



**Montgomery County  
Department of Permitting Services**



255 Rockville Pike, 2<sup>nd</sup> Floor  
Rockville, MD 20850-4166  
Phone: 311 in Montgomery County or (240)777-0311  
Fax: (240)777-6262  
<http://www.montgomerycountymd.gov/permittingservices>

**Commercial Trailer / Modular Units / Sheds Checklist**

**Checklist**

- Documents/Applications:
  - [Building Permit Application](#).
  - Sediment Control Number written at the top of the application or Sediment Control waiver (if applicable).
  - [Use and Occupancy Application](#).
  - [Right-of-Way permit](#) if required. Completed, signed [revocable letter](#) if the structure extends into or over right of way.
  - Copy of approval letter or insignia from [Maryland Department of Housing and Community Development \(DHCD\)](#)
  - [Stormwater Management Application](#) or Stormwater Management waiver.
- Plans, from manufacturer, including code analysis
  - Two (2) copies of floor plans
  - Two (2) copies of electrical drawings. Show location of service and other wiring.
  - Two (2) copies of foundation and tie-down information.
  - Two (2) copies of stairway/ramp detail, including wheelchair accessibility (if applicable)\*.
  - Two (2) copies of deck plan (if deck is being installed)\*.
  - Original seal and signature of Maryland registered Architect or Engineer, including [titleblock requirements](#), on each page. \* *If not a temporary installation, permanent foundation is required.*
- Site Plans:
  - Five (5) site plans, six (6) if on well and/or septic, showing location of proposed structure and available parking tabulations.
- Fees - Check(s) made payable to Montgomery County :
  - [Building permit filing fee](#):
    - Site address is located in the Maryland National Capital Park and Planning Commission plan review area-\$825
    - Site address is located in the Department of Permitting Services plan review area-\$515
    - [Use and Occupancy fee](#) (fees below include DFRS fees):
    - See pages 4 & 5 (MNCPPC plan review area) or page 9 (DPS plan review area)
    - 0-sqft to 5,000-ft<sup>2</sup>..... \$440.00 (MNCPPC) or \$270.00 (DPS)
      - 5,001-ft<sup>2</sup> to 10,000-ft<sup>2</sup>..... \$720.00 (MNCPPC) or \$450.00 (DPS)
      - 10,001-ft<sup>2</sup> to 20,000-ft<sup>2</sup>..... \$860.00 (MNCPPC) or \$530.00 (DPS)
      - 20,001-ft<sup>2</sup> and greater ..... \$860.00 + \$0.0230 per ft<sup>2</sup> of area exceeding 20,000 ft<sup>2</sup> (MNCPPC) or \$530.00+ \$0.0149 per ft<sup>2</sup> of area exceeding 20,000 ft<sup>2</sup>. (DPS)
- Miscellaneous Info
  - If the address is within certain [municipalities](#), such as Poolesville, Barnesville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required with application.
  - If there has been a Special Exception granted for this lot from the [Board of Appeals](#), supply a copy.
  - Construction trailers used only to store materials on job site do not require a building permit, but do require Use and Occupancy certificates.
  - **Energy form and code analysis are not required on plans.**