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

ADMINISTRATIVE/OPERATING PROCEDURE

Year	Procedure
2016	Permit Application and Plan Review for Residential Refer-back Rooftop Solar Panels Installations (RRSP)

Purpose

1.0 To specify requirements and procedures for expediting processing applications for RRSP Building and Electrical Permits. Applications for electrical permits qualify for this process if service size is no larger than 200 amps and has maximum 40-amp overcurrent device, the arrays for the entire system have a maximum output of 10KW (10,000watts), and there are no taps ahead of the main disconnecting means.

General

2.0 Model electrical permit submissions must comply with items 12.0 to 15.0 of this Administrative Procedure.

3.0 RRSP projects require two type of permits: Residential Building and Electrical

4.0 RRSP construction drawings must be signed and sealed by a Maryland licensed structural engineer. Electronic submissions must be digitally signed (encrypted digital signature) as required by the state.

5.0 Adequate applications will be processed within three (3) business days.

6.0 Each solar company is allowed maximum five (5) hardcopy applications per day.

7.0 RCIPTs – Permit Technicians processing building permits.

8.0 CMA - Customer Management Application

9.0 BPA - Building Plan Review Administrator

10.0 ZA - Zoning Administrator

11.0 ZPSS – Zoning Plan Review Specialist

Policy

Initial Submittal for Model Electrical Permit

12.0 The initial application to establish an MODEL ELECTRICAL PERMIT NUMBER - INITIAL APPLICATION (IA) in Hansen - requires that the electrical design shall specify a service size no larger than 200 amps and a maximum 40-amp overcurrent device. The arrays for the entire system shall have a maximum output of 10KW, (10,000 watts), and they shall have no taps ahead of the main disconnecting means. The plans shall

specify the range and types of inverters that can be utilized within the system design as well as the types of modules (solar panels) along with cut sheets and model numbers. Clear drawings showing the number of arrays and the line diagram of the wiring and grounding requirements shall be provided.

13.0 Letter of certification from the electrical engineer or master electrician shall be included in the permit submittal.

14.0 This initial submittal will establish the MODEL ELECTRICAL PERMIT NUMBER (IA) to be referenced in subsequent permit submissions for building and electrical permits.

15.0 The application must be in electronic format.

Permits Processing – Hardcopies

16.0 Obtain the model electrical permit (IA).

17.0 Permit applications are submitted through the Fast Track process. Permit application MUST reference the model electric permit number (IA).

18.0 Information Counter staff will place the applicant in the Solar queue of CMA. The information in the purpose box must include that this is a rooftop solar panel (RSP) submission. RCIPT monitors this list and works with applicants to create the residential building permit in permitting system. Incomplete permit packages will be rejected.

19.0 When the RCIPT has accepted the application package and created the permit in permitting system RCIPT will put the applicant in the Zoning ePlans Review queue of CMA for zoning review. The second set of drawings will have all staples removed and each sheet of each set will have the permit number stamped on it for processing by document imaging.

20.0 The Zoning Manager will assign the plans to a ZPSS to perform the zoning review.

21.0 RCIPT will then route the plans to BRB for the Building Plan Reviewer to complete the building reviews. Senior Building Permitting Services Specialist (BPSS) assigns Architectural and Structural reviews to a building plan reviewer next business day. After the building reviews are approved, the plan reviewer returns the permit package to the RCIPT for issuance. Plan reviewer will track application to Solar Only PUBF1 bin.

22.0 If building review is not approved, reviewer notifies in writing the applicant about deficiencies. If applicant does not respond within five (5) business days from notification date, reviewer asks RCIPT to void application.

23.0 If same type of review is denied twice for an application, application will be voided. An applicant who reaches three (3) voided permits in a year will be excluded from this program.

24.0 The RCIPT will inform applicant that building permit is ready for issuance and remind applicant to obtain electrical permit online. If the customer does not pick up the permit and pay any additional fees due within five (5) business days of notification the permit will be voided and the applicant will have to reapply. Fees paid under the voided permit will not be credited to a new permit.

25.0 RCIPT will issue permit and plan track first set of drawings to CUST bin and the second to DIB1 wherefrom imaging staff will process it for electronic storage.

26.0 Applicant must apply online for the electrical permit referring back to the model electric permit (IA).

Permits Processing – ePlans

27.0 Obtain the model electrical permit number (IA).

28.0 Applicant submits permits applications through the ePermits and ePlans. Both residential and electrical permit application MUST reference the model electric permit number (IA).

29.0 If applicant does not complete Applicant Upload task (upload the required documents) within five (5) business days from permit creation, RCIPT voids application in ePlans and permitting system. Otherwise RCIPT perform the Screening Review task same day.

30.0 RCIPT rejects incomplete submissions. If applicant does not complete the Screening Corrections Resubmit task within five (5) business days from the date the task is send to the applicant to correct deficiencies, RCIPT voids application in ePlans and permitting system.

31.0 After RCIPT has accepted the submission, BPA performs the Building Screening Review task. If approved, RCIPT assigns Department PreReview tasks to Zoning Administrator and Well and Septic Reviewer, if required. If not approved, BPA sends Building Screening Corrections Resubmit task to applicant. If applicant does not complete this task within five (5) business days from the date the task is send to the applicant to correct deficiencies, BPA asks RCIPT to void application in ePlans and permitting system.

32.0 Zoning Administrator assign the Zoning Review task to a ZPSS who will perform the task the same day. ZPSS enters the review results in permitting system immediately.

33.0 Well and Septic reviewer performs Well and Septic Review task, if required, the same day. Reviewer enters the review results in permitting system immediately.

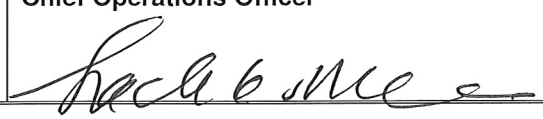
34.0 If both Zoning Review and Well and Septic Reviews are approved, RCIPT assigns the Begin Review task to BPA who will assign the Building Review task to a plan reviewer. Plan reviewer will waive this review and RCIPT is assigned the PreApproval QA task. If not approved, applicant is notified in writing to perform the Department PreReview Resubmit task. If applicant does not complete this task within five (5) business days from the date the task is send to the applicant to correct deficiencies RCIPT voids application in ePlans and permitting system.

35.0 If same type of review (Screening, Building Screening, Zoning, DepartmentPreReview, PreApprovalQA) is denied twice for an application, application will be voided. An applicant who reaches three (3) voided permits in a year will be excluded from this program.

36.0 RCIPT performs the PreApproval QA task and marks it Approved if possible. If not possible, RCIPT marks the review Denied and applicant is notified in writing about deficiencies, PreApprovalQAResubmit task. If applicant does not complete this task within five (5) business days from the date the task is send to the applicant to correct deficiencies, RCIPT voids application in ePlans and permitting system.

37.0 If RCIPT approves Preapproval QA task and all permit conditions are met in permitting system, RCIPT batch stamps the plans.

38.0 ePlans informs applicant (via email) that permit is ready for issuance. If the customer does not pick up the permit and pay any additional fees due within five (5) business days of notification the permit will be voided and the applicant will have to reapply. Any fees paid under the voided permit will not be credited to a new permit.

39.0 Applicant must apply online for the electrical permit referring back to the model electric permit (IA).

Date	**Chief Operations Officer**
9.6.2016