




DIVISION OF  
ENGINEERING & CONSTRUCTION MANAGEMENT  
PLAN REVIEW | PERMITTING | ENGINEERING | CONSTRUCTION

# MEMORANDUM

TO: Permit Customers, Contractors, and Vendors

FROM:  Robert Slocum, Director, Engineering and Construction Management, Code Official

C: Rich Eichelberger, Angela Smith, Aaron Stoner

SUBJECT: Pre-Engineered Structure Permit and Inspection

DATE: June 15, 2016

The Washington County Permitting and Construction Departments will process permit applications with provisions for Pre-Engineered structures to be provided.

The Pre-Engineered plan may be submitted following the permit issuance. However, no inspection will be scheduled prior to receipt, approval, and processing of the Pre-Engineered plan.

The building permit application must include all applicable sections of a complete architectural plan set, i.e. Mechanical, Electrical, Plumbing, and Structural. A letter, by the applicant or approved third party, will serve as placeholder for the Pre-Engineered plan. The letter will include the company who will provide the structure, the third party engineer, and the applicable building code with local amendment. The current code with local amendments is available at:

[http://www.washco-md.net/permits/p\\_codes.shtm](http://www.washco-md.net/permits/p_codes.shtm)

Upon receipt, the Pre-Engineered building plan will be processed as a revision. Review of the Pre-Engineered building plan will occur in the order in which it was received. Plans must be sealed by a Professional Engineer, registered in the state of Maryland; two full sets of plans will be required. Upon approval, one set will remain with the original permitted plans in the Permitting Department; the other set will be forwarded to the jobsite set in place.

While all applications are handled with the greatest practical efficiency, the permit applicant, contractor, or other may anticipate a minimum of five working days to process the Pre-Engineered building for approval and inspection. The actual duration will depend upon staff availability and plan complexity.