



OFFICE OF THE COUNTY EXECUTIVE  
ROCKVILLE, MARYLAND 20850

Isiah Leggett  
County Executive

MEMORANDUM

May 21, 2015

TO: George Leventhal, Council President

FROM: Isiah Leggett  
County Executive

SUBJECT: Department of Permitting Services (DPS) Executive Regulation 9-15  
Schedule of Fees for Permits, Licenses and Certifications – Method 2

Enclosed please find Executive Regulation 9-15, Schedule of Fees for Permits, Licenses and Certifications—Method 2. This regulation was advertised in the April, 2015 Montgomery County Register, a hearing was held on April 9, 2015 and the public comment period closed on April 30, 2015. Executive Regulation 9-15 supersedes Executive Regulation 14-13 and establishes simplified fees for building permits, trades permits and construction related permits.

The proposed fees are the result of a comprehensive fee study undertaken this fiscal year. The study made numerous recommendations related to determination of fees by functional analysis. As a result of this study, proposed changes include, among other things a per square foot rate for residential and commercial new construction and additions, expanded flat fees for certain permits, certain changes to fire protection and fire alarm systems permits, and a change to the amount of the filing fees.

Numerous comments were received which are summarized on the attached table along with the Department's responses to comments raised. As a result of review of the comments received and related information, the transmitted regulation includes the following changes:

- The filing fee for residential additions was advertised as 50% of the building permit fee or \$700 whichever is greater. That resulted in a greater rate per square foot for small additions than the \$0.71 fee rate. Accordingly, the filing fee for additions is modified to be 50% of the building permit fee or \$265, whichever is greater.
- Flat fees were added for townhouses built under the residential building code.
- Language has been provided to clarify that refund of filing fees is allowed to correct administrative errors in the application process.
- Modify the indexing of fees to labor and operating cost changes and to manage reserves to rename the index multiplier the Enterprise Fund Stabilization Factor (EFSF), require



George Leventhal, Council President  
May 21, 2015  
Page 2 of 2

publication of the EFSF by March 15 prior to the next fiscal year and establish thresholds of the EFSF that would trigger a requirement for DPS to review its fee rates.

A Fiscal Impact Statement will be provided under separate cover. Staff from the Department of Permitting Services is available to assist with any questions that the County Council may have.

Attachments



## Summary of Comments on Proposed Department of Permitting Services Executive Regulation 9-15

Commenter	Comment	Response
Woodfield Investments/Margaret Smith Ford	<p>Supports --</p> <ul style="list-style-type: none"> <li>• Fully supports the proposed changes to the DPS fee structure.</li> <li>• DPS did a very thorough job, through the outside consultant, of reviewing the current structure and making recommendations.</li> <li>• The proposed structure would be more equitable, more business-friendly, and more consistent with surrounding jurisdictions.</li> </ul>	
Maryland Building Industry Association	<p>Generally supports --</p> <ul style="list-style-type: none"> <li>• The proposed fee structure is a dramatic improvement over the existing fee structure both in simplicity and fairness and will send a positive economic development message to new homebuyers, businesses, the building community and our global investors.</li> <li>• Supports the alignment of the permit fees to the actual costs associated with government action</li> </ul>	<ul style="list-style-type: none"> <li>• Permit fees have been the same for the past 7 years</li> <li>• Fee structure is based on functional analysis.</li> <li>• The costs of servicing residential building permits is \$6.2 Million.</li> <li>• Past revenues have historically recovered only between \$3-4 Million.</li> <li>• Approximately ½ of the detached residential structures are in the MNCPPC zone. Of those under 3500sf, fees will be less than under the current rate structure.</li> <li>• The difference in fee for very large new homes will be a very small percentage of the sale price (based on analysis an estimate of .0012-.0031%)</li> </ul>

Commenter	Comment	Response
EYA/Greg Shron	<ul style="list-style-type: none"> <li>• asks that the single family detached fee structure for "in-fill" homes to remain unchanged.</li> </ul> <p>Generally supports --</p> <ul style="list-style-type: none"> <li>• New structure is much simpler.</li> <li>• It's more consistent and significantly more equitable than what we're working under currently.</li> <li>• Concerned about the 15% extension fee for application and permit. For example, 16 ft. wide, four story townhouse the extension fee would be \$420 (which seems reasonable). For a 300,000 sq. ft. MFD, however, the extension fee would be \$93,000.</li> <li>• Does not believe extending applications or permits places that much burden on DPS to warrant this kind of fee.</li> </ul>	<ul style="list-style-type: none"> <li>• For building permits, residential construction can generally be completed within 6 to 18 months and commercial construction can generally be completed within 12 -24 months. County law allows permits under <i>active</i> construction to be extended in 6-month increments for no cost.</li> <li>• Extension fees only apply to building permits that have been inactive for 6 months or longer.</li> <li>• DPS must service during original term and the extended term.</li> <li>• The permit fees are based on a functional analysis and current costs.</li> <li>• Permits that need to be extended need to cover the then current costs of those services. The FY16 budget is the base year for setting the rate. Costs increase year over year. For example typically staff costs go up due to cost of living adjustments and merit increases (an estimated annual 3.5% and 3.25%) each year. Rent and pass-throughs increase each year with the 2 recent years totaling a 14.8% increase. DPS costs of services provided to it also increase based on increases in the costs of those services year over year. DPS believes that 15% is a reasonable amount.</li> </ul>
<p>Several individuals/businesses:  John Eaton III, Barrons Lumber  Mike Rubinfeld, Mid-Atlantic Custom Builders, LLC  Thomas Gilday  Brian Downie, Saul Centers  Daniel Murtaugh</p>	<ul style="list-style-type: none"> <li>• "Small" Custom Home Builders pay more/Large homebuilders and commercial builders pay less</li> <li>• Remodeling (interior alteration) permit fee too high (triple the current fee)</li> </ul>	<ul style="list-style-type: none"> <li>• Rates are established based on functional analysis and permit volumes data related to permit types and cost centers for those permits.</li> <li>• The difference in fee for very large new homes will be a very small percentage of the sale price (based on analysis an estimate of .0012-.0031%)</li> <li>• DPS very much supports businesses and needs to be able to ensure that it has available staff to process permits, inspect construction,</li> </ul>

Committer	Comment	Response
Shelly Call, Butler Tree Service LLC Ralph Mollet, M&M Builders and Contractors, LLC Richard Sullivan, Jr., R&R Custom Homes Dave Crawford	<ul style="list-style-type: none"> <li>DPS Anti-Business</li> <li>DPS Surplus should be used to reduce overall fees not raise them</li> </ul>	<p>support the development review process and respond to requests for information and handle construction-related complaints.</p> <ul style="list-style-type: none"> <li>Prior balance has been earmarked for Wheaton move and rates are structured without any amount for reserves, carrying forward the existing 20% reserve.</li> </ul>
Laurence Cafritz, Custom Builders Council of MBIA	<p>Opposes –</p> <ul style="list-style-type: none"> <li>Same comments as above</li> <li>The purpose of the DPS Enterprise Fund Reserve is not being honored. Purpose of reserve is to avoid large annual increases</li> <li>DPS has a \$45M surplus</li> <li>Custom Builders provides enormous value and increased income to MC and should be recognized</li> <li>All permit fees should be going down across the board, not up</li> </ul>	<ul style="list-style-type: none"> <li>See prior response</li> <li>The DPS reserve policy was determined by a task force consisting of representatives from DPS, the County Council, the Office of Legislative Oversight and the Office of Management and Budget. The policy has several goals including protecting the health of the fund; providing adequate liquidity for daily operations and unanticipated needs; to be fully self-supporting, and to cover all operations in the event of unanticipated revenue losses or extraordinary expenditure increases. Fees are to be set after factoring these above principles with a goal to avoid significant annual changes. Fund balance has been reserved in anticipation of a looming extraordinary expense. Further fees have not increased in 8 years, although they have been reduced. The fee rate has been set to avoid accumulating reserves and to reflect actual costs of operations consistent with the reserve policy.</li> <li>Prior budget decisions have allocated resources to DPS expenses for the Wheaton Building. The projected year end fund balance for FY15 is \$12.6 Million which is at the reserve policy amount of 20%.</li> <li>Again, the rates are based upon budgeted expenses.</li> </ul>
Mark Giarraputo, Studio Z Design Concepts, LLC	<p>Opposes –</p> <ul style="list-style-type: none"> <li>Plan reviews take too long/new fees don't go to make DPS lean and efficient</li> <li>DPS enacted "tree bill" that is costing builders thousand</li> <li>DPS building fees coupled with storm water management, civil</li> </ul>	<ul style="list-style-type: none"> <li>Review time in recent years has gone <i>down</i> year over year.</li> <li>Consultants at p. 4 of the Comprehensive Fee Study found "the work we did enabled us to see some indicators that the Permitting department is running efficiently at an appropriate value for its customers." The study noted that a typical fully loaded hourly service rate for a permitting agency is around \$150/hour for an urban area and that the DPS fully loaded hourly rate is \$115.72, including indirect costs, which is "well within the range [they] would expect as a departmental average." DPS's move to electronic plans and permits</li> </ul>

Commenter	Comment	Response
Carter Wilson, Carter, Inc	<p>engineering fees and stormwater structures add thousands to the cost of homes.</p> <ul style="list-style-type: none"> <li>Perform another fee study w/MBIA input</li> <li>Apply proposed fees to building activity in 2014 to "test" to see if they create another surplus</li> <li>Leave Fee structure "as is" and reduce the most egregious fees and leave other fees at the same level of payment</li> </ul>	<p>was also called out as an efficiency process improvement.</p> <ul style="list-style-type: none"> <li>DPS administers the roadside tree law, but did not enact.</li> <li>Before beginning the study MBIA gave DPS a paper with what it wanted looked at in the fee study. DPS shared the position paper with the consultants along with numerous emails from MBIA relating to concerns about current fee structure</li> <li>Study is based upon functional analysis of how each DPS employee spends time and volumes of permits based on permit types and history</li> <li>The proposed rates are based on the FY14 volumes and revenue projections on that basis indicated that building permit revenues are projected to be \$4.6 million less for FY16 than for FY14, assuming the same volume and types of permits in FY16.</li> </ul>
Stacy Silber, NAIOP Leadership Committee	<p>Fee study report not posted until well into the comment period; not enough time to study it</p> <ul style="list-style-type: none"> <li>No mention of process efficiencies that relates to the number of DPS employees</li> <li>No reason to increase fees with reserve balance so high</li> <li>Questions whether relocation costs are appropriate use of reserve funds</li> <li>Create an IT capital reserve; 5% AEF should be used ONLY to improve IT infrastructure; not ordinary</li> </ul>	<ul style="list-style-type: none"> <li>The preliminary results of the study were shared in 3 separate public meetings on February 3<sup>rd</sup> and 4<sup>th</sup> conducted by Fiscal Choice Consulting, LLC explaining their findings. A follow-on public meeting was held by DPS on March 26, 2015. Fee study results were shared and discussed at meetings with various customer groups as well, including NAIOP.</li> <li>Consultants at p. 4 of the Comprehensive Fee Study found "the work we did enabled us to see some indicators that the Permitting department is running efficiently at an appropriate value for its customers." The study noted that a typical fully loaded hourly service rate for a permitting agency is around \$150/hour for an urban area and that the DPS fully loaded hourly rate is \$115.72, including indirect costs, which is "well within the range [they] would expect as a departmental average." DPS' move to electronic plans and permits was also called out as an efficiency process improvement. See <u>Attachment 1</u> for volumes and staffing complement. Need to turn around.</li> <li>Proposed fees are structured to avoid accumulating reserves. Revenue projections assumed FY14 volumes and project a \$4.6</li> </ul>

Commenter	Comment	Response
	<p>IT maintenance and expenses</p> <ul style="list-style-type: none"> <li>• Misalignment of services with business needs; lack of strong relationship between services rendered and labor expense burdens the permit fees.</li> <li>• NAIOP notes only one year with a true shortfall, 2009. Current fee approach only addresses revenue side and should address personnel as well.</li> <li>• There should be a reasonable correlation between cost of providing service and the fee; correlation absent here. Fees become more of a tax.</li> <li>• Proposed regulation disproportionately burdens midsize and large commercial/mixed use project and related sustainable development.</li> <li>• Eliminate Parking structures from fees</li> <li>• Cap square footage</li> <li>• Exclude MPDU construction costs/square footage from calculations</li> </ul>	<p>million reduction in building permit revenues assuming the same volume and types of permits in FY16. Structure is based on functional analysis and fairly distributes costs to users of services.</p> <ul style="list-style-type: none"> <li>• IT fees were reduced by 50% two years ago. They do not cover IT expenses.</li> <li>• The fee is entirely based on DPS operating expenses, most of which is labor costs. Expenses have been grouped based on the type of work performed. Fees are structured based upon a functional analysis of employees and work performed.</li> <li>• Policy is to generate revenues that cover all DPS expenses and provide a reserve of approximately 20%. There were revenue shortfalls in FY09, FY10 and FY11. In FYs 07 and 08 revenues did not cover the reserve policy. See Attachment 2.</li> <li>• For most midsize and commercial mixed use projects, the fees will be reduced. Very large projects often involve different types of construction and multiple permits for which fees are calculated. Overall commercial fees will be meaningfully reduced.</li> <li>• Parking structures are very complex from a design and construction standpoint as well as development review and site plan. Sheeting and shoring is extremely complex and construction problems are not uncommon in the excavation, sheeting and shoring and construction of garages. There is no basis to eliminate parking structures from fees. Furthermore, fee rates are structured based on expenses and garages, like other construction needs to cover expenses.</li> <li>• To a large extent commercial permit fees will be reduced which will include for MPDUs in multi-family structures. Furthermore, MPDUs do not pay impact taxes or development fees and in high rises can account for additional height allowances and density awards which help to offset costs.</li> </ul>

Committer	Comment	Response
S. Robert Kaufman, MBIA	<ul style="list-style-type: none"> <li>Retain current SFD building rates</li> <li>Use 3 year running average of revenues to project future fees and provide an annual re-adjustment limited by "floor" and "ceiling"</li> </ul>	<ul style="list-style-type: none"> <li>DPS costs for handling of residential permit work is \$6,295,818. Current rates, based on FY14 volumes generated only \$3,951,753 leaving a shortfall of \$2,344,065.</li> <li>Revenue projecting is very imprecise as there are many factors outside of DPS control that impact work volumes. OMB has developed a methodology that looks at revenues over time to project for future years.</li> <li>DPS is including a floor and ceiling that would trigger a review of rate structure.</li> </ul>
David Merrick	<ul style="list-style-type: none"> <li>2 types of additions -- those that are greater than 400sf and those that are less than 400sf. Drainage reviews are not required for smaller than 400sf and should entail less work. Fee is increased 600%. What has been done to reduce costs?</li> <li>Don't need to require permits for bathroom remodeling or kitchen remodeling. There is nothing to look at for this work. 400 sf project will go from \$190/ sf to \$700/sf and a bathroom will go from \$190 to \$265 for mostly cosmetic work.</li> </ul>	<ul style="list-style-type: none"> <li>Proposed fees are calculated to recover the costs of processing, reviewing, and inspecting the permitted work. They are averages for certain types of construction and it would be impractical to accommodate all possible construction scenarios. Fees have not increased 600%.</li> <li>Consultants at p. 4 of the Comprehensive Fee Study found "the work we did enabled us to see some indicators that the Permitting department is running efficiently at an appropriate value for its customers." The study noted that a typical fully loaded hourly service rate for a permitting agency is around \$150/hour for an urban area and that the DPS fully loaded hourly rate is \$115.72, including indirect costs, which is "well within the range [they] would expect as a departmental average." DPS's move to electronic plans and permits was also called out as an efficiency process improvement.</li> <li>All alterations, including extension of mechanical, plumbing, sometimes electrical systems require building permits to ensure the safety of the homeowners. The filing fee for additions will be changed to 50% of building permit fee or \$265 whichever is greater.</li> </ul>
Miller and Smith/Bob Spalding	<ul style="list-style-type: none"> <li>\$0.71 per square foot increases our permit fees by 48% (\$640) from \$1,347 to \$1,987 for the townhomes</li> </ul>	<ul style="list-style-type: none"> <li>The example given does not have specifics and appears to include charges that are not DPS fees. DPS reviewed several permits for recent projects constructed by the commenter that include 4-story townhomes (an increasingly popular model type). Without being</li> </ul>

Commenter	Comment	Response
	<p>we are building in Clarksburg Town Center.</p> <ul style="list-style-type: none"> <li>• Our single family detached home fees in Clarksburg Town Center would decrease by 8% from \$3,657 to \$3,379.</li> <li>• Recommendation: Reduce the per square foot charge for townhomes building permits to \$0.55 per square foot so the overall fee for an 1,800 square foot townhome does not increase.</li> <li>• The proposed regulation doubles the plan revision fee from \$.3535 to \$0.71 per square foot and makes it equal to the fee for a stand-alone permit for new construction. Reviewing discrete changes within an approved set of plans should be less expensive than for the review of a stand-alone plan.</li> </ul> <p>Section 8.14.02.09 C. -- Refunds -- The Impact Tax regulations contains a fair provision that refunds may be issued in the case of administrative error. If an applicant is mistakenly charged (and pays)</p>	<p>comprehensive, numerous of the issued permits over the past 3 years will see fees <i>reduced</i> by at least 50%: some examples:</p> <ul style="list-style-type: none"> <li>○ Fee paid \$5787.79; new fee would be \$2,245.53</li> <li>○ Fee paid \$4852.29; new fee would be \$1882.58;</li> <li>○ Fee paid for an MPDU \$3928.76; new fee would be \$1,849.26;</li> <li>○ Fee paid \$5902; new fee would be \$2245.53.</li> </ul> <ul style="list-style-type: none"> <li>• The reduced rate proposed is not supported by the functional analysis. Based on a review of townhouse data, DPS has modified townhouse rates to be flat fees as is the current structure. The rate for townhouses is proposed as \$1400 and \$1000 for mpdu townhouses (this is a reduction from the current rate for mpdus are generally smaller).</li> <li>• Plan revisions occur after permits have been issued. The revision fee is not equal to the fee for a stand-alone permit. It is at the same rate, but is limited to what the area is that is being changed. The revisions must be processed, reviewed and inspected.</li> <li>• We agree with the recommendation to allow for refunds due to administrative error.</li> </ul>

Committer	Comment	Response
	<p>the wrong fee, it should be corrected.</p> <ul style="list-style-type: none"><li>• Recommendation: Add a new last sentence: "In the case of an administrative error, the amount of refund shall be the amount necessary to correct the error."</li></ul>	

## Attachment 1

Fiscal Year	Estimated aggregate sf processed	Total Permits processed	Customers At Counters	Information Requests	Plans reviews	Inspections	DPS Staff complement
2006	28.9 msf	48,419	56,364	2884	67,028	135,610	191.3
2007	23.7 msf	43,117	55,988	2497	63,816	114,692	215.5
2008	27.6 msf	43,048	58,984	2519	65,491	113,793	213.9
2009	14.9 msf	37,566	55,291	2290	54,477	103,974	220
2010	17.3 msf	46,314	55,974	2272	64,046	102,889	226
2011	23.7 msf	46,481	60,422	2958	70,656	102,730	182
2012	27.8 msf	45,649	59,047	3260	76,268	113,888	182
2013	26.04 msf	50,744	66,600	4376	84,728	141,443	192 – added fire inspections
2014	25.7 msf	52,826	94,272 <sup>1</sup>	4374	88,317	158,837	195

<sup>1</sup> DPS has several counters at which customers are served. Customers may be served at multiple counters in FY2014, DPS opened a new fee payment counter to implement audit recommendations for best practices for handling of financial instruments.

Attachment 2  
Fund Balance Volatility

FY14	\$33,777,188	Reserve target: \$8,652,873	Short/over: \$25,124,315
FY13	\$22,345,551	Reserve target \$8,752,992	Short/over: \$13,592,559
FY12	\$8,023,419	Reserve target \$7,983,158	Short/over: \$ 40,261
FY11	-\$5,184,035	Reserve target \$5,877,655	Short/over: -\$11,061,689
FY10	-\$7,257,436	Reserve target \$5,344,040	Short/over: -\$12,601,476
FY09	-4,333,817	Reserve target \$4,413,081	Short/over: -\$ 8,746,898
FY08	3,047,178	Reserve target \$5,576,841	Short/over: -\$ 2,529,663
FY07	2,877,814	Reserve target \$5,027,744	Short/over: -\$ 2,149,930

*Over the 8 year time frame total overages (\$38.7 million) and shorts (\$37.1 million) roughly equate (4% differential)*



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

Montgomery County Regulation on:

SCHEDULE OF FEES FOR PERMITS, LICENSES AND CERTIFICATIONS – METHOD 2

DEPARTMENT OF PERMITTING SERVICES

Issued by: County Executive  
Regulation No. 9-15  
COMCOR No. 08.14.01

Authority: Montgomery County Code (2004) Sections 8-13, 8-14, 8-24B, 8-25, 8-28, 17-2, 17-10, 17-20, 17-25, 17-27, 27A-5(E), 22-10, 22-13, 30-2, 30-4, 47-2, 47-3, 47-4

Supersedes: Regulation No. 14-13 Schedule of Fees for Permits, License and Certifications

Council review: Method 2 under Code Section 2A-15  
Register Vol. 32, Issue 4

Comment Deadline: April 30, 2015  
Effective Date: July 1, 2015  
Sunset Date: None

**SUMMARY:** This regulation eliminates the Maryland National Capital Park and Planning Commission (MNCPPC) surcharge, replaces multiple construction-type based fee rates with a per square foot construction rate, or flat fees and eliminates the Fire Code Building Permit Inspection Fees. This regulation includes Building Permit fees for electric vehicle charging stations and rooftop solar photovoltaic systems for single family dwellings as required by Bill 11-14 Buildings – Electrical Vehicle Charging Station Permits – Expedited Review and Bill 1-14 Buildings – Solar Permits – Expedited Review both of which were effective July 31, 2014. The fees for Benefit Performance Licenses and the fee for Storage of Vendor-Confiscated Goods have been moved to this regulation from Executive Regulation 15-13 Schedule of Fees for Permits, Licenses and Inspection – Method 3 (COMCOR No. 19.67.02). This regulation supersedes Executive Regulation 14-13 in its entirety.

**STAFF CONTACT:** Hadi Mansouri, Chief Operating Officer  
Department of Permitting Services  
240-777-6233



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

**ADDRESS:** Department of Permitting Services  
255 Rockville Pike, Second Floor  
Rockville, Maryland 20850

**BACKGROUND INFORMATION:** The Department of Permitting Services was established as a fee-supported enterprise within the Executive Branch of Montgomery County in 1996. Revenues that support the Department are established under these Method 2 Executive Regulations and by County Council resolution. In Fiscal 2015 the Department of Permitting Services engaged in a comprehensive study of its fee structure. As a result of this study, certain recommendations were made to simplify several elements of its fee structure, including eliminate the Maryland National Capital Park and Planning Commission (MNCPPC) surcharge, adjust fees based upon functional analysis, replace multiple construction-type based fee rates with a per square foot construction rate, or flat fees and apply a rate stabilization factor to address revenue volatility and avoid excess reserve. For residential and commercial new construction, additions and residential alterations, fees are calculated on gross square footage of construction or area impacted by construction. For commercial alterations, the fee is calculated using cost of construction multiplied by a local multiplier. This regulation also establishes flat fees for routine residential and commercial building permits. The Fire Code Building Permit Inspection Fees have been eliminated. This regulation includes Building Permit fees for electric vehicle charging stations and rooftop solar photovoltaic systems for single family dwellings as required by Bill 11-14 Buildings – Electrical Vehicle Charging Station Permits – Expedited Review and Bill 1-14 Buildings – Solar Permits – Expedited Review both of which were effective July 31, 2014. The fees for Benefit Performance Licenses and the fee for Storage of Vendor-Confiscated Goods have been moved to this regulation from Executive Regulation 15-13 Schedule of Fees for Permits, Licenses and Inspection – Method 3 (COMCOR No. 19.67.02).

**[08.14.01.01. Building Permits With Maryland-National Capital Park And Planning Commission (MNCPPC) Site Plan Approval**

**A. General**

1. All fees required by this section must be paid prior to release of the permit. Construction, including excavation, must not begin until all fees are paid.
2. A filing fee must be paid at the time of application submittal. Filing fees are included in the permit fee.
3. Permit fees are calculated and collected for each permit application. When an application includes multiple buildings, a separate fee will be assessed to each building or for each mailing address.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

4. For the purposes of calculating the permit fee residential is defined as detached one- and two-family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress.
5. For the purposes of calculating the permit fee for commercial buildings, the following shall apply:

Each portion of a building separated by one or more fire walls or horizontal assemblies (3 hrs), shall be considered as a separate building. Two or more buildings on the same lot shall be treated as separate buildings.

6. Plan revision fees are in addition to the initial permit fees.
7. Plan revisions are considered changes made by the applicant to the approved construction documents.

**B. One- and Two-Family Dwellings and Related Accessory Structures**

**1. Application filing fee for new-building construction**

- a. One- and two-family-detached dwelling unit per dwelling unit: \$1175
- b. One- and two-family-attached dwelling unit per dwelling unit \$545

**2. Application filing fee for addition, alteration or repair \$310**

**3. Application filing fee for addition, alteration or repair to homes that utilize a private well or septic system \$340**

**4. New construction:**

- a. One- and two-family-detached dwelling unit per dwelling unit:
  - Gross floor area less than 5,000 square feet (SF) \$2,350
  - Gross floor area 5,000 SF but less than 7,500 SF \$3,345
  - Gross floor area 7,500 SF or more \$4,355

**b. One- and two-family-attached dwelling unit per dwelling unit \$1,090**

**5. Alterations, or repair: \$0.3535 per SF of the construction area**



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

- 6. Additions – one and two family detached \$0.4948 per SF of the construction area
- 7. Additions – one and two family attached \$0.3535 per SF of construction area
- 8. Private in-ground swimming pool (including fence) \$ 480
- 9. Private above-ground swimming pool (including fence) \$ 250
- 10. Decks (opened unenclosed) 500 SF or less in area \$185
- 11. Decks (opened unenclosed) more than 500 SF in area \$310
- 12. Retaining Walls \$185
- 13. Accessory buildings: 200 SF or less \$120  
(Includes but is not limited to sheds, garages and gazebos)
- 14. Accessory buildings more than 200 SF: \$0.3535 per SF  
with minimum fee of \$310
- 15. Plan Revision: \$0.3535 per SF of revised area or the application filing fee per occurrence, whichever is greater. Each revision occurrence may include revision to one or more disciplines. Plan revisions are considered changes made by the applicant to the approved construction documents. Revisions submitted on different dates are considered separate occurrences.

**C. Other Buildings and Structures**

- 1. Application-filing fee for construction, alteration, addition (per occurrence); 30% of permit fee or \$825 whichever is greater
- 2. New construction and additions: Permit fee is based on the cost of construction as determined by using the latest valuation data and procedures, as published by the International Code Council. The director will provide a worksheet and a formula that includes the latest numerical values of the valuation data and the local permit-fee multiplier to be used in determining the fee. An applicant must provide building dimensions, square footage, use group, construction type, and numbers of floors including basements, in order for the fee to be calculated. The cost of construction is determined by DPS.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

- a. If the calculated cost of construction is equal to or less than \$8,000,000 the permit fee is the cost of construction multiplied by the local permit-fee multiplier \$0.0301.
- b. If the calculated cost of construction is greater than \$8,000,000 the permit fee is the sum of the fee in 2(a) PLUS the cost of construction of excess amount over \$8,000,000 (to a maximum \$50,000,000) multiplied by \$0.003. MPDU units are excluded from this additional calculation.
- c. Mid-rise residential buildings.
  - i. For mid-rise residential buildings only, if the calculated cost of construction is equal to or less than \$4,500,000 the permit fee is the cost of construction multiplied by the local permit-fee multiplier \$0.0301.
  - ii. For mid-rise residential buildings only, if the calculated cost of construction is greater than \$4,500,000 the permit fee is the sum of the fee in 2(c)(i) PLUS the cost of construction of excess amount over \$4,500,000 (to a maximum \$50,000,000) multiplied by \$0.003. MPDU units are excluded from this additional calculation.
  - iii. *Mid-rise residential building* means a structure of Type V construction as classified in IBC and which is limited to the number of stories and area permitted under IBC Table 503.
3. Repairs, alterations and accessory structures: Permit fee is based on the cost of construction as provided by the applicant multiplied by the local permit fee multiplier. However, the department may verify and recalculate the cost estimation submitted by the applicant by using the latest valuation data and procedures, as published by the International Code Council. The applicant may be required to provide construction bid documents. The director will provide a worksheet and a formula that includes the latest numerical values of the valuation data and the local permit-fee multiplier to be used in determining the fee. An applicant must provide building dimensions, square footage, use group, construction type, and numbers of floors including basements, in order for the fee to be calculated.
  - a. If the cost of construction is equal to or less than \$8,000,000 the permit fee is the cost of construction multiplied by the local permit-fee multiplier \$0.0301.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

b. If the cost of construction is greater than \$8,000,000 the permit fee is the sum of the fee in 3(a) PLUS the cost of construction of excess amount over \$8,000,000 (to a maximum \$50,000,000) multiplied by \$0.003. MPDU units are excluded from this additional calculation.

4. Plan Revisions: Fees are \$825 or calculated in accordance with sections C.2. or C.3. above per occurrence, whichever is greater. Each revision occurrence may include revision to one or more disciplines. Plan revisions are considered changes made by the applicant to the approved construction documents after the building permit has been issued. Revisions submitted on different dates are considered separate occurrences.

- D. Demolition Permit \$ 360
- E. Fence Permit \$ 78
- F. Use-and-Occupancy Certificates

1. The fee for any commercial Use-and-Occupancy Certificate must be paid at the time of application. The maximum fee is \$12,265

2. The fee for any commercial Use-and-Occupancy Certificate for each building or portion of a building or use is per square foot of area, as follows:

0 - 5,000 SF	\$ 440
5,001 – 10,000 SF	\$ 720
10,001 – 20,000 SF	\$ 860
20,001 SF and up	\$ 860 Plus
\$0.0230 per SF of area exceeding 20,000 SF	

3. The fee for a Use-and-Occupancy Certificate for lots or parcels without buildings/structures on them is \$ 440

4. The inspection fee for using or occupying a site without a Use-and-Occupancy Certificate is \$ 185 in addition to the fee for the Use-and-Occupancy Certificate.

5. Residential Use and Occupancy Certificate \$145

6. Use and Occupancy – Fire Code Building Permit Inspection - see Section V. Fire Code Building Permit Inspection Fees

G. Mechanical Permit



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

1. A minimum fee of \$ 65 applies to all Mechanical Permits issued to one- and two-family-attached and -detached dwellings. This fee is in addition to the equipment fee listed in this section.
2. A minimum fee of \$ 105 applies to all other Mechanical Permits. This fee is in addition to the equipment fee listed in this section.
3. Except for one- and two-family attached and detached dwellings, the base mechanical fee is 1.59% of the cost difference between the contract value and the value of listed equipment. The Department may require evidence of the contract value and equipment value. This fee is in addition to the equipment fee listed in this section. The following fee schedule applies to each piece of equipment.

New, replacement and repaired equipment:

- a. Heating equipment (includes, but is not limited to, heat pump auxiliary heat, heating capacity of packaged units, duct heaters, VAV box heating elements, gas-fired fireplaces, geo-thermal units, etc.):
 

Each 100 MBH or fraction	\$ 23
--------------------------	-------
  - b. Cooling equipment (includes, but is not limited to, cooling capacity of heat pumps, packaged units, cooling boxes, cooling equipment with compressors, etc.):
 

Each five ton capacity or fraction	\$ 23
------------------------------------	-------
  - c. Fuel tanks:
 

Each 500 water gallons	\$ 52
------------------------	-------
  - d. Expansion tanks:
 

Each 50 water gallons	\$ 52
-----------------------	-------
  - e. Pre-fabricated fireplace (includes wood stoves)
 

Each firebox	\$ 26
--------------	-------
  - f. Pre-fabricated chimney
 

Each chimney	\$ 14
--------------	-------
4. Consultation inspection (per hour or fraction) \$135



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

## 08.14.01.02. Building Permits Without Maryland-National Capital Park And Planning Commission (MNCPPC) Site Plan Approval

### A. General

1. All fees required by this section must be paid prior to release of the permit and construction, including excavation, must not begin until all fees are paid.
2. A filing fee must be paid at the time of application submittal. Filing fees are included in the permit fee.
3. Permit fees are calculated and collected for each permit application. When an application includes multiple buildings, a separate fee will be assessed to each building or for each mailing address, which ever results in the greater fee.
4. For the purposes of calculating the permit fee residential is defined as detached one- and two-family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress.
5. For the purposes of calculating the permit fee for commercial buildings, the following shall apply:

Each portion of a building separated by one or more fire walls, or horizontal assemblies (3 hrs) shall be considered as a separate building. Two or more buildings on the same lot shall be treated as separate buildings.

6. Plan revision fees are in addition to the original or maximum permit fees.
7. Plan revisions are considered changes made by the applicant to the approved construction documents.

### B. One- and Two-Family Dwellings and Related Accessory Structures

1. Application filing fee for new-building construction
  - a. One- and two-family-detached dwelling unit per dwelling unit: \$738
  - b. One- and two-family-attached dwelling unit per dwelling unit: \$340



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

2. Application filing fee for addition, alteration or repair	\$190
3. Application filing fee for addition, alteration or repair to homes that utilize a private well or septic system	\$220
4. New construction:	
a. One- and two-family-detached dwelling unit per dwelling unit:	
Gross floor area less than 5,000 square feet (SF)	\$1,475
Gross floor area 5,000 SF but less than 7,500 SF	\$2,085
Gross floor area 7,500 SF or more	\$2,725
b. One- and two-family-attached dwelling unit per dwelling unit	\$ 680
5. Alterations or repair: \$0.2209 per SF of the construction area	
6. Additions – one and two family detached \$0.3092 per SF of the construction area	
7. Additions – one and two family attached \$0.2209 per SF of the construction area	
8. Private in-ground swimming pool (including fence)	\$ 295
9. Private above-ground swimming pool (including fence)	\$ 155
10. Decks (opened unenclosed) 500 SF or less in area	\$ 110
11. Decks (opened unenclosed) more than 500 SF in area	\$ 190
12. Retaining Walls	\$ 110
13. Accessory buildings: 200 SF or less (Includes but is not limited to sheds, garages and gazebos)	\$ 76
14. Accessory buildings more than 200 SF: \$ 0.2209 per SF with a minimum fee of \$190.	
15. Plan Revision: \$ 0.2209 per SF of revised area or the application filing fee per occurrence, whichever is greater. Each revision occurrence may include revision to one or more disciplines. Plan revisions are considered changes made by the applicant to approved construction documents. Revisions submitted on different dates are considered separate occurrences.	



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

## C. Other Buildings and Structures

1. Application-filing fee for construction, alteration, Addition (per occurrence); 30% of permit fee or \$515 whichever is greater
2. New construction and additions: Permit fee is based on the cost of construction as determined by using the latest valuation data and procedures, as published by the International Code Council. The director will provide a worksheet and a formula that includes the latest numerical values of the valuation data and the local permit-fee multiplier to be used in determining the fee. An applicant must provide building dimensions, square footage, use group, construction type, and numbers of floors including basements, in order for the fee to be calculated. The cost of construction is determined by DPS.
  - a. If the calculated cost of construction is equal to or less than \$8,000,000 the permit fee is the cost of construction multiplied by the local permit-fee multiplier \$0.0188.
  - b. If the calculated cost of construction is greater than \$8,000,000 the permit fee is the sum of the fee in 2(a) PLUS the cost of construction of excess amount over \$8,000,000 (to a maximum \$50,000,000) multiplied by \$0.003. MPDU units are excluded from this additional calculation.
  - c. Mid-rise residential buildings.
    - i. For mid-rise residential buildings only, if the calculated cost of construction is equal to or less than \$4,500.000 the permit fee is the cost of construction multiplied by the local permit-fee multiplier \$0.0188.
    - ii. For mid-rise residential building only, if the calculated cost of construction is greater than \$4,500.000 the permit fee is the sum of the fee in 2(c)(i) PLUS the cost of construction of excess amount over \$4,500.000 (to a maximum \$50,000.000 multiplied by \$0.003. MPDU units are excluded from this additional calculation.
    - iii *Mid-rise residential building* means a structure of Type V construction as classified in IBC and which is limited to the number of stories and area permitted under IBC Table 503.
3. Repairs, alterations and accessory structures: Permit fee is based on the cost of



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

construction as provided by the applicant multiplied by the local permit fee multiplier. However, the department may verify and recalculate the cost estimation submitted by the applicant by using the latest valuation data and procedures, as published by the International Code Council. The applicant may be required to provide construction bid documents. The director will provide a worksheet and a formula that includes the latest numerical values of the valuation data and the local permit-fee multiplier to be used in determining the fee. An applicant must provide building dimensions, square footage, use group, construction type, and numbers of floors including basements, in order for the fee to be calculated.

- a. If the cost of construction is equal to or less than \$8,000,000 the permit fee is the cost of construction multiplied by the local permit-fee multiplier \$0.0188.
  - b. If the cost of construction is greater than \$8,000,000 the permit fee is the sum of the fee in 3(a) PLUS the cost of construction of excess amount over \$8,000,000 (to a maximum \$50,000,000) multiplied by \$0.003. MPDU units are excluded from this additional calculation.
4. Plan Revisions: Fees are \$515 or calculated in accordance with sections C.2. or C.3. above per occurrence, whichever is greater. Each revision occurrence may include revision to one or more disciplines. Plan revisions are considered changes made by the applicant to the approved construction documents after the building permit has been issued. Revisions submitted on different dates are considered separate occurrences.

D. Demolition Permit	\$ 230
E. Fence Permit	\$ 47
F. Use-and-Occupancy Certificates	

- 1. The fee for any Use-and-Occupancy Certificate must be paid at the time of application. The maximum fee is \$ 7,660.
- 2. The fee for any commercial Use-and-Occupancy Certificate for each building or portion of a building or use is per square foot of area, as follows:

0 - 5,000 SF	\$ 270
5,001 – 10,000 SF	\$ 450
10,001 – 20,000 SF	\$ 530
20,001 SF and up	\$ 530 Plus



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

\$0.0149 per SF of area exceeding 20,000 SF

3. The fee for a Use-and-Occupancy Certificate for lots or parcels without buildings/structures on them is \$ 270
4. The inspection fee for using or occupying a site without a Use-and-Occupancy Certificate is \$ 110 in addition to the fee for the Use-and-Occupancy Certificate.
5. Residential Use-and Occupancy Certificate \$ 90
6. Use and Occupancy – Fire Code Building Permit Inspection – see Section V. Fire Code Building Permit Inspection Fees

#### G. Mechanical Permit

1. A minimum fee of \$ 65 applies to all Mechanical Permits issued to one- and two-family-attached and -detached dwellings. This fee is in addition to the equipment fee listed in this section.
2. A minimum fee of \$ 105 applies to all other Mechanical Permits. This fee is in addition to the equipment fee listed in this section.
3. Except for one- and two-family attached and detached dwellings, the base mechanical fee is 1.59% of the cost difference between the contract value and the value of listed equipment. The Department may require evidence of the contract value and equipment value. This fee is in addition to the equipment fee listed in this section. The following fee schedule applies to each piece of equipment.

New, replacement and repaired equipment:

- a. Heating equipment (includes, but is not limited to, heat pump auxiliary heat, heating capacity of packaged units, duct heaters, VAV box heating elements, gas-fired fireplaces, geo-thermal units, etc.):  
Each 100 MBH or fraction \$ 23
- b. Cooling equipment (includes, but is not limited to, cooling capacity of heat pumps, packaged units, cooling boxes, cooling equipment with compressors, etc.):  
Each five ton capacity or fraction \$ 23



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

c. Fuel tanks:	
Each 500 water gallons	\$ 52
d. Expansion tanks:	
Each 50 water gallons	\$ 52
e. Pre-fabricated fireplace (includes wood stoves)	
Each firebox	\$ 26
f. Pre-fabricated chimney	
Each chimney	\$ 14
4. Consultation inspection (per hour or fraction)	\$ 135

### 08.14.01.03 Electrical Permit And License Fees

#### A. General

1. All fees required by this section must be paid before any permit is released, before any electrical work may begin, and before any inspection may be made.
2. A minimum fee of \$ 90 applies to all electrical permits issued to one- and two-family attached and detached dwellings. This fee is in addition to the equipment fee listed in this section.
3. A minimum fee of \$ 150 applies to all other electrical permits. This fee is in addition to the equipment fee listed in this section.

#### B. Electrical Permits

1. Air conditioners: Apply the motor schedule (see item 18.)
2. Appliances, small\* \$ 9 each
  - \* Such as air filters, automatic-vent ampers, clothes washers or dryers, cooking appliances (stoves, ranges, built-ins), dishwashers, disposals, fans, (exhaust, attic), humidifiers, sump pumps, trash compactors, water heaters or other water-treatment appliances



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

3. Arc-vapor lamps, rectifiers or rheostat chargers for storage batteries \$ 13 each
4. Battery packs \$ 9 each
5. Commercial new construction: This includes all branch circuit wiring, temporaries-pending-final, equipment/appliances within the structure. These fees are applicable to alternative power source – such as but not limited to: photovoltaic, wind turbine and generators.
 

Not over 100 Amps	\$ 600
From 101 to 200 Amps	\$ 745
From 201 to 300 Amps	\$ 895
From 301 to 400 Amps	\$ 1,055
For services over 400 Amps:	\$ 1,055
plus \$140 for each additional 100 Amps or fraction	
6. Commercial tenant fit-ups, alterations, additions (includes all branch circuit wiring, temporaries-pending-final, equipment/appliances within the space)
 

For low voltage or up to 20 devices	\$ 155
For a single story up to 5,000 square feet	\$ 230
For a single story from 5,001 – 10,000 square feet	\$ 380
For a single story from 10,001 – 20,000 square feet	\$ 450
For over 20,000 square feet or multi-story	\$ 520 per story
7. Control wiring for heating, air conditioning, duct heaters, air handlers, and motor-control centers \$ 21
8. Dental chairs \$ 13
9. Electrical heating equipment (see motor schedule, item 18.)
10. Fire/security-alarm systems \$ 38
11. Single-station smoke detectors (each) installed separately \$ 4
12. First 20 fixtures \$ 13  
Each additional 10 (or fraction thereof) \$ 9



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

13.	Gasoline pumps (each)	\$ 9
14.	Heating equipment (other than strictly electrical): Residential or commercial: oil burners and gas burners, including controls (each)	\$ 13
15.	Modular/mobile home	\$ 90
16.	Motion-picture booths and equipment (each)	\$ 90
17.	Meter stacks – replacements (each meter)	\$ 31
18.	Motors, rotating machinery, transformers, switch boards, electrical heaters, air conditioners, manually operated generators (assumes 1 kw or 1 kva = 1 hp):	
	Under ½ HP	Charged as fixtures
	½ HP to 10 HP (each)	\$ 16
	Over 10 HP to 20 HP (each)	\$ 21
	Over 20 HP to 30 HP (each)	\$ 31
	Over 30 HP to 50 HP (each)	\$ 38
	Over 50 HP to 75 HP (each)	\$ 46
	Over 75 HP (each)	\$ 52
19.	Outlets and rough wiring (1 to 20 lights, switches, or receptacles)	\$ 16
	Each additional 10 outlets or fraction	\$ 7
20.	Radio, television, telephone (towers, dishes, microwave, relay systems, etc.) equipment	\$ 97
21.	Service equipment, heavy-up, replacement, sub-panel, or relocation (Residential only);	
	0 to 400 Amp	\$ 38
	401 Amps and up	\$ 76
22.	Signs (each Sign)	\$ 90
23.	New Multi-family buildings (apartments, condominium dwelling units); For each dwelling unit	\$ 230



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

(Common areas such as stairwells, laundry, and storage rooms are charged as individual units for each panel or sub panel required.)

- 24. Existing multi-family buildings (apartments, condominium dwelling units);  
 For each dwelling unit \$ 150  
 (Common areas such as stairwells, laundry, and storage rooms are charged as individual units for each panel or sub panel required.)
  
- 25. One- and two-family dwellings and townhouses: This includes all branch circuit wiring, temporaries-pending-final, equipment/appliances within the structure. These fees are also applicable to alternative power source – such as but not limited to: photovoltaic, wind turbine and generators switched with an automatic transfer switch. The flat fees for all wiring, fixtures, appliances, etc., including temporaries pending final, are as follows:
 

Up to 200 Amp	\$ 230
201 to 400 Amp	\$ 335
More than 400 Amp	\$ 450
  
- 26. Special deck inspections, slab concealment (each) \$ 46
  
- 27. Sub-panels (Commercial)
 

0 to 400 Amp	\$ 38
401 Amps and up	\$ 76
  
- 28. Swimming pools, hot tubs, and spas, including circulating pumps, fixtures, and receptacles \$ 76  
 Bonding \$ 21
  
- 29. Temporary wiring – carnivals, fairs, holiday decorations and tree lots, etc. (Includes panels, fixtures, outlets, etc.) \$ 110
  
- 30. Temporary for construction (Residential only) \$ 76
  
- 31. Transformers (see motor schedule, item 18.)
  
- 32. Transformer vaults, duct banks  
 (outdoor transformer, enclosure substation, or a switch-and-meter vault on private property including wiring) \$ 97



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

- |   |       |
|---|-------|
| 33. X-ray machines (each)                         | \$ 16 |
| 34. Any low-voltage work not previously specified |       |
| 1-20 devices                                      | \$ 33 |
| Each additional 10 or fraction thereof            | \$ 7  |

**C. Electrical License Fees**

1. Electrical Examinations
  - a. Master Electrician & Master Limited \$ 59
  - b. Journeyman Electrician \$ 38
  - c. Homeowner's Electrical Examination Fee \$ 38
  - d. Homeowner's Electrical Re-Examination Fee \$ 31
  
2. License and License Renewal Fees
  - a. Electrical Contractor (per year) \$ 140
  - b. Master Electrician (per year) \$ 140
  - c. Master Electrician (Limited) (per year) \$ 140
  - d. Journeyman Electrician (per year) \$ 59
  - e. Apprentice Electrician (identification card) (per year) \$ 31
  
3. Duplicate license or identification card \$ 31
  
4. Re-examination fee \$ 31
  
5. Late-renewal fee \$ 59
  
6. Electrical contractor change of business name or status \$ 59
  
7. Electrician Good Standing Letter Fee \$ 31

**08.14.01.04 Fire-Code-Plan-Review Fees**

**A. General**



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

1. All fees required by this section must be paid before any permit is released and construction is started.
2. The minimum application filing fee is \$ 155.
3. Plan resubmittal means a new plan submitted, along with new permit application to incorporate change(s) or correction(s) to a plan and application that was previously denied.
4. Plan revisions are considered changes made by the applicant to the approved construction documents. Revision fees are in addition to the original or maximum permit fees.

**B. Fire-Protection-Systems Fees**

1. Fire-alarm- and -detection systems (devices or household control panel) \$ 16 per device, Max \$ 275/floor
2. Halon, CO2, or clean-agent systems (including controls, alarms, detection)  
Dry or wet chemical extinguishing systems \$ 225 per system
3. Fire-sprinkler systems \$ 3 per head
4. Fire pumps \$ 76
5. Standpipe systems:
  - a. New systems (per standpipe riser) \$ 130
  - b. Existing system (per each addition of a hose valve) \$ 38

**C. Plan Resubmittal**

1. First resubmittal 50% of original fee
2. Second resubmittal 75% of original fee
3. Each subsequent resubmittal 100% of original fee

**D. Plan Revisions: Fee must be calculated as in item B above or shall be the application**



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

filing fee per occurrence, whichever is greater. Revisions submitted on different dates are considered separate occurrences.

### 08.14.01.05 Fire-Code Building Permit Inspection Fees

The base fee for fire protection system inspection is \$60.00. The base fee for town homes and single family detached dwellings is \$85.00. The fees below also apply to the initial inspection per phase of construction of fire protection systems.

- |   |   |
|---|---|
| A. Fire Alarm and Detection (w/main control panel)  | \$115 per story + \$6 per device<br>(maximum \$250 per story) |
| B. Fire Alarm and Detection Systems – Devices only  | \$12 per device<br>minimum \$115 ( maximum \$250 per story)   |
| C. Halon, CO2, or Clean Agent Systems               | \$0.60 per pound of agent                                     |
| D. Sprinkler System                                 | \$2.30 per sprinkler head                                     |
| E. Standpipe Systems                                | \$115 per riser   |
| F. Added hose valves on existing Standpipe          | \$30 per hose valve   |
| G. Dry or Wet Chemical Extinguishing System         | \$230 per system  |
| H. Fire Pump  | \$230 per pump  |
| I. Final Fire Code Inspection for Use and Occupancy |   |
| 0 – 5,000 SF  | \$ 210  |
| 5,001 – 10,000 SF                                   | \$ 345  |
| 10,001 – 20,000 SF                                  | \$ 415  |
| 20,001 SF and up                                    | \$ 415 Plus   |
| \$0.01 per SF of area exceeding 20,001 SF           |   |

### 08.14.01.06 Certificate Fees

Capacity Certificate is \$115 per assembly room; \$5.00 for each duplicated certificate.

### 08.14.01.07 License Fee – Fire Protection/Detection Systems



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

The fee for any Fire Protection System License issued by DPS for a firm or individual to engage in the business of installing, repairing, modifying, or servicing any fixed fire protection system. \$200 per calendar year

**08.14.01.08 Vendor Fees**

- A. Application fee (non-refundable) \$ 38
- B. Operator Permit fee
  - 1. For Non-Certified Agricultural Producers and their operators \$ 38
  - 2. For Certified Agricultural Producers and their operators \$ 16
- C. Point-of-Sale License for Vendors Who are not Certified Agricultural Producers
  - 1. Base Rate (non-refundable) \$ 295
  - 2. Per site for Site-Specific Vendor \$ 76
- D. Point-of-Sale License for Certified Agricultural Producers
  - 1. Base Rate (non-refundable) \$ 76
  - 2. Per site for Site-Specific Vendor \$ 38

NOTE: A separate Point-of-Sale License is required for each vending activity at a site.

- E. Temporary-Sales License
  - 1. 60 consecutive days \$ 190
  - 2. Daily Rate \$ 38
- F. Performance Bond for Future-Delivery Vendor \$ 1,305

**08.14.01.09 Well-Location Permit**

Well-Location Permit (Each well) \$ 160

**08.14.01.10 Miscellaneous**

- A. Filing fees and permit fees are based on fees in effect on the date the application was filed. All other fees are based on fees in effect at the time the service is



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

requested (revision fee, extension fee, etc.).

- B. All fees in this schedule are subject to an additional 5% Automation Enhancement Fee per Executive Regulation 13-13. (COMCOR 08.24B.02).
- C. Refunds: Minimum permit filing and license fees are non-refundable. In the case of an abandonment or discontinuance of a project under permit, the person who has paid the permit fee may return the permit for cancellation and, upon cancellation, may be refunded up to 50 percent of the fee paid, less the filing fee or minimum fee, as appropriate, provided: (1) No construction has occurred, and (2) The written request for refund is made prior to the expiration date of the permit. Revoked, suspended, or invalid permits or licenses, or licenses or permits in litigation, are not eligible for refunds.
- D. Extensions: The fee to extend a permit, after written application and before the expiration of the original permit, is the minimum permit fee applicable to the permit being extended.
- E. Inspection Fees: (Does not include fire code inspection)
  - 1. First or second approved inspection of the same item or stage of construction for permitted work: Included in permit fee
  - 2. Initial inspection of sites or property where work is proceeding without a permit \$110
  - 3. Applicant requested partial inspection for residential (each occurrence). Each re-inspection (residential or commercial) of the same item or stage of construction after two disapprovals \$110
  - 4. The re-inspection fee must be paid before an additional inspection is scheduled.
- F. Permit Application Revisions: The fee for revisions to permit information after submission by the applicant is \$ 59.
- G. Plan revision, residential - room description name change \$110
- H. Construction-codes modifications or interpretations:



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

1. The fee for a construction-code-modification request for one- and two-family attached and detached dwellings is \$ 130.
2. The fee for a construction-code-modification request for all other buildings, including multi-family dwellings, is \$ 260.
3. The fee for a building permit construction-code modification request for fire codes is \$300.

I. Permit Denials: All permit requests that are denied because the applicant must apply to the Board of Appeals for a variance must include a non-refundable \$ 59 processing fee.

### 08.14.01.11 Indexing Of Fees To Labor Cost Increases

The Director of Permitting Services must adjust each fee set in or under this regulation on July 1 of each year by a percentage that does not exceed the rate of the increase (if any) in the department’s approved personnel costs for the then-current fiscal year compared to the approved personnel costs for the preceding fiscal year.

For fees of \$100 or more, the Director must calculate the revised fee to the nearest five dollars. For fees under \$100, the Director must calculate the revised fee to the nearest dollar.

The Director must publish the amount of this adjustment not later than July 1 of each year.

### 08.14.01.12 Severability

The provisions of these regulations are severable. If a court of competent jurisdiction holds that a provision is invalid or inapplicable, the remainder of the regulation remains in effect.]

## COMCOR 08.14.01 Schedule of Fees for Permits, Licenses and Certifications – Method 2

### 08.14.01.01 Building Permits

#### A. General

1. All fees required by this section must be paid before release of the permit. Construction, including excavation, must not begin until all fees are paid.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

2. A filing fee must be paid when the application is submitted. Filing fees are included in the permit fee.
3. Permit fees are calculated and collected for each permit application. When an application includes multiple buildings, a separate fee will be assessed to each building or for each mailing address.
4. Each portion of a building separated by one or more fire walls, or horizontal assemblies (3 hours) shall be considered as a separate building. Two or more buildings on the same lot shall be treated as separate buildings.
5. For the purposes of calculating the permit fee residential is defined as detached one- and two-family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress.
6. Plan revision fees are in addition to the original fees.
7. Plan revisions are considered changes made by the applicant to the approved construction documents.
8. Permit fees are calculated on gross square footage of construction or area affected or created by construction (except commercial alteration).

**B. One- and Two-Family Dwellings and Related Accessory Structures**

1. Application filing fee for new building construction  
50% of permit fee or \$700 whichever is greater
2. Application filing fee for addition, alteration or repair  
50% of permit fee or \$265 whichever is greater
3. Application filing fee for residential rooftop solar panel meeting standard requirements  
\$133
4. One- and Two-family detached dwelling unit  
\$0.71 per SF
5. One- and two-family attached dwelling unit per dwelling unit  
\$1,400
6. One- and Two-Family attached dwelling unit constructed under the MPDU program  
\$1,000



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

7. <u>Additions</u>	\$0.71 per SF
8. <u>Alterations or repairs</u>	\$0.63 per SF
9. <u>Private in-ground swimming pool (including fence)</u>	\$290
10. <u>Private above-ground swimming pool (including fence)</u>	\$215
11. <u>Decks (opened unenclosed) 500 SF or less in area</u>	\$180
12. <u>Decks (opened unenclosed) more than 500 SF in area</u>	\$0.71 per SF
13. <u>Retaining Walls</u>	\$180
14. <u>Accessory Buildings 200 SF or less</u>	\$110
15. <u>Accessory Buildings more than 200 SF</u>	\$0.71 per SF
16. <u>Solar Panels</u>	\$210
17. <u>Rooftop Solar Panels</u>	\$210
18. <u>Rooftop Solar Panels Refer-backs</u>	\$105

C. Residential Plan revisions: \$0.71 per SF of new construction or the application filing fee per occurrence, whichever is greater; \$0.63 per SF of alteration or repair or the application filing fee per occurrence, whichever is greater. Each revision occurrence may include revision to one or more disciplines. Revisions submitted on different dates are considered separate occurrences.

D. Demolition Permit \$145

E. Fence Permit \$72

F. Commercial Buildings and Structures

1. Application filing fee for new building and addition construction  
50% or permit fee or \$670 whichever is greater

2. New construction and additions \$1.19 per SF



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

3. Repairs, alterations and accessory structures: Permit fee is based on the cost of construction as provided by the applicant multiplied by 0.024, the local permit fee multiplier. However, the department may verify and recalculate the cost estimation submitted by the applicant. The applicant may be required to provide construction bid documents. The Director will provide a worksheet and a formula that includes the latest numerical values of the valuation data to be used in determining the fee. An applicant must provide building dimensions, square footage, use group, construction type, and numbers of floors including basements, in order for the fee to be calculated.

G. Commercial Plan revisions: \$670 or calculated under sections F.2. or F.3. above per occurrence, whichever is greater. Each revision occurrence may include revision to one or more disciplines. Revisions submitted on different dates are considered separate occurrences.

H. Use and Occupancy Certificates

1. The fee for any Use-and-Occupancy Certificate must be paid when the application is submitted.

2. Residential Use-and Occupancy Certificate \$94

3. The fee for any commercial Use-and-Occupancy Certificate for each building or portion of a building or use is per square foot of area, as follows:

<u>0 – 5000 SF</u>	<u>\$355</u>
<u>5,001 – 10,000 SF</u>	<u>\$520</u>
<u>10,001 – 20,000 SF</u>	<u>\$795</u>
<u>20,001 SF and up</u>	<u>\$1,240 + \$.024 per SF of area exceeding 20,000 SF</u>

4. The fee for Use-and Occupancy Certificate for lots or parcels without buildings/structures on them \$575

I. Mechanical Permit

1. A minimum fee of \$65 applies to all Mechanical permits issued to one- and two-family attached and detached dwellings. This fee is in addition to the equipment fee listed in this section.

2. A minimum fee of \$105 applies to all other Mechanical permits. This fee is in addition to the equipment fee listed in this section.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

3. Except for one-and two-family attached and detached dwellings, the base mechanical fee is 1.59% of the cost difference between the contract value and the value of listed equipment. The Department may require evidence of the contract value and equipment value. The fee is in addition to the equipment fees listed in this section. The following fee schedule applies to each piece of equipment.

New or replacement equipment:

- a. Heating equipment (includes, but is not limited to, heat pump auxiliary heat, heating capacity of packaged units, duct heaters, VAV box heating elements, gas-fired fireplaces, geo-thermal units, etc.): Each 100 MBH or fraction \$23
  - b. Cooling equipment (includes but is not limited to, cooling capacity of heat pumps, packaged units, cooling boxes, cooling equipment with compressors, etc.): Each five ton capacity or fraction \$23
  - c. Fuel Tanks: Each 500 water gallons \$52
  - d. Expansion Tanks: Each 50 water gallons \$52
  - e. Pre-fabricated fireplace \$26
  - f. Pre-fabricated chimney \$14
4. Commercial Consultation inspection (per hour or fraction) \$135

**08.14.01.02 Electrical Permits and License Fees**

**A. General**

- 1. All fees required by this section must be paid before any permit is released, before any electrical work may begin, and before any inspection may be made.
- 2. A minimum fee of \$90 applies to all electrical permits issued to one- and two-family attached and detached dwellings. This fee is in addition to the equipment fee listed in this section.
- 3. A minimum fee of \$150 applies to all other electrical permits. This fee is in addition to the equipment fee listed in this section.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

**B. Electrical Permits**

1. Air conditioners: (see motor schedule, item 18)

2. Appliance, small\* \$ 9  
 \*Such as air filters, automatic-vent amperes, clothes washers or dryers, cooking appliances (stoves, ranges, built-ins), dishwashers, disposals, fans (exhaust, attic), humidifiers, sump pumps, trash compactors, water heaters or other water-treatment appliances

3. Arc-vapor lamps, rectifiers, rheostat chargers for storage batteries (each) \$13 each

4. Battery packs (each) \$ 9

5. Commercial new construction: This includes all branch circuit wiring, temporaries-pending-final, equipment/appliances within the structure. These fees are applicable to alternative power sources – such as, but not limited to: photovoltaic, wind turbine and generators.

Not over 100 Amps	\$600
101 – 200 Amps	\$745
201 – 300 Amps	\$895
301 – 400 Amps	\$1,055
Over 400 Amps	\$1,055

PLUS \$140 for each additional 100 Amps or fraction

6. Commercial tenant fit-ups, alterations, additions (includes all branch circuit wiring, temporaries-pending-final and equipment/appliances within the space)

For low voltage or up to 20 devices	\$155
For single story up to 5,000 SF	\$230
For single story 5001 – 10,000 SF	\$380
For single story 10,001 – 20,000 SF	\$450
Over 20,001 SF or multi-story	\$520 per story

7. Control wiring for heating, air conditioning, duct heaters, air handlers, and motor-control centers \$21

8. Dental chairs \$13

9. Electrical heating equipment (see motor schedule, item 18)



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

10. <u>Fire/security alarm systems</u>	\$38
11. <u>Single-station smoke detectors (each) installed separately</u>	\$ 4
12. <u>First 20 Fixtures</u>	\$13
<u>Each additional 10 (or fraction thereof)</u>	\$ 9
13. <u>Gasoline pumps (each)</u>	\$ 9
14. <u>Heating equipment (other than strictly electrical)</u> <u>Residential or commercial: oil burners and gas burners, including controls (each)</u>	\$13
15. <u>Modular/mobile home</u>	\$90
16. <u>Motion-picture booths and equipment (each)</u>	\$90
17. <u>Meter stacks – replacements (each meter)</u>	\$31
18. <u>Motors, rotating machinery, transformers, switch boards, electrical heaters, air conditioners, manually operated generators (assumes 1kwor 1kva 1hp):</u>	
<u>Under ½ HP</u>	<u>charged as fixtures</u>
<u>½ HP – 10 HP (each)</u>	\$16
<u>11 HP – 20 HP (each)</u>	\$21
<u>21 HP – 30 HP (each)</u>	\$31
<u>31 HP – 50 HP (each)</u>	\$38
<u>51 HP – 75 HP (each)</u>	\$46
<u>75 HP (each)</u>	\$52
19. <u>Outlets and rough wiring (1 – 20 lights, switches or receptacles)</u>	\$16
<u>Each additional 10 outlets (or fraction thereof)</u>	\$ 7
20. <u>Radio, television, telephone (towers, dishes, microwave, relay systems, etc.)</u>	\$97
21. <u>Service equipment, heavy-up, replacement, sub-panel, or relocation (Residential only)</u> <u>0 – 400 Amps</u>	\$38



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

<u>401 Amps and up</u>	<u>\$76</u>
22. <u>Signs (each sign)</u>	<u>\$90</u>
23. <u>New Multi-family buildings (apartments, condominium dwelling units)</u>	
<u>Each dwelling unit</u>	<u>\$230</u>
<u>(Common areas such as stairwells, laundry, and storage rooms are charged as individual units for each panel or sub-panel required)</u>	
24. <u>Existing Multi-family buildings (apartments, condominium dwelling units)</u>	
<u>Each dwelling unit</u>	<u>\$150</u>
<u>(Common areas such as stairwells, laundry, and storage rooms are charged as individual units for each panel or sub-panel required)</u>	
25. <u>One- and two-family dwellings and townhouses: This includes all branch circuit wiring, temporaries-pending-final and equipment/appliances within the structure. These fees are also applicable to alternative power sources (such as but not limited to: photovoltaic, wind turbine and generators switched with an automatic transfer switch). The flat fees for all wiring, fixtures, appliances, etc., including temporaries-pending-final are as follows:</u>	
<u>Up to 200 Amps</u>	<u>\$230</u>
<u>201 – 400 Amps</u>	<u>\$335</u>
<u>Over 400 Amps</u>	<u>\$450</u>
26. <u>Special deck inspections, slab concealment (each)</u>	<u>\$46</u>
27. <u>Sub-panels (Commercial)</u>	
<u>0 – 400 Amps</u>	<u>\$38</u>
<u>Over 400 Amps</u>	<u>\$76</u>
28. <u>Swimming pools, hot tubs, and spas (including circulating pumps, fixtures and receptacles)</u>	
<u>Bonding</u>	<u>\$76</u>
<u>Bonding</u>	<u>\$21</u>
29. <u>Temporary wiring – carnivals, fairs, holiday decorations and tree lots, etc. (includes panels and fixtures)</u>	<u>\$110</u>
30. <u>Temporary for construction (Residential only)</u>	<u>\$76</u>



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

31. <u>Transformers (see motor schedule, item 18)</u>	
32. <u>Transformer vaults, duct banks</u> <u>(outdoor transformer, enclosure substation, or a switch-and-meter vault on private property including wiring)</u>	\$97
33. <u>X-ray machines (each)</u>	\$16
34. <u>Any low-voltage work not previously specified</u>	
<u>1 – 10 devices</u>	\$33
<u>Each additional 10 or fraction thereof</u>	\$ 7
35. <u>Rooftop Solar Photovoltaic (up to 200 amps)</u>	\$115
36. <u>Electrical Charging Station</u>	\$50

C. Electrical License Fees

1. <u>Electrical Examinations</u>	
a. <u>Master Electrician and Master Limited</u>	\$75
b. <u>Journeyman Electrician</u>	\$75
c. <u>Homeowner’s Electrical Examination Fee</u>	\$75
d. <u>Homeowner’s Electrical Re-Examination Fee</u>	\$75
2. <u>License and License Renewal Fees (per year)</u>	
a. <u>Electrical Contractor</u>	\$88
b. <u>Master Electrician</u>	\$88
c. <u>Master Electrician (Limited)</u>	\$88
d. <u>Journeyman Electrician</u>	\$88
e. <u>Apprentice Electrician (identification card)</u>	\$88
3. <u>Duplicate license or identification card</u>	\$31
4. <u>Re-examination fee</u>	\$31
5. <u>Late renewal fee</u>	\$59
6. <u>Electrical contractor change of business name or status</u>	\$59
7. <u>Electrician Good Standing Letter</u>	\$31



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

## 08.14.01.03 Fire Code Fees

### A. General

1. All fees required by this section must be paid before any permit is released and construction is started.
2. The minimum application filing fee for new installation or revision is \$155.
3. Plan revisions are considered changes made by the applicant to the approved construction documents. Revision fees are in addition to the original or maximum permit fees. Revisions submitted on different dates are considered separate occurrences.

### B. Fire-Protection-Systems Fees

- |   |       |
|---|-------|
| 1. <u>Fire-alarm and –detection systems (devices, main control panels, or household devices and control panels (per device)</u> | \$31  |
| 2. <u>CO2 or Clean Agent systems (per system)</u>   | \$760 |
| 3. <u>Sprinkler systems (per sprinkler head)</u>  | \$ 7  |
| 4. <u>Fire pumps (per pump)</u>   | \$600 |
| 5. <u>Added hose valves on existing standpipe (per hose)</u>  | \$355 |
| 6. <u>Dry or Wet Chemical Extinguishing systems (per system)</u>  | \$465 |
| 7. <u>Standpipe systems (per riser)</u>   | \$525 |

### C. Plan Revisions

- |   |       |
|---|-------|
| 1. <u>Fire Alarm (per device)</u>   | \$31  |
| 2. <u>Sprinkler Systems (per sprinkler head)</u>  | \$ 7  |
| 3. <u>Other – per device (includes CO2 and Clean Agent systems, Fire pumps, added hose valves on existing standpipe, Dry or Wet Chemical extinguishing systems)</u> | \$155 |

## 08.14.01.04 Certificate Fees

Capacity Certificate fee is \$115 per assembly room; \$5.00 for each duplicated certificate.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive: 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

**08.14.01.05 Well-Location Permit**

Well-Location Permit (Each well) \$160

**08.14.01.06 Vendor Fees**

**A. Operator Permit fee**

- 1. For Non-Certified Agricultural Producers and their operators \$70
- 2. For Certified Agricultural Producers and their operators \$56

**B. Point-of-Sale License for Vendors Who are not Certified Agricultural Producers**

- 1. Per site for Site-Specific \$315
- 2. Door-to-Door \$140
- 3. Regular Route \$245

NOTE: A separate Point-of-Sale License is required for each vending activity at a site.

**C. Temporary Sales License**

- 1. 60 consecutive days \$175
- 2. Daily Rate \$175

**D. Performance Bond for Future-Delivery Vendor** \$1,305

**08.14.01.07 Benefit Performances**

- A. A benefit performance may not be conducted without a permit and all fees required by this section must be paid before release of the permit for a benefit performance.
- B. A bona fide non-profit organization must pay the following permit fee for a permit for a benefit performance.

Benefit Performance \$175

**08.14.01.08 Storage of Vendor-Confiscated Goods**

This regulation sets a fee for the storage of goods confiscated by the Department of Permitting Services enforcement staff from vendors illegally offering goods for sale.

Storage Fee \$140



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

**08.14.01.09 Miscellaneous**

- A. Filing fees and permit fees are based on fees in effect on the date the application was filed. All other fees are based on fees in effect at the time the service is requested (revision fee, extension fee, etc.).
  
- B. All fees in this schedule are subject to the Automation Enhancement Fee per Executive Regulation 13-13 (COMCOR 08.24B.02).
  
- C. Refunds: Minimum permit filing and license fees are non-refundable, except in the case of an administrative error. In the case of an abandonment or discontinuance of a project under permit, the person who has paid the permit fee may return the permit for cancellation and, upon cancellation, may be refunded up to 50% of the fee paid, less the filing fee or minimum fee, as appropriate, provided: (1) No construction has occurred, and (2) the written request for a refund is made before the expiration date of the permit. Revoked, suspended, or invalid permits or licenses, or licenses or permits in litigation, are not eligible for refunds.
  
- D. Application Extensions: The fee to extend an application (before the permit is issued) is 15% of the filing fee.
  
- E. Permit Extensions: The fee to extend a permit, after written application and before expiration of the original permit, is 15% of the total permit fee.
  
- F. Inspection Fees:
  - 1. First or second approved inspection of the same item or stage of construction for permitted work: Included in permit fee.
  
  - 2. Initial inspection of sites or property where work is proceeding without a permit \$150
  
  - 3. Applicant requested partial inspection for residential (each occurrence). Each re-inspection (residential or commercial) of the same item or stage of construction after two disapprovals \$97
  
  - 4. The re-inspection fee must be paid before an additional inspection is scheduled.
  
- G. Permit Application Revisions: The fee for revisions to permit information after submission by the applicant \$49



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

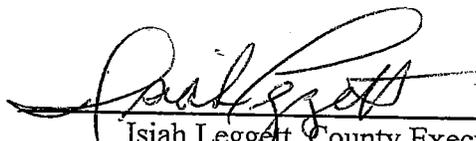
- H. Plan revision, residential – room description name change \$49
- I. Construction codes modifications or interpretations \$510
- J. Permit Denials: All permit requests that are denied because the applicant must apply to the Board of Appeals for a variance must include a non-refundable \$62 processing fee.

### 08.14.01.10 Indexing Of Fees To Labor and Operating Cost Changes and to Manage Reserves

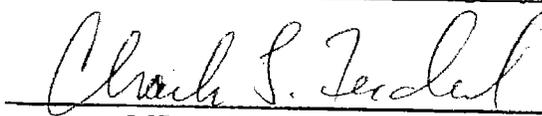
The Director of Permitting Services must calculate an enterprise fund stabilization factor (EFSF) each year to be applied to each fee set in or under this regulation on July 1 or each year. The EFSF is the factor by which the fee calculation is adjusted, up or down, to cover DPS labor and operating costs and to manage the DPS reserve policy in accordance with the 2002 Principles of the Fiscal Management of the Permitting Services Fund. The Director must publish the EFSF for each upcoming fiscal year not later than March 15 of the current fiscal year. For any year in which the EFSF will be less than .80 or greater than 1.20, the Department must review its fee rates and functional analysis behind the fee rates to determine if changes need to be made to the fee rates.

### 08.14.01.11 Severability

The provisions of these regulations are severable. If a court of competent jurisdiction holds that a provision is invalid or inapplicable, the remainder of the regulation remains in effect.

  
Isiah Leggett, County Executive

5/21/15  
Date

Approved as to form and legality:  
  
Office of the County Attorney

21 May 2015  
Date



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

Montgomery County Regulation on:

## SCHEDULE OF FEES FOR PERMITS, LICENSES AND CERTIFICATIONS – METHOD 2

### DEPARTMENT OF PERMITTING SERVICES

Issued by: County Executive  
Regulation No. 9-15  
COMCOR No. 08.14.01

Authority: Montgomery County Code (2004) Sections 8-13, 8-14, 8-24B, 8-25, 8-28, 17-2, 17-10, 17-20, 17-25, 17-27, 27A-5(E), 22-10, 22-13, 30-2, 30-4, 47-2, 47-3, 47-4

Supersedes: Regulation No. 14-13 Schedule of Fees for Permits, License and Certifications

Council review: Method 2 under Code Section 2A-15  
Register Vol. 32, Issue 4

Comment Deadline: April 30, 2015  
Effective Date: July 1, 2015  
Sunset Date: None

**SUMMARY:** This regulation eliminates the Maryland National Capital Park and Planning Commission (MNCPPC) surcharge, replaces multiple construction-type based fee rates with a per square foot construction rate, or flat fees and eliminates the Fire Code Building Permit Inspection Fees. This regulation includes Building Permit fees for electric vehicle charging stations and rooftop solar photovoltaic systems for single family dwellings as required by Bill 11-14 Buildings – Electrical Vehicle Charging Station Permits – Expedited Review and Bill 1-14 Buildings – Solar Permits – Expedited Review both of which were effective July 31, 2014. The fees for Benefit Performance Licenses and the fee for Storage of Vendor-Confiscated Goods have been moved to this regulation from Executive Regulation 15-13 Schedule of Fees for Permits, Licenses and Inspection – Method 3 (COMCOR No. 19.67.02). This regulation supersedes Executive Regulation 14-13 in its entirety.

**STAFF CONTACT:** Hadi Mansouri, Chief Operating Officer  
Department of Permitting Services  
240-777-6233



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

**ADDRESS:** Department of Permitting Services  
255 Rockville Pike, Second Floor  
Rockville, Maryland 20850

**BACKGROUND INFORMATION:** The Department of Permitting Services was established as a fee-supported enterprise within the Executive Branch of Montgomery County in 1996. Revenues that support the Department are established under these Method 2 Executive Regulations and by County Council resolution. In Fiscal 2015 the Department of Permitting Services engaged in a comprehensive study of its fee structure. As a result of this study, certain recommendations were made to simplify several elements of its fee structure, including eliminate the Maryland National Capital Park and Planning Commission (MNCPPC) surcharge, adjust fees based upon functional analysis, replace multiple construction-type based fee rates with a per square foot construction rate, or flat fees and apply a rate stabilization factor to address revenue volatility and avoid excess reserve. For residential and commercial new construction, additions and residential alterations, fees are calculated on gross square footage of construction or area impacted by construction. For commercial alterations, the fee is calculated using cost of construction multiplied by a local multiplier. This regulation also establishes flat fees for routine residential and commercial building permits. The Fire Code Building Permit Inspection Fees have been eliminated. This regulation includes Building Permit fees for electric vehicle charging stations and rooftop solar photovoltaic systems for single family dwellings as required by Bill 11-14 Buildings – Electrical Vehicle Charging Station Permits – Expedited Review and Bill 1-14 Buildings – Solar Permits – Expedited Review both of which were effective July 31, 2014. The fees for Benefit Performance Licenses and the fee for Storage of Vendor-Confiscated Goods have been moved to this regulation from Executive Regulation 15-13 Schedule of Fees for Permits, Licenses and Inspection – Method 3 (COMCOR No. 19.67.02).

COMCOR 08.14.01 Schedule of Fees for Permits, Licenses and Certifications – Method 2

**08.14.01.01 Building Permits**

**A. General**

1. All fees required by this section must be paid before release of the permit. Construction, including excavation, must not begin until all fees are paid.
2. A filing fee must be paid when the application is submitted. Filing fees are included in the permit fee.
3. Permit fees are calculated and collected for each permit application. When an application includes multiple buildings, a separate fee will be assessed to each building or for each mailing address.



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

4. Each portion of a building separated by one or more fire walls, or horizontal assemblies (3 hours) shall be considered as a separate building. Two or more buildings on the same lot shall be treated as separate buildings.
5. For the purposes of calculating the permit fee residential is defined as detached one- and two-family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress.
6. Plan revision fees are in addition to the original fees.
7. Plan revisions are considered changes made by the applicant to the approved construction documents.
8. Permit fees are calculated on gross square footage of construction or area affected or created by construction (except commercial alteration).

**B. - One- and Two-Family Dwellings and Related Accessory Structures**

1. Application filing fee for new building construction  
50% of permit fee or \$700 whichever is greater
2. Application filing fee for addition, alteration or repair  
50% of permit fee or \$265 whichever is greater
3. Application filing fee for residential rooftop solar panel meeting standard requirements  
\$133
4. One- and Two-family detached dwelling unit  
\$0.71 per SF
5. One- and two-family attached dwelling unit per dwelling unit  
\$1,400
6. One- and Two-Family attached dwelling unit constructed under the MPDU program  
\$1,000
7. Additions  
\$0.71 per SF
8. Alterations or repairs  
\$0.63 per SF
9. Private in-ground swimming pool (including fence)  
\$290



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

10. Private above-ground swimming pool (including fence)	\$215
11. Decks (opened unenclosed) 500 SF or less in area	\$180
12. Decks (opened unenclosed) more than 500 SF in area	\$0.71 per SF
13. Retaining Walls	\$180
14. Accessory Buildings 200 SF or less	\$110
15. Accessory Buildings more than 200 SF	\$0.71 per SF
16. Solar Panels	\$210
17. Rooftop Solar Panels	\$210
18. Rooftop Solar Panels Refer-backs	\$105
<p>C. Residential Plan Revisions: \$0.71 per SF of new construction or the application filing fee per occurrence, whichever is greater; \$0.63 per SF of alteration or repair or the application filing fee per occurrence, whichever is greater. Each revision occurrence may include revision to one or more disciplines. Revisions submitted on different dates are considered separate occurrences.</p>	
D. Demolition Permit	\$145
E. Fence Permit	\$72
<p>F. Commercial Buildings and Structures</p>	
1. Application filing fee for new building construction, addition, alteration or repair 50% or permit fee or \$670 whichever is greater	
2. New construction and additions	\$1.19 per SF
3. Repairs, alterations and accessory structures: Permit fee is based on the cost of construction as provided by the applicant multiplied by 0.024, the local permit fee multiplier. However, the department may verify and recalculate the cost estimation submitted by the applicant. The applicant may be required to provide construction bid documents. The Director will provide a worksheet and a formula that includes the latest numerical values of the valuation data to be used in determining the fee. An applicant must provide building dimensions,	



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

square footage, use group, construction type, and numbers of floors including basements, in order for the fee to be calculated.

G. Commercial Plan Revisions: \$670 or as calculated under sections F.2. or F.3. above per occurrence, whichever is greater. Each revision occurrence may include revision to one or more disciplines. Revisions submitted on different dates are considered separate occurrences.

H. Use and Occupancy Certificates

1. The fee for any Use-and-Occupancy Certificate must be paid when the application is submitted.
2. Residential Use-and Occupancy Certificate \$94
3. The fee for any commercial Use-and-Occupancy Certificate for each building or portion of a building or use is per square foot of area, as follows:

0 – 5000 SF	\$355
5,001 – 10,000 SF	\$520
10,001 – 20,000 SF	\$795
20,001 SF and up	\$1,240 +\$.024 per SF of area exceeding 20,000 SF
4. The fee for Use-and Occupancy Certificate for lots or parcels without buildings/structures on them. \$575

I. Mechanical Permit

1. A minimum fee of \$65 applies to all Mechanical permits issued to one- and two-family attached and detached dwellings. This fee is in addition to the equipment fee listed in this section.
2. A minimum fee of \$105 applies to all other Mechanical permits. This fee is in addition to the equipment fee listed in this section.
3. Except for one-and two-family attached and detached dwellings, the base mechanical fee is 1.59% of the cost difference between the contract value and the value of listed equipment. The Department may require evidence of the contract value and equipment value. The fee is in addition to the equipment fees listed in this section. The following fee schedule applies to each piece of equipment.

New or replacement equipment:



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

- a. Heating equipment (includes, but is not limited to, heat pump auxiliary heat, heating capacity of packaged units, duct heaters, VAV box heating elements, gas-fired fireplaces, geo-thermal units, etc.): Each 100 MBH or fraction \$23
- b. Cooling equipment (includes but is not limited to, cooling capacity of heat pumps, packaged units, cooling boxes, cooling equipment with compressors, etc.): Each five ton capacity or fraction \$23
- c. Fuel Tanks: Each 500 water gallons \$52
- d. Expansion Tanks: Each 50 water gallons \$52
- e. Pre-fabricated fireplace \$26
- f. Pre-fabricated chimney \$14
- 4. Commercial Consultation inspection (per hour or fraction) \$135

**08.14.01.02 Electrical Permits and License Fees**

**A. General**

- 1. All fees required by this section must be paid before any permit is released, before any electrical work may begin, and before any inspection may be made.
- 2. A minimum fee of \$90 applies to all electrical permits issued to one- and two-family attached and detached dwellings. This fee is in addition to the equipment fee listed in this section.
- 3. A minimum fee of \$150 applies to all other electrical permits. This fee is in addition to the equipment fee listed in this section.

**B. Electrical Permits**

- 1. Air conditioners: (see motor schedule, item 18)
- 2. Appliance, small\* \$ 9  
 \*Such as air filters, automatic-vent ampers, clothes washers or dryers, cooking appliances (stoves, ranges, built-ins), dishwashers, disposals, fans (exhaust, attic), humidifiers, sump pumps, trash compactors, water heaters or other water-treatment appliances



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

3.	Arc-vapor lamps, rectifiers, rheostat chargers for storage batteries (each)	\$13 each
4.	Battery packs (each)	\$ 9
5.	Commercial new construction: This includes all branch circuit wiring, temporaries-pending-final, equipment/appliances within the structure. These fees are applicable to alternative power sources – such as, but not limited to: photovoltaic, wind turbine and generators.	
	Not over 100 Amps	\$600
	101 – 200 Amps	\$745
	201 – 300 Amps	\$895
	301 – 400 Amps	\$1,055
	Over 400 Amps	\$1,055
	PLUS \$140 for each additional 100 Amps or fraction	
6.	Commercial tenant fit-ups, alterations, additions (includes all branch circuit wiring, temporaries-pending-final and equipment/appliances within the space)	
	For low voltage or up to 20 devices	\$155
	For single story up to 5,000 SF	\$230
	For single story 5001 – 10,000 SF	\$380
	For single story 10,001 – 20,000 SF	\$450
	Over 20,001 SF or multi-story	\$520 per story
7.	Control wiring for heating, air conditioning, duct heaters, air handlers, and motor-control centers	\$21
8.	Dental chairs	\$13
9.	Electrical heating equipment (see motor schedule, item 18)	
10.	Fire/security alarm systems	\$38
11.	Single-station smoke detectors (each) installed separately	\$ 4
12.	First 20 Fixtures	\$13
	Each additional 10 (or fraction thereof)	\$ 9
13.	Gasoline pumps (each)	\$ 9



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

14. Heating equipment (other than strictly electrical) Residential or commercial: oil burners and gas burners, including controls (each)	\$13
15. Modular/mobile home	\$90
16. Motion-picture booths and equipment (each)	\$90
17. Meter stacks – replacements (each meter)	\$31
18. Motors, rotating machinery, transformers, switch boards, electrical heaters, air conditioners, manually operated generators (assumes 1kwor 1kva 1hp):	
Under ½ HP	charged as fixtures
½ HP – 10 HP (each)	\$16
11 HP – 20 HP (each)	\$21
21 HP – 30 HP (each)	\$31
31 HP – 50 HP (each)	\$38
51 HP – 75 HP (each)	\$46
75 HP (each)	\$52
19. Outlets and rough wiring (1 – 20 lights, switches or receptacles)	\$16
Each additional 10 outlets (or fraction thereof)	\$ 7
20. Radio, television, telephone (towers, dishes, microwave, relay systems, etc.)	\$97
21. Service equipment, heavy-up, replacement, sub-panel, or relocation (Residential only)	
0 – 400 Amps	\$38
401 Amps and up	\$76
22. Signs (each sign)	\$90
23. New Multi-family buildings (apartments, condominium dwelling units)	
Each dwelling unit	\$230
(Common areas such as stairwells, laundry, and storage rooms are charged as individual units for each panel or sub-panel required)	



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

- |   |              |
|---|--------------|
| 24. Existing Multi-family buildings (apartments, condominium dwelling units)<br>Each dwelling unit  | \$150        |
| (Common areas such as stairwells, laundry, and storage rooms are charged as individual units for each panel or sub-panel required)  |              |
| 25. One- and two-family dwellings and townhouses: This includes all branch circuit wiring, temporaries-pending-final and equipment/appliances within the structure. These fees are also applicable to alternative power sources (such as but not limited to: photovoltaic, wind turbine and generators switched with an automatic transfer switch). The flat fees for all wiring, fixtures, appliances, etc., including temporaries-pending-final are as follows: |              |
| Up to 200 Amps  | \$230        |
| 201 – 400 Amps  | \$335        |
| Over 400 Amps   | \$450        |
| 26. Special deck inspections, slab concealment (each)   | \$46         |
| 27. Sub-panels (Commercial)   |              |
| 0 – 400 Amps  | \$38         |
| Over 400 Amps   | \$76         |
| 28. Swimming pools, hot tubs, and spas (including circulating pumps, fixtures and receptacles)  |              |
| Bonding   | \$76<br>\$21 |
| 29. Temporary wiring – carnivals, fairs, holiday decorations and tree lots, etc. (includes panels and fixtures)   |              |
|   | \$110        |
| 30. Temporary for construction (Residential only)   |              |
|   | \$76         |
| 31. Transformers (see motor schedule, item 18)  |              |
| 32. Transformer vaults, duct banks<br>(outdoor transformer, enclosure substation, or a switch-and-meter vault on private property including wiring)   |              |
|   | \$97         |
| 33. X-ray machines (each)   |              |
|   | \$16         |
| 34. Any low-voltage work not previously specified   |              |



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

1 – 10 devices	\$33
Each additional 10 or fraction thereof	\$ 7
35. Rooftop Solar Photovoltaic (up to 200 amps)	\$115
36. Electrical Charging Station	\$50
<b>C. Electrical License Fees</b>	
1. Electrical Examinations	
a. Master Electrician and Master Limited	\$75
b. Journeyman Electrician	\$75
c. Homeowner’s Electrical Examination Fee	\$75
d. Homeowner’s Electrical Re-Examination Fee	\$75
2. License and License Renewal Fees (per year)	
a. Electrical Contractor	\$88
b. Master Electrician	\$88
c. Master Electrician (Limited)	\$88
d. Journeyman Electrician	\$88
e. Apprentice Electrician (identification card)	\$88
3. Duplicate license or identification card	\$31
4. Re-examination fee	\$31
5. Late renewal fee	\$59
6. Electrical contractor change of business name or status	\$59
7. Electrician Good Standing Letter	\$31

**08.14.01.03 Fire Code Fees**

- A. General**
1. All fees required by this section must be paid before any permit is released and construction is started.
  2. The minimum application filing fee for new installation or revision is \$155.
  3. Plan revisions are considered changes made by the applicant to the approved construction



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

documents. Revision fees are in addition to the original or maximum permit fees. Revisions submitted on different dates are considered separate occurrences.

## B. Fire-Protection-Systems Fees

- |  |       |
|--|-------|
| 1. Fire-alarm and –detection systems (devices, main control panels, or household devices and control panels (per device) | \$31  |
| 2. CO2 or Clean Agent systems (per system)   | \$760 |
| 3. Sprinkler systems (per sprinkler head)  | \$ 7  |
| 4. Fire pumps (per pump)   | \$600 |
| 5. Added hose valves on existing standpipe (per hose)  | \$355 |
| 6. Dry or Wet Chemical Extinguishing systems (per system)  | \$465 |
| 7. Standpipe systems (per riser)   | \$525 |

## C. Plan Revisions

- |  |       |
|--|-------|
| 1. Fire Alarm (per device)   | \$31  |
| 2. Sprinkler Systems (per sprinkler head)  | \$ 7  |
| 3. Other – per device (includes CO2 and Clean Agent systems, Fire pumps, added hose valves on existing standpipe, Dry or Wet Chemical extinguishing systems) | \$155 |

### 08.14.01.04 Certificate Fees

Capacity Certificate fee is \$115 per assembly room; \$5.00 for each duplicated certificate.

### 08.14.01.05 Well-Location Permit

Well-Location Permit (Each well)	\$160
----------------------------------	-------

### 08.14.01.06 Vendor Fees



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

- A. Operator Permit fee
  - 1. For Non-Certified Agricultural Producers and their operators \$70
  - 2. For Certified Agricultural Producers and their operators \$56
  
- B. Point-of-Sale License for Vendors Who are not Certified Agricultural Producers
  - 1. Per site for Site-Specific \$315
  - 2. Door-to-Door \$140
  - 3. Regular Route \$245
  
- NOTE: A separate Point-of-Sale License is required for each vending activity at a site.
  
- C. Temporary Sales License
  - 1. 60 consecutive days \$175
  - 2. Daily Rate \$175
  
- D. Performance Bond for Future-Delivery Vendor \$1,305

**08.14.01.07 Benefit Performances**

- A. A benefit performance may not be conducted without a permit and all fees required by this section must be paid before release of the permit for a benefit performance.
- B. A bona fide non-profit organization must pay the following permit fee for a permit for a benefit performance.

Benefit Performance \$175

**08.14.01.08 Storage of Vendor-Confiscated Goods**

This regulation sets a fee for the storage of goods confiscated by the Department of Permitting Services enforcement staff from vendors illegally offering goods for sale.

Storage Fee \$140

**08.14.01.09 Miscellaneous**



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

<b>Subject:</b> Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	<b>Number:</b> 9-15
<b>Originating Department:</b> DEPARTMENT OF PERMITTING SERVICES	<b>Effective Date:</b> July 1, 2015

- A. Filing fees and permit fees are based on fees in effect on the date the application was filed. All other fees are based on fees in effect at the time the service is requested (revision fee, extension fee, etc.).
- B. All fees in this schedule are subject to the Automation Enhancement Fee per Executive Regulation 13-13 (COMCOR 08.24B.02).
- C. Refunds: Minimum permit filing and license fees are non-refundable, except in the case of an administrative error. In the case of an abandonment or discontinuance of a project under permit, the person who has paid the permit fee may return the permit for cancellation and, upon cancellation, may be refunded up to 50% of the fee paid, less the filing fee or minimum fee, as appropriate, provided: (1) No construction has occurred, and (2) the written request for a refund is made before the expiration date of the permit. Revoked, suspended, or invalid permits or licenses, or licenses or permits in litigation, are not eligible for refunds.
- D. Application Extensions: The fee to extend an application (before the permit is issued) is 15% of the filing fee.
- E. Permit Extensions: The fee to extend a permit, after written application and before expiration of the original permit, is 15% of the total permit fee.
- F. Inspection Fees:
  - 1. First or second approved inspection of the same item or stage of construction for permitted work: Included in permit fee.
  - 2. Initial inspection of sites or property where work is proceeding without a permit \$150
  - 3. Applicant requested partial inspection for residential (each occurrence). Each re-inspection (residential or commercial) of the same item or stage of construction after two disapprovals \$97
  - 4. The re-inspection fee must be paid before an additional inspection is scheduled.
- G. Permit Application Revisions: The fee for revisions to permit information after submission by the applicant \$49



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive. 101 Monroe Street. Rockville, Maryland 20850

Subject: Schedule of Fees for Permits, Licenses and Certifications – METHOD 2	Number: 9-15
Originating Department: DEPARTMENT OF PERMITTING SERVICES	Effective Date: July 1, 2015

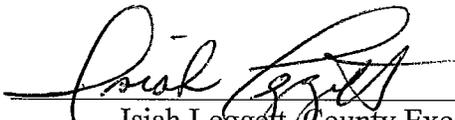
- H. Plan revision, residential – room description name change \$49
- I. Construction codes modifications or interpretations \$510
- J. Permit Denials: All permit requests that are denied because the applicant must apply to the Board of Appeals for a variance must include a non-refundable \$62 processing fee.

### 08.14.01.10 Indexing Of Fees To Labor and Operating Cost Changes and to Manage Reserves

The Director of Permitting Services must calculate an enterprise fund stabilization factor (EFSF) each year to be applied to each fee set in or under this regulation on July 1 or each year. The EFSF is the factor by which the fee calculation is adjusted, up or down, to cover DPS labor and operating costs and to manage the DPS reserve policy under the 2002 Principles of the Fiscal Management of the Permitting Services Fund. The Director must publish the EFSF for each upcoming fiscal year not later than March 15 of the current fiscal year. For any year in which the EFSF will be less than .80 or greater than 1.20, the Department must review its fee rates and functional analysis behind the fee rates to determine if changes need to be made to the fee rates.

### 08.14.01.11 Severability

The provisions of these regulations are severable. If a court of competent jurisdiction holds that a provision is invalid or inapplicable, the remainder of the regulation remains in effect.

  
Isiah Leggett, County Executive

5/21/15  
Date

Approved as to form and legality:

  
Office of the County Attorney

21 May 2015  
Date