TOWN OF BEL AIR

COMMERCIAL DISTRICT DWELLING CONVERSION

The following checklist specifies the requirements for conversion of **residential units to business use** in the commercial zoning district:

____ Structural certification letter by MD Registered Professional Engineer

____ Fully engineered site plan

____ Parking lot meeting commercial parking lot standards

____ Sediment Control agreement

OR

____ Grading Permit depending upon size

AND

____ Stormwater Management depending upon size

____ SHA entrance and exit permits if located on State road

____ Parking lot illumination with the lamp shining downward onto the lot (no floodlighting)

____ Architectural plans (4 copies) signed and sealed by MD Registered Architect of floor plan (all floors – including basement) clearly identifying proposed use of each room

____ Building permit application

____ Use and Occupancy permit

____ Fire Marshall inspection

____ Sign permit

____ Compliance with State Handicapped Code requirements

____ Basement furnace enclosure?

A. Records storage? Fully enclosed.

B. Furnace only? Heat detector only.

____ Asbestos Identification – "Notification of Commercial Renovation" form to be completed and mailed at least 10 working days before asbestos stripping or removal work or any other activity begins (such as site preparation that would break up, dislodge or similarly disturb asbestos material) to the Maryland State Department of the Environment Air & Radiation Management Administration