. New occupant's name: _____
6. New occupant's suite, bay or space number: _____
7. New occupant's number of employees (for interior alterations): _____
8. New occupant's intended use (i.e. type of business): _____
9. Type of work to be completed with this permit: _____

ADDITIONAL INFORMATION REQUIRED FOR COMMERCIAL AND INDUSTRIAL CONNECTIONS AND BUILDINGS:

1. WAREHOUSE: _____ Total sq. ft.
2. INDUSTRIAL (Type): _____ Total sq. ft. _____
3. COMMERCIAL: _____ Total sq. ft.

	WATER USAGE		SEWER DISCHARGE	
	At Present Time		At Present Time	
	Average GPD	Peak GPD	Average GPD	Peak GPD
Domestic				
Process				

4. NEW BUILDINGS ONLY:
Number of employees: _____ Existing _____ Proposed _____
5. CAR WASH: _____ Number of Bays (Total)
_____ Self Service _____ Automatic _____
6. DENTAL OFFICE: _____ Number of Dental Chairs _____
7. BARBER SHOP OR BEAUTY SALON: _____ Number of Chairs or Stations. _____
8. SCHOOL OR DAY CARE FACILITY: _____ Number of students or children.
Ages of Children: _____ Number of Days in Operation: _____
9. HOSPITAL OR NURSING HOME: _____ Number of beds. _____
10. RESTAURANTS: Please check one: _____ Conventional _____ Fast Food
_____ Number of dining seats. _____ Number of cocktail seats.
11. CHURCH: _____ Number of members attending services. _____

FOR NEW CONSTRUCTION OR UPGRADES TO EXISTING SERVICE THE FOLLOWING MUST BE PROVIDED:

- a. Sewer house connection size: _____ Contract Number _____.
- b. Water house connection size: _____ Contract Number _____.
- c. Domestic water meter size: _____.
- d. Unmetered fire protection size: _____.

PROCESSING:

All commercial/Industrial Sewer Discharges must comply with the requirements of Section 18.122A and 20.307 of the Howard County Code. For more information contact the Bureau of Environmental Services.

Note: All food service, garages, and other establishments as described in Chapter 6 - Howard County Plumbing Code, shall have a grease interceptor or oil interceptor system.

**THIS FORM MUST BE COMPLETED IN FULL PRIOR TO SUBMISSION FOR REVIEW
BY THE DEVELOPMENT ENGINEERING DIVISION
DEPARTMENT OF PLANNING AND ZONING**

SIGNATURE: _____
(Developer)

PRINT NAME: _____

FIRM: _____

DATE: _____

PHONE NO. _____

FOR OFFICE USE ONLY APPROVAL / CHECK OFF:

DED's Approval: _____ Date: _____

Zoning's Approval: _____ Date: _____

FOR OFFICE USE ONLY

Water Service Contract: _____ Site Development Plan # _____ .
Water Rebate Contract: _____ Subdivision Name: _____ .
Sewer Service Contract: _____ Section _____ Area _____ Lot/Parcel _____ .
Sewer Rebate Contract: _____ Tax Map _____ Block/Grid _____ Parcel _____ .
Water Control # _____ Property Classification _____ .
Sewer Control # _____ Water & Sewer Code: _____ .

Occupant: _____ Date: _____ .
Address: _____ Permit Number(s) _____ .
Unit Number: _____ .

Employees:
$$\frac{x \ 25 \text{ G.P.D. } \times \ 365 = \quad =}{90,000}$$

G.P.D.:
$$\frac{x \ 365 = \quad =}{90,000}$$

Meter Readings:

Total:
$$\frac{x \ 748 = \quad =}{90,000}$$

Number of sewer in-aids paid for existing structure: _____ .
Number of water in-aids paid for existing structure: _____ .
Number of supplemental in-aids paid for existing structure: _____ .
Number of Middle Patuxent in-aids paid for existing structure: _____ .
Present consumption for the existing structure: _____ .
Number of in-aids charged for this permit:
Sewer _____ .
Water _____ .
Supplemental _____ .
Middle Patuxent _____ .
Water Account: _____ .