

CITY OF HAGERSTOWN
Planning & Code Administration Department
1 East Franklin Street, Hagerstown, MD 21740
(301) 790-4163

<h2>Plan Submittal Requirements</h2>

Minimum Specifications Required for Plan Submittal

- 1) Plans must be to scale - minimum $\frac{3}{16}$ " to a foot, $\frac{1}{4}$ " to a foot is preferred. Plans must be complete, including electrical, plumbing, and mechanical drawings.
- 2) Specifications and literature relevant to the method of construction, i.e., design loads, insulation values, sizes, types and species of framing lumber, and foundation system.
- 3) Indicate all engineered beams, joists, trusses, and rafters. For engineered joists, note manufacturer, sizes, series, and spacing. Floor truss framing and roof framing layouts are recommended. Any truss designs must be signed and sealed by a Maryland State Licensed Design Professional.
- 4) Overall square footage and dimensions of the structure must be indicated. Indicate finished and unfinished square footage. Unfinished areas include, but are not limited to: garages, carports, covered/screened porches, decks, and unfinished interior areas.

Required Minimum Information for Each Set of Construction Plans

- 1) **Floor plans** for each level, including foundation (i.e., crawl space/basement), first floor, second floor, loft/attic.
The floor plans must include the following:
 - a. All dimensions
 - b. All rooms labeled
 - c. Windows and doors with location and dimensions of each
 - d. Location and sizes of beams and support columns
 - e. Stairs (if any)
 - f. Fireplaces (if any)
 - g. Duct/plumbing chases/shafts
 - h. Location of bathroom fixtures
 - i. Location of kitchen and laundry appliances
- 2) **Elevation plans** must include the following:
 - a. Roof pitches
 - b. Doors and windows
 - c. Estimated finish grade lines
 - d. Exterior finished materials
 - e. Height of building
- 3) **Wall Section (minimum of one per wall type)** must include the following major building components, labeled and sized including but not limited to:
 - a. Footing, foundation wall type and thickness, foundation drainage materials, damp proofing/waterproofing methods, sill plates and anchoring
 - b. Floor framing and wall framing including exterior and interior sheathing and finishes
 - c. Roof framing, including interior and exterior finishes, roof ventilation, roof drainage, and building envelope insulation values
 - d. Insulation types and sizes

4) **Framing Plans** must include:

- a. Locations and sizes of beams (engineered lumber, steel, or sawn lumber)
- b. Locations and dimensions of footings
- c. Floor joists (series, size, spacing and direction)
- d. Roof rafters (size, spacing and direction)
- e. Engineered trusses – provide truss framing diagram. Truss specifications are generally required to be submitted and approved prior to framing inspection. These plans must be signed and sealed by the Maryland State Licensed Design Professional.

5) **Fire Separation** (if applicable):

- a. Type (floor/ceiling, wall, chase, etc.)
- b. UL® Design numbers for each
- c. Location

6) **Deck Plans** (if applicable) must include:

- a. Dimensions of new structure clearly indicated
- b. Footing detail with depth of footing, diameter, and thickness of concrete
- c. Size and location of posts showing the span between posts
- d. Size and location of beams
- e. Joist size, spacing, and direction
- f. Indicate type of decking material being used
- g. Size and direction of decking material
- h. If there is to be a cantilever, indicate the distance from end of deck to the beam and/or the distance from post to beam.
- i. If composite or other manufactured materials are used in the construction, the manufacturer's specifications must be available for review
- j. Materials and design of guardrail if any
- k. If deck is to have stairs:
 - stair width, tread size, and height of riser (if known)
 - location of stringers
 - handrail or guardrail height, location, and design
- l. If attaching to house, show method of attachment to include:
 - size of ledger board and method of attachment (bolt size, type and spacing)
 - structural component to which the ledger is attached
 - method of flashing and type of material to be used

Note: Deck shall NOT be attached to masonry veneer

General Miscellaneous Information:

Please submit any literature or information for any material or system you are proposing to use that is not considered standard construction, i.e.; foundation assemblies, gutter alternatives, etc. Submitting plans in accordance with the requirements listed will prevent delays in the review process.

REVISIONS: Revisions or changes to approved permit plans must be clearly marked with revision clouds or bubbles, and noted with the date of the change or revision. This will allow for ease of the plans reviewer to recognize changes to approved plans and correctly identify any concerns with proposed changes in a timely manner.

If you have any questions regarding these Plan Submittal Requirements, please contact the Plans Reviewer at 301-739-8577 ext. 397.

If the units you are proposing to build contain a sprinkler system, all appropriate documentation for said system must be sent directly to the Fire Marshal for review and approval. To contact, call 301-739-8577, ext. 104.