

NOTICE

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Review of Equivalent Dwelling Unit Credits (EDU) for Tenant Fit-Out

To improve the tenant fit-out review process, the Department of Inspections and Permits (I&P) and the Department of Public Works (DPW) are simplifying the review of tenant fit-outs that are not expected to increase the water and/or sewer usage. EDU Worksheets are required for tenant fit outs that will change the business use and/or increase the square footage. EDU Worksheets are not required if the business use is not changing from the previous tenant or development classification and there is no increase to square footage.

Attached is a list of Tenant Fit-Out business uses and their associated review categories. Tenant Fit-Outs that are not likely to increase water and/or sewer usage are identified as Review Category 2 in the attached list. These Tenant Fit-Outs will be reviewed to simply ensure the detailed description in the building permit application matches the Tenant Fit-Out category.

Tenant Fit-Outs identified as Review Category 1, as well as any establishments serving food or alcohol, will receive a full review. This review will compare the water and sewer impacts of the new business use to the existing capacity and flow for the property.



Karen Henry
Director

Attachment

Purpose		
<p>EDU Worksheets are required for tenant fit outs that will change the use and/or increase the square footage. EDU Worksheets are not required if the use is not changing from the previous tenant or development classification and there is no increase to square footage.</p> <p>Below is a list of Tenant Fit-Out business uses and their associated review categories.</p>		
Review Categories		
1 - Full Review		
2 - Simplified Review		
Notes		
<p>The applicant shall enter the proposed use for the space based on the categories listed in the table below.</p> <p>All tenant fit outs with uses in category 1 would need to submit an explanation letter indicating the proposed changes to the tenant space along with an existing and proposed EDU worksheet and a recent water/sewer utility bill for the account.</p> <p>All tenant fit outs with uses in category 2 will receive a simplified review of the construction plans to confirm that the use as indicated in the detailed description field in the building permit application is within the allowed category 2 use.</p> <p>Any establishment involving food or alcohol uses will have a full review.</p> <p>Some business uses require a full review due to their potential need for pretreatment to remove harmful pollutants before they are discharged to a sewer system</p>		
Permitted, Conditional, Special Exception, and Business Complex Auxiliary Uses	Review Category	Conditions that would change the review category
Adult bookstores	2	
Adult day care centers	1	
Adult movie theaters	1	
Alcoholic beverage uses as accessory to other uses	1	
Amusement parks	1	
Animal hospitals and veterinary clinics	1	
Appliance sales and service facilities	2	
Arcades	2	Food or alcohol services
Arcades located at least 1,000 feet from an existing dwelling with a maximum floor area of 3,000 square feet	2	Food or alcohol services
Assisted living facilities	1	
Auction establishments	2	
Automobile and truck detailing shops	1	
Automobile and truck dismantling and recycling facilities	1	

Automobile and truck repair and painting facilities	1	
Automobile and truck rental establishments	2	Maintenance, repair or car washing on site may require pretreatment
Automobile and truck towing storage yard, temporary storage not to exceed 90 days	2	Maintenance, repair or car washing on site may require pretreatment
Automobile gasoline stations	1	
Automobile and truck parts, supply stores, and tire stores	2	Maintenance, repair or car washing on site may require pretreatment
Automobile service facilities providing oil change, lubrication, and related services	1	
Automobile towing facilities in conjunction with automobile gasoline service stations	1	
Automobile, truck, and recreational vehicle sales	2	Maintenance, repair or car washing on site may require pretreatment
Bakery or donut shops	1	
Bakeries, wholesale	1	
Banks	2	
Banquet halls	1	
Barbershops	1	
Bicycle, motorscooter, and moped sales and service facilities	1	
Bicycle, motorscooter, moped sales and service without outside storage	1	
Billiard and pool halls	1	
Bingo, commercial	2	Food service or other auxiliary uses included
Boat showroom or sales facilities	2	Maintenance, repair, or washing facilities on site may require pretreatment
BRAC Mixed Use Development	1	
Brewery, craft	1	
Building material storage, including sales and yards	2	
Bulk storage for agricultural products	2	
Bus terminals	2	
Business complexes	2	Food service or other auxiliary uses included

Business complexes with auxiliary uses	1	
Carnivals, circuses, and fairs, temporary	1	
Carpet and vinyl flooring stores	2	
Carpet cleaning establishments	2	
Carwashes	1	
Catering establishments	1	
Child care centers	1	
Christmas tree sales	2	
Civic facilities, community centers, libraries, and museums	1	
Clubs, private, and service, nonprofit, and charitable organizations	1	
Commercial recreational facilities, including miniature golf; driving ranges; tennis, racquet, and handball barns or courts; artificial ski slopes; indoor soccer; bowling alleys; BMX bike, skateboard or roller blade parks; electric go-carting; and skating rinks	1	
Commercial telecommunication facilities permanently located on the ground	2	
Commercial telecommunication facilities that are antennas attached to a structure if the antenna does not exceed 15 feet in height above the structure, does not project more than two feet beyond the facade, does not support lights or signs unless required for safety reasons, and accessory structures meet the requirements of § 18-10-117(7) of this Code	2	
Commercial telecommunication facilities for testing purposes or emergency services for a period not exceeding 30 days if the facility is a monopole not exceeding 100 feet in height and is located at least 300 feet from any dwelling	2	
Computer goods, sales, and services	2	
Conference centers	1	

Construction or sales trailers, temporary, in an approved development actively under construction	2	
Contractor and construction shops and yards	2	
Convenience stores, gift shops, and newsstands	2	Food, alcohol, service stations, and other auxiliary uses
Cultural centers and exhibits	1	
Dance halls	2	Food, alcohol, and other auxiliary uses
Data storage center in the BWI/Fort Meade Growth Area	1	
Delicatessens and snack bars	1	
Department stores	2	Auxiliary uses
Distillery, limited	1	
Dog day care facilities	1	
Dog grooming parlors	1	
Dry cleaning and laundry establishments, including pick-up stations, package plants, and coin-operated facilities, limited to establishments with less than 4,000 square feet of floor area	1	
Dry cleaning operations and laundry establishments, including pick-up stations, package plants, and coin-operated facilities	1	
Dwelling units, adult independent	1	
Dwelling unit, apartment, as an accessory use provided the entrance is separate from the commercial use	1	
Dwelling, caretaker or resident manager, not to exceed 1,500 square feet of floor area	1	
Dwellings, multifamily	1	
Dwellings, townhouses	1	
Equipment sales, repair, and storage, commercial	1	
Farming	1	
Flea markets, indoor	2	Food service or other auxiliary uses included

Flea markets, outdoor	2	Food service or other auxiliary uses included
Funeral establishments on a collector or arterial road	1	
Funeral establishments on a local road	1	
Furniture, appliance, and carpet stores and showrooms	2	
Furniture refinishing establishments	1	
Greenhouses and garden centers	1	
Grocery stores	1	
Grocery stores with a maximum of 25,000 square feet	1	
Grocery stores with a maximum of 35,000 square feet	1	
Gunsmiths and ammunition sales facilities	2	
Hair, cosmetic facial hair, and nail salons	1	
Hardware stores	2	Garden centers
Health clubs, spas, gymnasiums	1	
Health clubs, spas, and gymnasiums with a maximum of 2,500 square feet	1	
Heliports	1	
Home centers and building supply stores	2	Garden centers
Home occupations	2	Uses classified as 1 (daycare, beauty salon, etc).
Hospice facilities	1	
Hospitals	1	
Hotels and motels	1	
Housing for elderly of moderate means	1	
Interior decorating establishments	2	
Janitorial supply stores	2	
Kennels, commercial	1	
Licensed premises of a licensed dispensary of medical cannabis, as defined in COMAR 10.62.01.01	1	

Licensed premises of a licensed grower of medical cannabis, as defined in COMAR 10.62.01.01, indoor cultivation only	1	
Licensed premises of a licensed processor of medical cannabis, as defined in COMAR 10.62.01.01	1	
Linen supply establishments	1	
Locksmiths	2	
Machine shops, welders, sheet metal shops, and custom woodworking shops, including the assembling of component parts	1	
Mailing and shipping services	2	
Marine service facilities	1	
Marine supply stores	2	If service and repair are provided may require pretreatment
Meat, seafood, and poultry markets	1	
Medical or dental office	1	
Medical or dental stores and laboratories, including assembly of component parts, fabrication, and repair services	1	
Motorcycle repair and sales facilities	1	
Moving or storage establishments	2	
Musical instruments, services, and instruction	2	
Nightclubs and comedy clubs	1	
Nursing homes	1	
Offices, professional and general	2	
Opticians and optometrical establishments	2	Products are manufactured on site
Outside storage, accessory to permitted uses, limited to 15% of the allowed lot coverage	2	
Outside storage, accessory to permitted uses, located in a side or rear yard, limited to 50% of the allowed lot coverage	2	
Outside storage as a principal use	2	

Package goods stores	2	Products that are not sold in their original packaging, other services provided
Parking garages or lots	2	
Parks, private	2	
Pawnshops	2	
Personal fitness studios	2	More than 1 shower provided, or additional services
Pharmacies	2	
Photography studios	2	
Piers, commercial	1	
Planned unit developments in the BWI/Ft. Meade Growth Area (See Title 12)	1	
Plasma centers	1	
Printing and publishing establishments	2	
Produce markets	1	
Psychic, tarot card, and palm reading and fortune telling establishments	2	
Public utility essential services	2	
Public utility uses	2	
Radio, television, or industrial testing towers	2	
Religious facilities	2	Auxiliary uses, such as a church hall, preparation of food, childcare/daycare services
Rental establishments	1	
Restaurants	1	
Retail sale of liquefied petroleum gases if accessory to and on the same lot as an allowed use	1	

Retail specialty stores or shops for retail sales, including antique stores, art supplies, bookstore, candy, cards, clocks, clothing, consignments, electronics, fabrics, flowers, gifts, hobbies, housewares, ice cream parlors, jewelry, luggage, musical instruments, news publications, office supply, optical goods, pets, photographic supplies, sewing machines, shoes and shoe repair, sporting goods, stamps and coins, stationary, tobacco, toys, video tapes, wallpaper and paint, window coverings, works of art	2	Auxiliary uses
Rifle, pistol, skeet, or archery ranges, indoor	2	
Rifle, pistol, skeet, and archery ranges, indoor or outdoor	2	
School bus facilities	2	
Schools, public charter and schools, private: academic, arts, business, technical, or trade	1	
Scientific research establishments	1	
Self-service storage facilities	2	
Showrooms and sales of specialty building products	2	
Sign shops, including painting and fabrication	1	
Small cell system	2	
Small engine repair if all work is done inside a building and there is no outside storage	1	
Small wind energy systems or meteorological towers on a lot of at least three acres	2	
One small wind energy system or meteorological tower on a lot less than three acres	2	
Solar energy generating facility – accessory	2	
Solar energy generating facility – community, rooftop-mounted only	2	

Solar energy generating facility – utility scale, rooftop-mounted only	2	
Staging areas for County capital projects	2	
State-licensed medical clinics	1	
Storage, multilevel watercraft rack, not exceeding 35 feet in height, provided the rack does not cover more than 60% of the gross area of the property, as an accessory use to boat showroom or sales facilities	2	
Swimming pool and spa sales, with outdoor display	1	
Swimming pool and spa sales, indoor	1	
Tailor shops	2	
Tanning salons	2	
Tattoo parlors and body piercing salons	1	
Taverns	1	
Taxicab stands and services	2	
Taxidermists	1	
Telecommuting centers	2	
Television stations, radio broadcasting stations, and recording studios	2	
Theaters, live performances	1	
Theaters, movie	1	
Truck and trailer rental facilities in conjunction with automobile gas stations	1	
Travel agencies	2	
Truck stops	1	
Upholstering shops, including sailmaking shops	2	
Vending businesses	2	
Veterinary clinics if overnight stays are limited to those necessary for medical treatment, without outside runs or pens	1	
Video sales and rental establishments with less than 1,500 square feet of floor area	2	

Video sales and rental establishments	2	
Volunteer fire stations	1	
Wholesale trade, warehousing, and storage establishments	2	
Wholesale trade, warehousing, and storage establishments in the BWI/Fort Meade Growth Area	2	
Workforce housing	1	