



## Montgomery County Fire Marshal's Office

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# *Express Fire Code Review*

### **What is an Express Fire Code Review?**

Express Fire Code Reviews are available for certain construction projects in existing permitted buildings and changes in occupancy use that do not require a formal plans review. An Express Fire Code Review can simplify and shorten the review process on less complex projects, allowing for faster turnaround from application to approval for construction and occupancy. This review is available, Monday through Friday from 9am-3pm (County Holidays excluded). We recommend that you call and schedule an appointment prior to arrival to ensure availability.

### **What Projects meet the Express Fire Code Review requirements?**

1. Tenant remodel or build out of an existing building < 10,000 sq. ft.
2. First time interior build out of existing building < 10,000 sq. ft.
3. Remodel of an existing interior build out/lease < 10,000 sq. ft.
4. Change of occupancy in an existing building/lease < 10,000 sq. ft.
5. Substantial Improvement of an existing build out/lease < 10,000 sq. ft.
6. Modification of a floor plan (moving walls) of an existing build out/ lease <10,000 sq. ft.

### **What items and documentations must I produce at the time of the review when meeting with the plans reviewer?**

1. Owner, occupant or owners representative must be present at the time of the review.
2. Floor plan(s) of the intended space that will be occupied.
3. Plans must be legible and have all areas and rooms Identified and shown on plans including dimensions.
4. All permitting documents must be filled out and ready for submittal to the County Permits Office.