



ALLEGANY COUNTY, MARYLAND

Department of Planning & Zoning

701 Kelly Road Suite 111 Cumberland, Maryland 21502
Phone (301) 777-5951 | Fax (301) 777-5950 | www.alleganygov.org

BOARD OF COMMISSIONERS

Jacob C. Shade *President*
Creade V. Brodie, Jr. *Commissioner*
David J. Caporale *Commissioner*

Jason Bennett *County Administrator*
James A. Squires Jr *Director*
Stephen Stallings *Plans Examiner*

Office of Building Safety and Construction
Construction Document Submittal and Release Policy of July 1, 2022 (Rev. 12/8/2022)
Construction drawings and related materials

1. Quantity and Format:
 - a. Non-Residential and Multi-Family Projects:
 - i. Complete submittal, a minimum of one (1) hard copy, and;
 - ii. Minimum of one Flash Drive, unlocked. Label CD/Flash Drive with project name and LUP #.
 - b. One and Two Family Residential Projects:
 - i. Complete submittal, with a minimum of two (2) hard copies
 - ii. Format/Media: *Construction drawings* submitted on prints (bond) no less than 11"x17"
2. Content
 - A. Codes review summary sheet identifying code path with code references.
 - B. Full ASMEP drawings [*construction drawings*]
 - C. Identify on drawings, Life Safety criteria (NFPA 101), NFPA 1 when applicable.
 - D. Provide UL Listings next to fire rated assemblies
 - E. Energy Code compliance report; ComCheck or equal.
 - F. ADA drawings include parking and signage. [*Site Development Plan*]
 - G. Companion *Site Development Plan* (civil). [Note: *Plan* separated from *construction drawings*]
 - H. Each page be signed, sealed and certified by a Maryland, licensed design professional, registered to do business in the specific trade for which they are sealing.
3. Release
 - A. OBS&C approved *construction drawing* and/or approved *site development plan* submittals shall only be released to the *Applicant* or *Consultant of Record*
 - B. Release of documents are subject to **written request** and release must be pre-approved by the Plans Examiner or Director of the Department of Planning & Zoning.
4. Construction Site
 - A. Complete, OBS&C approved *construction drawing* and/or approved *site development plan* must remain on the construction site throughout issuance of certificate of occupancy. *drawings and plans* shall be presented to County Staff or *inspector of record* upon request.
5. Retention of documents within OBS&C
 - A. OBS&C will retain approved *construction drawing* and/or approved *site development plan* as follows:
 - a. Non-Residential and Multi-Family Projects: Seven (7) years after permit issuance.
 - b. One and Two Family Residential Projects: Three (3) years after permit issuance.
 - B. All OBS&C approved documents surpassing specified retention period are deemed "unavailable".