

# ARUNDEL MILLS BULLETIN

## Permitting Tips

5/6/13)

**This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggest Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.**

Anne Arundel County has an informative website: [www.aacounty.org/IP/index.cfm](http://www.aacounty.org/IP/index.cfm)

Please note that web links may be modified as periodic updates are made to the information.

Anne Arundel County  
Inspections & Permits  
Heritage Office Complex  
2664 Riva Road  
Annapolis, MD 21401  
Phone: (410) 222-7790  
E-mail: [ipmailbox@aacounty.org](mailto:ipmailbox@aacounty.org)

Commercial Plan Review  
Telephone: (410) 222-7715  
Fax: (410) 222-4488

Tenants with food operations please contact the following for additional requirements:

Department of Environmental Health  
3 Harry S. Truman Parkway  
Annapolis, MD 21403  
410-222-7227

- Anne Arundel County's ePlan Status system extends building plan review status services to you via the Internet. Permitting time is approximately 5 to 6 weeks.
- Arundel Mills Mall building type information: Occupancy Class M, Mercantile, Type II B, fully sprinkled building.
- Each tenant space within the mall is part of a Landlord installed smoke control system. Please review the MEP 1 and Tab Sheets for specifics and make note on plans for submittal.
- Blockage of the smoke control system at the storefront may require the installation of a transfer duct on the storefront to allow for the introduction of make-up for the mall common area.
- Ten percent openness for the smoke control system must be maintained in sales area ceilings.

- Storefront Sign permit is required. Sign Vendor must make a separate submittal for Landlord Approval for permit.
- Tenant Address:

Tenant Name  
 Arundel Mills  
 7000 Arundel Mills Circle, Suite \_\_\_\_  
 Hanover, MD 21076

**I. Building Permit Process: (Proof of Landlord Approval is required for permitting)**

Listed below are the minimum requirements for commercial site plan and construction plan packages. Additional comments may be generated upon plan review. Permit fees will be due at the time of application.

1. Building plans for new buildings, additions and interior and/or exterior alterations involving structural elements must comply with the Building Codes adopted by Anne Arundel County.
2. 5 sets of construction plans; 7 sets if food handling
3. 7 sets of site plans showing tenant location space
4. 4 sets of shop drawings of all fire protection systems

**Tenant drawings must include:**

**Architectural**

5. Tax account number on permit application
6. Original shell permit number and address of building
7. Use group and type of building construction
8. Incorporate appropriate trade name and type of business
9. A key plan indicating location of area when multiple spaces are involved (malls, shopping centers are good examples)
10. Indicate what floor is involved - i.e. grade floor, 3rd floor, etc.
11. Note overall dimensions of space involved, room sizes and specific use of each room
12. Note UL design numbers when fire ratings are required
13. Dimensions of corridors and aisle widths
14. Show exitways, and exit signs and emergency lights as required

15. Incorporate door schedule (should indicate type of door, UL approved closers and hardware, etc.)
16. Note materials used
17. Note flame spread rating of interior finish (corridors, stairways, lobbies and rooms)
18. When required, show cross-section of area with dimensions from floor to bottom of lowest structural member and to ceiling
19. Provide any other cross-sections necessary to accurately depict construction details
20. State whether or not building has a sprinkler system and indicate area sprinklered
21. State whether or not building has a fire alarm system

### **Mechanical**

22. Submit detailed drawings and riser diagrams
23. Show all fire dampers and location and type of smoke and fire detection
24. Outside air required
25. All air volumes
26. Make, model and capacities of equipment for HVAC
27. Ceiling design number
28. Location of equipment and on what and how secured (new equipment only)

### **Plumbing**

29. Existing plumbing facilities
30. New plumbing facilities
31. New plumbing floor plan and riser diagram
32. All connections of new plumbing to existing plumbing
33. Plumbing fixture connection schedule
34. Site plan when necessary
35. Details of handicapped facilities and interceptors
36. Storm riser drawing with pipe size and drain detail
37. Drinking fountains

### **Electrical**

38. Existing or new electrical riser diagram

39. Panel schedules and location of panels
40. Service entrance grounding conductor, size and location and method of grounding
41. Locations of every proposed outlet, including switches
42. Location, voltage, horsepower, kilowatt, or current rating of every motor, generator and transformer

### **Fire Protection**

43. Specifications for carpets and other floor coverings
44. Alterations or additions to any fixed fire protection equipment, i.e. sprinklers, smoke detectors, heat detectors, etc.
45. Fixture details, i.e. shelving, racks, ceiling beams, etc., which may interfere with fixed fire protection systems
46. Specific information concerning operation or type of business operation conducted
47. List of all hazardous chemicals, liquids and other materials which will be used, handled or stored
48. Total quantity of each hazardous chemical, liquid, or other material to be used, handled or stored
49. Submit a minimum of four (4) sets of detailed shop drawings for all fire protection system and equipment including specifications, model numbers, etc.