

## *Commercial Permit Process for Town of Hebron and Wicomico County*

**Town of Hebron Approval:** The Town will issue an approval letter from the Town Commissioners which needs to be submitted to the Wicomico County Permits and Inspections Dept when the plans are submitted for plan review and building permit. (410-742-5555)

**Building Permit:** (Wicomico County Dept of Planning and Zoning/Permits and Inspections Division, 125 North Division Street, Government Office Building, Room 201, Salisbury, Maryland (410-548-4810)

- **Submit Floor (Drawn to scale or Dimensions)** in a legible manner for review. 3 copies (1 – Building Dept, 1 – Fire Marshall). Building Dept and Fire Marshall are in same office. The floor Plan (Tenant Fit-out) should show all exterior and interior wall locations. Kitchen equipment layout with hood locations. Bathroom (s), and all proposed tables (both fixed booths and table/seating) Any and all pertinent information should be included on the floor plan such as material sizes, upgrades, cross section (if applicable, etc.) The more detailed and legible the plan the quicker the process can go since less time may elapse for questions about the plan between the reviewer and Owner/Contractor.
- **Plan Review:** The Building Dept will review the plans for comments and permit issuance and the Fire Marshalls office as well. This may take up to two (2) weeks depending on the amount of projects in the review process before your project is submitted.
- **Fees:** The total estimated cost of the project (less the cost of building acquisition or lease) will be used to determine the fees. The Fire Marshall charges 60% of the building permit fee and is collected at time of submittal for plan review by both Building and Fire. However, no plan review is charged by the Building Dept only the building permit fee which is paid at time the permit is issued.

**Electrical Permit:** since this is a Commercial project, a licensed Master Electrician (Licensed in Maryland and Wicomico County) must pull the permit and complete the work and receive the necessary electrical inspections. (Same office as Building Dept and Fire Marshall)

**Plumbing Permit:** The Wicomico County Health Dept/ Environmental Health Division will issue all the necessary plumbing and restaurant related permits and approvals. They need to be contacted ASAP and you can call them at 410-546-4446 or go to their office at 108 East Main Street, Salisbury, Maryland