



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



Information Request Form

A. General Information

(Montgomery County Executive Regulation #27-01AM under Maryland Public Information Act)

To view DPS's Policy & procedure visit our website at:

<http://permittingservices.montgomerycountymd.gov/permitting/docs/RequestforInformationprocedure.pdf>

DPS maintains permit-related records. Please note the following prior to making the Request:

- ✓ DPS does not have any records available prior to October 17, 1986 except Well & Septic which date back to 1943. However, DPS does not have records for all properties served by well and/or septic in Montgomery County.
- ✓ Document reviews are by appointment only. Please call 311 to schedule for an appointment for document review.
- ✓ Please review the attached associated Request for Information Fees prior to your request.
- ✓ If Request is not picked up or reviewed within 2 weeks of notification, Request will be cancelled without refund.
- ✓ Information Requests for fire codes, fire protection systems, and hazardous materials are handled by the Department of Fire and Rescue Services (DFRS). Please call DFRS at 240-777-2457 to obtain the related information.
- ✓ DPS does not have jurisdictions for properties located within City of Rockville (240-314-5000) and City of Gaithersburg (301-258-6330), please contact them directly.

B. Applicant Information: (Please print/type and complete all applicable areas to ensure timely processing).

*** REQUIRED INFORMATION, INCOMPLETE APPLICATIONS WILL BE RETURNED.**

*Applicant's Name: _____ *Phone #: _____ Fax #: _____

*Applicant's Address: _____ E-mail: _____

*Signature of Applicant: _____ *Date Submitted: _____

I am requesting (check one) A Copy of the Following OR To Review the Following

Single Family Townhouse Apt/Multi-Family Commercial Other

*Premise/Site Address: _____

Lot: _____ Block _____ Subdivision _____ Permit #: _____ (Very useful information if available)

SELECT RECORD TYPE (S):

- CONSTRUCTION DRAWINGS: Size 8 1/2 x11 or 36x48 and stamped proof
 BUILDING ELECTRICAL MECHANICAL SIGNS HOUSE LOCATION/SITE PLAN INSPECTION RESULTS
 USE & OCCUPANCY CERTIFICATE: Provide previous use or Tenant: _____

WELL & SEPTIC: Septic Tank Location Well Location

*Date Structure was built: _____

*Name of original property owner: _____

For records of well and/or septic systems installed prior to 1979, DPS may only be able to locate the records if the name of the original property owner(s) is provided.

STORMWATER MANAGEMENT: Stormwater #: _____ Sediment Control #: _____

Others * Please select from the attached list of additional available documents _____

Intake/Received Date: _____ AP# _____

Applicant Notified Date: _____ Pick Up Date: _____

Mailed Date: _____ Faxed Date: _____

Information Not Available No Response Returned to Files

Copy Fee \$ _____ Total Fee \$ _____ Check # _____ Receipt # _____

Name of Permit Technician/Reviewer: _____

C. Fees

The Following schedule governs the fees for processing information request. The Executive may amend these fees by regulations issued under method 3. Before responding to a request DPS's Permit Technician will estimate the search, preparation and reproduction costs and either obtain the written agreement of the applicant to pay the cost or demand prepayment of the estimated fee prior to processing the request. Payment shall be made by cash (hand delivered), check or money order made payable to Montgomery County. If DPS is unable to copy a record within the Department, the DPS shall make arrangements for the prompt reproduction of the record at public or private facilities outside the Department. The custodian (DPS) either must collect from the applicant a fee to cover the actual cost of reproduction.

- 1) **Staff Time** - There will be no charges for the first two hours of combined staff time. Charges related to staff time researching, retrieving and reproducing materials include:
Staff time of forty eight dollars per hour (\$48/hour)
- 2) **Photocopying and Reproductions** –
 - a) Letter and Legal sizes (not to exceed 8.5x14 inches) and paper faxes are \$0.15 per page or each side.
 - b) Large size document (not to exceed 11x17 inches) and Microfilm or Microfiche reproductions are \$1.00 per page or each side.
 - c) Photocopying large size plans (plans larger than 8.5x14 inches) are \$2.00 per page or each side.
 - d) Upon request information can be produced onto a CD. Microfiche records can only be photocopied and can not be placed on CD.
 - e) If records are not susceptible to photocopying (for example, punch cards, magnetic tapes, blueprints, and microfilm), the fee for copies must be based on the actual cost of reproduction.
- 3) **Certified Copies** – Written certifications that copies are true copies of DPS are \$1.00 per page or each side.
- 4) **Material Delivery Fees** – Mailing the materials are the actual costs of postages or delivery to the applicant. DPS can only fax the letter (8.5x11) size pages all other sizes of requested hard copies shall be mailed or picked up by requester.

D. Additional Documents Available for Information Request

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| 1. Agricultural Producers Certificate | 27. Home Occupation Certificate |
| 2. Bed and Breakfast Lodging Certificate | 28. Journeyman Electrician License |
| 3. Benefit Performance License | 29. Limited Duration Sign Installers License |
| 4. Building Contractors License | 30. Limited Duration Sign Permit |
| 5. Building Residential Permit | 31. Limited Electrical Business |
| 6. Commercial Building | 32. Limited Master Electrician |
| 7. Commercial Fast Track | 33. Master Electrician |
| 8. Complaint Tracking | 34. Mechanical Permit |
| 9. Construction Debris Reclamation License | 35. Non Conforming Use Certificate |
| 10. Correspondence Control | 36. Parking Standards Waiver |
| 11. County Well Permit | 37. Public Right of Way |
| 12. Demolition or Move Permit | 38. Regular Route Vendors License |
| 13. Development Standards Variance | 39. Residential Use and Occupancy |
| 14. Door to Door Vendors License | 40. Retaining Wall Permit |
| 15. Electrical Apprentice License | 41. Sediment Control Permit |
| 16. Electrical Business | 42. Sewage Disposal |
| 17. Electrical Permit | 43. Sewage Sludge Utilization |
| 18. Environmental Health Survey | 44. Sign Installers License |
| 19. Equestrian Event | 45. Sign Permit |
| 20. Fence Permit | 46. Sign Variance |
| 21. Fire Alarm Permit | 47. Site Plan Inspection |
| 22. Fire Protection Services | 48. Site Specific Vendors License |
| 23. Floodplain District Permit | 49. Soils Testing Process |
| 24. Floodplain Status Request | 50. Special Exception Inspection |
| 25. Floodplain Study | 51. Special Protection Area |
| 26. Historic Area Work Permit | 52. Sprinkler Contractor |
| 27. Stormwater Concept | |