

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 a 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
- _____ Use and Occupancy Certificate
- _____ 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.
- _____ 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 MD State Department of the Environment, 1800 Washington Boulevard, Baltimore, MD 21230, 410.537.3000 www.mde.maryland.gov