



Department of Permitting Services
 255 Rockville Pike, 2nd 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-ft² \$440.00 (MNCPPC) or \$270.00 (DPS)
 - 5,001-ft² to 10,000-ft² \$720.00 (MNCPPC) or \$450.00 (DPS)
 - 10,001-ft² to 20,000-ft² \$860.00 (MNCPPC) or \$530.00 (DPS)
 - 20,001-ft² and greater \$860.00 + \$0.0230 per ft² of area exceeding 20,000 ft² (MNCPPC) or \$530.00+ \$0.0149 per ft² of area exceeding 20,000 ft². (DPS)
 - Add an additional 10% [automation enhancement fee](#) to all fees shown above.

- 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.**