

**TOWN OF BEL AIR**  
**RESIDENTIAL DISTRICT DWELLING CONVERSION**

The following checklist specifies the requirements for conversion of a **residential unit to an office use** in a residential zoning district:

- \_\_\_\_\_ Board of Appeals approval (zoning approval)  
(NOTE: Residential appearance must be maintained.)
- \_\_\_\_\_ Special Board of Appeals Application Forms  
(Special Exception)
- \_\_\_\_\_ Structural certification
- \_\_\_\_\_ Site plan
- \_\_\_\_\_ Parking lot
- \_\_\_\_\_ Sediment Control Agreement  
OR  
\_\_\_\_\_ Grading Permit depending upon size  
AND  
\_\_\_\_\_ Stormwater Management depending upon size
- \_\_\_\_\_ SHA entrance and exit permits if located on a State road
- \_\_\_\_\_ Parking lot illumination with the lamp shining downward on to the lot (no floodlighting)
- \_\_\_\_\_ Floor plan (all floors)
- \_\_\_\_\_ Building permit with stamped plans by a MD Registered Architect
- \_\_\_\_\_ Use and Occupancy permit
- \_\_\_\_\_ Fire Marshal inspection
- \_\_\_\_\_ Sign permit
- \_\_\_\_\_ Compliance with State Handicapped Code requirements
- \_\_\_\_\_ Basement furnace enclosure?
  - A. Records storage? Fully enclosed.
  - B. Furnace only? Heat detector only.