INDEPENDENT THIRD PARTY COMMERCIAL PLAN REVIEW PROCESS:

Effective November 1, 2016, the Baltimore County Department of Permits, Approvals and Inspections (PAI) will initiate a Third Party Commercial Plan Review Program to allow property owners, developers and designers (“Applicants”) the opportunity to expedite the review of building plans.

Step 1:

The Applicant selects and hires a qualified Third Party Plan Reviewer or Examiner (“Third Party”) for their project. PAI will allow the Applicant to choose any Third Party that meets qualification criteria and executes an Acknowledgement and Indemnification agreement with Baltimore County.

Step 2

The Applicant submits the building plans directly to the Third Party for review, by-passing the Building Plans Review Division. To save even more time, some Applicants may choose to involve their Third Party early in the project by submitting their plans periodically during the design phase rather than at design completion.

Step 3

The building plans are thoroughly reviewed by the Third Party for compliance with Baltimore County Building and Fire Codes. The principal plan reviewer must sign all individual sheets of reviewed plans adjacent to the design professional’s signature and seal. If the Third Party discovers any issues or has comments relative to code compliance, the appropriate corrections are made by the design team. Once the plans meet the appropriate code requirements, the Third Party certifies the plans for code compliance and recommends them for submission to the Permit Processing Division.

Step 4

Applicant files an application for a building permit with the Permit Processing Division which along with filing fees includes two sets of sealed building plans, the Third Party’s Review Narrative including certification for code compliance, 3 design data sheets and 14 copies of the site plan.

Step 5

Following the filing of the building permit application, the application is subject to review and approval by PAI’s Building Plans Review Division where the drawings are given the highest priority, PAI’s Zoning Office (for compliance with zoning regulations), PAI’s Sediment & Erosion Control Division (for compliance with grading and stormwater management regulations), the Department of Environmental Protection and Sustainability (for compliance with environmental regulations), the Health Department (for compliance with food service requirements) and the Department of Planning (for development/design review compliance, etc.).

Step 6

If the permit application is approved by all applicable County review agencies, the permit is issued upon payment of applicable fees.