



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/>



Apply for Electrical Permits Online – Coming Soon!

ATTENTION!

Master Electricians (ME), Master Limited Electricians (ML), Electrical Businesses (EB) and Electrical Limited Businesses (EL) with active licenses in Montgomery County

You can apply for Electrical Permits online starting in February 2013 once your contact information has been verified and you have received an email invitation from DPS to begin using the apply online feature. You will be able to file an application, pay fees and print your permit and receipt at your home or office 24 hours a day without a visit to DPS.

A. To be eligible to apply for Electrical Permits online you must meet the following criteria:

- Have an active Montgomery County Master Electrician's License, Master Limited License, Electrical Business License or Electrical Limited Business License; and
- Know your license number and your contact information on file with DPS must be complete (address, telephone number and email address); and
- Provided current and complete contact information and you must have provided a signed electronic signature acknowledgement.
- Have received a written confirmation and an invitation email from DPS to use the system.

B. How to update your contact information:

In order to ensure that you can use this new service you must update your contact information with your current business address, phone number and email address and provide a signed electronic signature acknowledgement. A valid email address is required to use the on-line service. Please use one of the following methods to update your contact information. Once your contact information is updated, you will receive a written confirmation and an invitation email to register (create) an account for DPS' apply on-line.

1. When you apply in person for an electrical permit you may provide a signed electronic signature acknowledgement and update your information with the Permit Technician processing your application; or
2. Complete the attached form and return it to DPS as soon as possible; or
3. Bring your completed form to one of the demonstration events below.

DPS will conduct four demonstrations of the on-line service on:

<p><u>Apply Online Electrical Permits Demo #1</u></p> <p>Date: Tuesday, February 19, 2013</p> <p>Time: 9:00am – 12:00pm</p> <p>Location: Department of Permitting Services 255 Rockville Pike, 2nd Floor Rockville, MD 20850 See Information Desk</p>	<p><u>Apply Online Electrical Permits Demo #2</u></p> <p>Date: Tuesday, February 19, 2013</p> <p>Time: 1:00pm – 4:00pm</p> <p>Location: Department of Permitting Services 255 Rockville Pike, 2nd Floor Rockville, MD 20850 See Information Desk</p>
<p><u>Apply Online Electrical Permits Demo #3</u></p> <p>Date: Wednesday, February 20, 2013</p> <p>Time: 1:00pm – 4:00pm</p> <p>Location: Department of Permitting Services 255 Rockville Pike, 2nd Floor Rockville, MD 20850 See Information Desk</p>	<p><u>Apply Online Electrical Permits Demo #4</u></p> <p>Date: Thursday, February 21, 2013</p> <p>Time: 9:00am – 12:00pm</p> <p>Location: Department of Permitting Services 255 Rockville Pike, 2nd Floor Rockville, MD 20850 See Information Desk</p>

If you would like to attend, please click the above link for your selected session to register online.

C. Prior to using the online application system, you must complete a one time registration (create an account):

- As a part of the registration, you will be assigned a User Id (your email address) and select a Password required to access the online permit system. You will be able to apply for both residential and commercial Electrical Permits. Once the registration is complete you will be ready to submit certain types of Electrical Permits online.

D. Applications for the following types of Electrical Permits are not available online at this time.

- Home Owners (acting as the contractor and electrician) Electrical Permit
- Electrical Permits for Sign Permits and for Fire Alarm Permits
- Electrical Permits associated with a Building Permit that **has not been issued**: Associated Building Permits must be issued prior to issuance of the Electrical Permit.

E. The following types of Electrical Permit applications and fee payments will be accepted online but will not be issued online.

- Electrical Permits requiring a zoning, well, or septic review. Typically, these permits are for above ground generators and geothermal devices that require submission and review of a site plan.

DPS will conduct a soft launch of Electrical Permits online beginning February 8, 2013, during which time the system will be tested. If all goes well, DPS will extend this service to eligible licensees on February 20, 2013.

If you have questions or need additional information about Electrical Permits online, please call 311 in Montgomery County or 240-777-0311 outside of Montgomery County.

**ELECTRICAL CONTACT INFORMATION SHEET/ELECTRONIC PERMIT
SIGNATURE AUTHORIZATION**

- Electrical Business License # _____
 - Associated Master Electrician License # _____
 - List Authorized Representatives

- Electrical Limited Business License # _____
 - Associated Master Limited Electrician License # _____
 - List Authorized Representatives

Master Electrician License # _____

Master Limited Electrician License # _____

I certify that I hold a valid master electrician or a master electrician limited license and that my signature on this form is my official signature on any online electrical permit for which I may apply. Such permit application will be covered by my signature hereon upon checking the signature box on the online application.

Signature: _____

Printed Name: _____

Primary Phone Number: _____

Cell Phone: _____

Address: _____

Email Address: _____