



**DIVISION OF PLANNING AND PERMITTING**  
**FREDERICK COUNTY, MARYLAND**  
*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-2313 • Fax (301) 600-2309

## **INSPECTION SUMMARY**

### ***Commercial - No Change of Use and No Construction***

A combination occupancy inspection is required by the Office of Life Safety in order to receive a Certificate of Occupancy. Please note that no other inspections from the Department of Permits & Inspections are required when no construction is involved.

The following items are the primary items that will be inspected and/or tested, if applicable. Other items not specifically mentioned, but as needed based on occupancy or as identified by the plan review and permit process, may also arise.

- ***Emergency Lighting.*** If emergency lighting is required, or already exists, an inspector will make sure it is properly installed and in proper working order.
- ***Exit Signs.*** Exit signs are always required and an inspector will make sure they are properly installed and in proper working order.
- ***Means of Egress.*** An inspector will inspect the exits, and paths leading to the exits, to ensure exit and travel paths are adequate in width and free from obstructions. They will check to ensure there are no blocked exits and that proper hardware is installed on doors. Panic hardware, if existing, will be checked to ensure it is in proper working order for the ease of operation.
- ***Fire Extinguishers.*** Fire extinguishers are always required and an inspector will check the type, locations & service date. A 10 pound ABC fire extinguisher, in most cases, will be required. Cooking operations shall require a Class K fire extinguisher. In most cases, the fire extinguisher(s) shall be mounted at or near the exit(s) of the tenant space and at a height of no lower than four inches, and no higher than 54 inches, off the floor. An inspector can assist with fire extinguisher mounting locations if mounting at or near the exits presents a cumbersome situation for staff or customers.
- ***Fire Protection, Detection & Suppression systems.*** All existing sprinkler, fire alarm, kitchen hood systems and other systems shall be in working order and have been serviced by a qualified service technician within 1 year for fire alarm & suppression systems and within 6 months for kitchen hood systems. Documentation from the service vendor will need to be provided to the inspector during the inspection.
- ***Knox-Box.*** A key, or card key, for emergency response access shall be provided for an entrance door and for any other internal locked doors housing electrical equipment, sprinkler valves or fire alarm control panel etc. An inspector will label and secure your keys in the Knox Box.
- ***Building Address.*** All nonresidential occupancies shall have a proper address correctly posted. Addressing shall be a minimum of eight (8) inch numbers on the front of the space and within three (3) feet of the main entrance. Rear access doors shall be posted with a minimum of six (6) inch numbers. Numbers shall be on a contrasting background with proper font that is easily readable.

Requirements and guidelines for the above items as well as other general information and details can be found on our web page at [www.FrederickCountyMD.gov/ols](http://www.FrederickCountyMD.gov/ols) .

Please also review the approval comments as found in your approved building permit packet. If there should be any questions, please feel free to contact a plan reviewer concerning these or any other issues at 301-600-2313.

The most referred to adopted codes and standards are:

- Annotated Code of Maryland COMAR 29.06.01: January 1, 2015
- IBC (International Building Code, 2015 Edition w/amendments
- NFPA 101 (National Fire Protection Assoc.) Life Safety Code, 2015 Edition
- NFPA 1, Fire Code, 2015 Edition

***To schedule your occupancy inspection, please email: [permits@frederickcountymd.gov](mailto:permits@frederickcountymd.gov)***