

Change of Occupancy or Use:

A change in the purpose or level of any activity, occupation, business or operation conducted or intended to be conducted in a building or portion of a building or other structure or on a tract of land that involves a change in application of the requirements of the City Code.

Required Inspections/ Approvals

Prior to the occupancy of any space, the following inspections need to be conducted and approvals obtained:

1. Final Trade Inspections - building trades (plumbing, electrical, and mechanical) inspections must be obtained as appropriate for each trade, each contractor must request inspections as indicated on their permit.
2. Fire Marshal Final Inspection - a final inspection by the Fire Marshal may be required, please read the comments provided by the Fire Marshal's office and obtain all required inspections as appropriate.
3. Final Building Inspection - a final inspection shall be requested by the permit applicant once all other inspection approvals are received, the permit applicant is responsible for requesting the inspection when all work is completed.

The purpose of a permit is to make sure the project meets minimum safety requirements and complies with the Code of the City of Hagerstown.

In addition, the following restrictions apply:

Any and all electrical or plumbing work must be performed by a City licensed contractor. Any mechanical work must be performed by a Maryland State licensed Mechanical contractor. Trade permits must be obtained and inspection approvals are required.

Zoning Regulations: Setbacks, easements, and historic district design review requirements may exist on a property, for site specific information please contact the Planning Office at (301) 739-8577 x138.

The Code Administration Office is open Monday through Friday from 8:00am - 4:30pm for any additional questions or concerns.

Permit Applications are accepted Monday through Friday from 8:00am - 4:00pm.



**CITY OF
HAGERSTOWN,
MARYLAND**

Planning and Code Administration Department
One East Franklin Street, Suite 300
Hagerstown, Maryland 21740

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Fax: 301-791-2650
Email: codecompliance@hagerstownmd.org



**City of
Hagerstown,
Maryland**

*How to Obtain A
Building Permit for
a
Change of Use or
Occupancy
Classification
(without any modification to
the existing floorplan)*



*Use
&
Occupancy
Classification*

***Planning and
Code Administration
Department***

301-739-8577, Ext. 127

These guidelines pertain to a change of use without modification to the structure or floorplan only. Some properties may have characteristics which require more extensive review and additional information. These guidelines are for convenience purposes only and may not apply in every case.



STEP 1: Apply in person to the Planning & Code Administration Department, One E. Franklin St., Ste. 300. Applications by mail, fax or telephone are not accepted at this time. There is a \$75 fee for this permit.

Please bring the following information with you:

- Three (3) complete sets of scaled floorplans (See example below), that include the existing and the proposed uses and general layout of space. It must also indicate adjacent areas and uses.
- Written permission from the property owner if the applicant is not the property owner.
- Estimated value of all labor and materials.
- Completed Change of Use Application

All Permits must be posted on the job site prior to construction.

STEP 2: Your application will be forwarded to all appropriate agencies for review and approval. Please allow a minimum of 10 to 14 business days for processing the application.

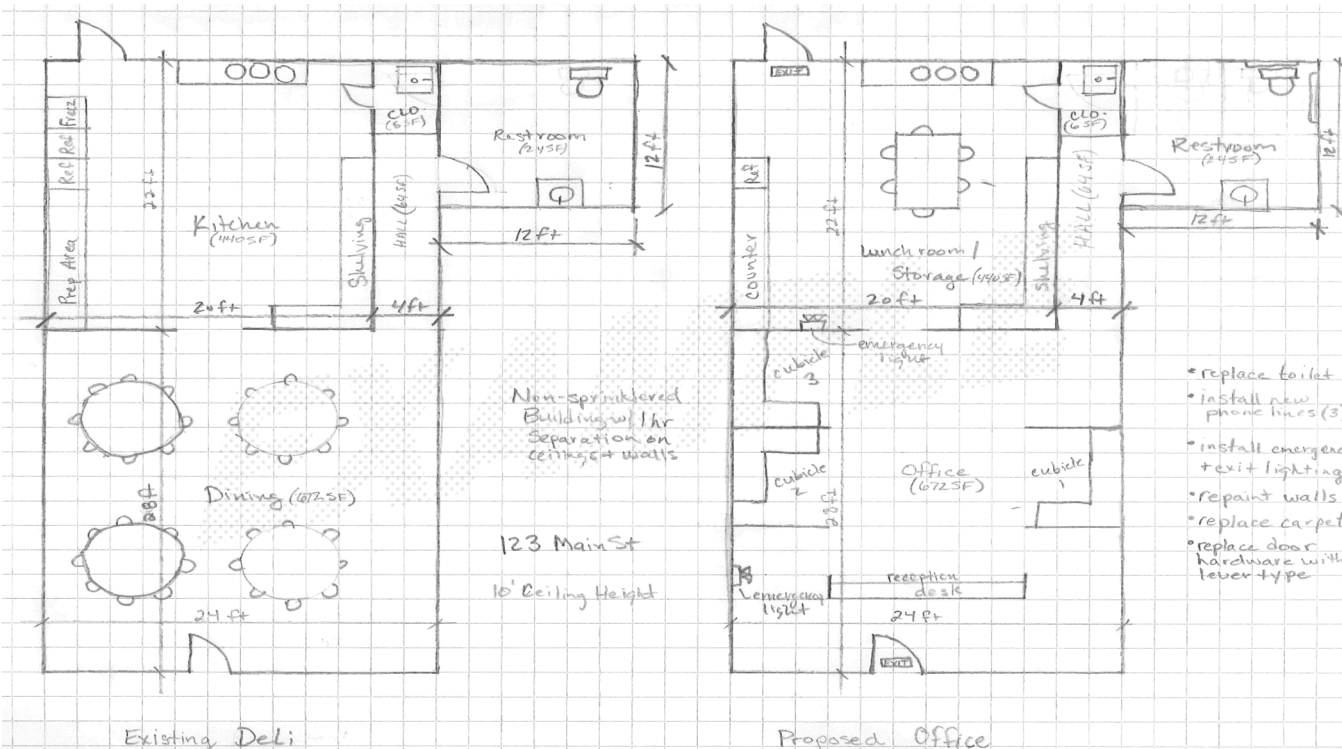
Note: Applications made for properties within historic districts may also require review and approval by the Historic District Commission prior to permit approval.

STEP 3: Once the reviews have been completed and the application is approved, your permit will be issued.

STEP 4: After obtaining your permit, you may begin work. Contact the Inspection Request Line at (301) 797-6313 to schedule all necessary inspections after each phase of the work has been completed.

General Comments and Guidelines

1. This permit is being reviewed and approved as a change of use only, without any modifications to the existing floorplan.
2. All plumbing and electrical work must be completed by City licensed contractors. All mechanical work must be completed by a Maryland State licensed contractor. Appropriate permits and inspection approvals are required.
3. The City of Hagerstown Fire Marshal will provide comments regarding the application. Please review and comply with those comments. All requirements set forth by the Hagerstown City Fire Marshal's Office must be satisfied prior to requesting a final building inspection.
4. All work when completed must comply with the Maryland Accessibility Code:
 - a. An accessible entrance and an accessible route must be provided to/ within the tenant space. The accessible entrance must be provided with compliant signage as required by the code.
 - b. All latching door hardware must be lever-type or otherwise in accordance with the code.
 - c. All exits, common areas, and restrooms are to be operational and on an accessible path of travel. All doors are to provide a minimum of 32 inches of clear opening width.
 - d. An accessible drinking fountain must be provided for use, where required by code.
5. Toilet facilities must be available for use.
6. Adequate light, heat, and ventilation must be provided to all areas of the tenant space.
7. All areas to be occupied must have a 7 ft. minimum ceiling height, finished floor to finished ceiling.
8. Emergency lighting and exit signs must be provided in accordance with the City of Hagerstown Fire Marshal's comments.
9. All existing fire separations must be maintained.
10. **A final building inspection and approval is required prior to occupancy.** The permit applicant is responsible for scheduling the inspection when all work is completed. All final inspection approvals must be obtained for any trades permits and from the Fire Marshal's office prior to requesting the final building inspection.
11. The street address must be clearly visible from the public right-of-way.



Any new signage to be installed will require a separate building permit and inspection approvals.