

**TOWN OF BEL AIR**

**RESIDENTIAL TRANSITION OVERLAY DISTRICT DWELLING CONVERSION**

The following checklist specifies the requirements for conversion of a **residential unit to an office use** in a residential Transition Overlay zoning district:

- Board of Appeals approval (zoning approval)  
(NOTE: Residential appearance must be maintained)
- Board of Appeals application form (Special Exception)
- Structural certification
- Site plan
- Parking lot
- 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.