

**DPS****Montgomery County
Department of Permitting Services**

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Model House Program

The Department of Permitting Services (DPS) has updated its Model House (MH) Program to expedite the issuance of new house building permits and ensure that each house is constructed in accordance with DPS issued building permit and approved plans. This program establishes a site-specific building permit application process valid for an unlimited number of permits in the current building code cycle. Furthermore, it creates more efficient, cost saving procedures by reducing plan reviews.

The program is limited to Montgomery County Home Builder licensed contractors. MH approved plans cannot be bought, traded, or transferred from one contractor/developer to another.

The program consists of two parts:

- 1) MH application review and permit issuance and,
- 2) Refer-back (RB) application review and permit issuance.

The MH application, consisting of construction documents only, is submitted, reviewed for building code requirements and once approved, assigned a specific MH permit number for future reference. A MH permit is only valid for the building code cycle under which it was approved. When the County adopts new building codes, existing MH permits are voided and builders will need to reapply for new MH permits.

RB application, consisting of a limited number of construction documents and site plan, is submitted and reviewed for building code, land development and other applicable legislation. The MH approved plans will be used for the construction on an individual parcel.

Program Details

MH Permit Application

The following are required:

1. A completed online Residential Building Permit Application signed and dated by the applicant. Location of Work section shall be left blank.
2. Compliance with [requirements](#) for submitting plans electronically
3. Compliance with [guidelines](#) for plan submissions for new homes and townhouses.
4. All plans submitted with one orientation (left- or right-hand).
5. Construction documents including:
 - a. Elevations limited to five (5) - the gross floor area of the house cannot be changed
 - b. Up to three attached one-story garage footprints - the gross floor area of the house cannot be changed
 - c. All configurations and options are included on cover page with corresponding gross floor areas
 - d. Non-structural options that do not increase the gross floor area of the proposed structure shown on same set of plans.
 - e. Necessary braced wall plans, floor plans, structural plans, etc. to show compliance for each of the different configurations proposed.
 - f. Energy calculations for worst case scenario.
6. Payment of permit fees (filing fee) at the time of application.

MH Permit Application Review

1. DPS will conduct reviews for compliance with current building codes.

Permit Issuance

1. Once approved, one set of the approved MH construction documents and permit are returned to the applicant. These documents will be stamped as MH approved plans that contain the allowable options.
2. The MH permit number is to be referenced on the refer-back application.

Revisions

1. Revisions to a MH permit are not allowed.

Program Details

RB Permit Application

The following are required:

1. A completed online Residential Building Permit Application signed and dated by the applicant. The application must indicate that application is for a refer-back (site-specific) permit and the referenced MH permit number and name. Location of Work section shall not be left blank.
2. Right-of-Way and Sediment Control application or permit numbers
3. Permission letter from developer to use paving permit, if applicable
4. Compliance with [requirements](#) for submitting plans electronically
5. Compliance with [guidelines](#) for plan submissions for new homes and townhouses.
6. Site plan
7. Cover page indicating what options from MH permit are proposed with corresponding gross square footage of all options
8. Copy of the floor plans as approved under MH permit.
9. Copy of the elevations as approved under MH permit.
10. Payment of permit fees (filing fee) at the time of application.

RB Permit Application Review

1. DPS Building Plan Reviewers will conduct reviews for compliance with building code, land development and other applicable legislation
2. DPS Land Development and MNCPPC will conduct their reviews

Permit Issuance

1. Once approved, approved RB documents and permit are returned to the applicant.
2. Payment of the permit fee balance is required when RB permit is issued
3. RB house is constructed in accordance with the approved documentation that includes MH and site plan building plans.

Revisions to a RB permit

1. Any modification from the MH approved plans, including site-specific – such as additional exterior stairs due to grading, fire-rated exterior walls and/or soffits due to proximity to lot lines, etc.- needs to be approved under a revision to the RB permit.
2. Revisions require a standard new home application submission.