

**TOWN OF BEL AIR**

**RESIDENTIAL OFFICE (R-O) DISTRICT DWELLING CONVERSION**

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

- \_\_\_\_\_ Uses permitted under Town of Bel Air Development Regulations – Chapter 165 of the Bel Air Town Code
- \_\_\_\_\_ Compliance with Performance and Parking Standards (Article VII) and Landscape Standards (Article VIII)
- \_\_\_\_\_ Structural certification
- \_\_\_\_\_ 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 on to the lot (no floodlighting)
- \_\_\_\_\_ Floor plan (all floors)
- \_\_\_\_\_ Building Permit with stamped plans by a MD Registered Architect
- \_\_\_\_\_ 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.