

## **ONE STOP SHOP INFORMATION AND REQUIREMENTS**

This program is designed to shorten plan review and approval time for tenant improvements and all plans that would be associated with these improvements. This should help to clarify what is and is not permitted for a **ONE-STOP SHOP**.

The following square footage is the maximum allowed on a **ONE-STOP SHOP**. This includes the **TOTAL** square footage for the **ENTIRE TENANT SPACE**, not just the work to be done.

**EXAMPLE:** A warehouse **65,000 sq ft** coming in to install an office which is only **800 sq ft** in the existing tenant **WOULD NOT** be classified as a **ONE-STOP SHOP** even though the office portion meets the requirements.

- Use group Mercantile - 5,000 sq. ft.
- Use group Storage - 5,000 sq. ft.
- Use group F (Industrial) - 7,500 sq. ft.
- Use group Business - 15,000 sq. ft.

Meetings will be scheduled on the hour and last approximately 45 minutes. There are six available slots: **9am, 10am, 11am, 1pm, 2pm, and 3pm**. Application for building permit along with the Office of The Fire Marshall form must be completed prior to the scheduled meeting time.

**Applicants must be here 1 hour before their appointment time.** A permit technician will be made available at least **15 minutes** before each scheduled meeting to process the application and enter the information into the computer. Please note that changes of use may be subject to impact fee charges which must be paid prior to permit issuance.

All appointments will be scheduled through **Linda Marshal at 410-222-7715**. She can only take the calls to schedule the appointments and does not answer **technical questions**.

### **Use Groups Allowed On One-Stop Shop And Maximum Square Footage**

**MERCANTILE:** Buildings or portions of buildings used for the display and sale of *merchandise*.

**Examples:** *Shopping centers, malls and retail stores up to 5,000 square feet*

**BUSINESS:** Buildings or portions of buildings used for the transaction of business such accounting, recording keeping or other similar functions.

**Examples:** general offices, doctors' and dentists' offices, government building, banks up to 15,000 square feet

**INSUSTRIAL:** Buildings or portions of buildings used for manufacturing, process, assembling, packaging, finishing and repairing.

**Examples:** factories, repair garages, refineries, laboratories up to 7,500 square feet

**STORAGE:** Buildings or portions of buildings used for storing or sheltering products, merchandise, vehicles, animals, etc.

**Examples:** warehouses, hangars, terminals, parking garages up to 5,000 square feet

## **Projects Not Allowed On A One-Stop Shop**

### **OCCUPANCY (USE) CLASSIFICATION**

*Classification of an occupancy is subject to approval of AHJ*

**A ASSEMBLY:** Buildings or portions of buildings where 50 or more people gather together for deliberation, worship, entertainment, eating, drinking, and similar activities.

**Examples:** theaters, passenger stations, auditoriums, restaurants, libraries, churches, bars, lounges, college lecture halls, exhibition halls

**E EDUCATIONAL:** Buildings or portions of buildings for instruction of 6 or more persons through the 12<sup>th</sup> grade including preschoolers for <4 hours per day or <12 hours per week.

**Examples:** schools, kindergartens, nursery school facilities

**I HEALTH CARE:** Buildings or portions of buildings housing 4 or more, individuals mostly incapable of self-preservation due to mental illness, disease or infirmity who may be immobile, under sedation or monitoring, in surgery or recovery.

**Examples:** hospitals, ambulatory health care facilities, nursing homes, care institutions for the mentally retarded

**I DETENTION AND CORRECTIONAL:** Buildings or portions of buildings housing 4 or more persons who are mostly incapable of self-preservation because of security measures beyond the occupants' control.

**Examples:** jails, reformatories, prisons

The following is a brief list of what is **NOT ALLOWED** on a **ONE-STOP SHOP**:

- Educational use
- Day care facilities
- Restaurants/carry out restaurants
- Nursing homes
- Churches or places of assembly
- Gyms
- Structure on well and/or septic
- Structures requiring Health Department review
- Dance, aerobic, workout studios, and martial arts studios
- Dry cleaners (pick-up stations only are permitted)