



<http://www.montgomerycountymd.gov/permittingservices/>

## Frequently Asked Questions

### **1. How do I check the status of a permit?**

Go to Montgomery County Government, [Department of Permitting Services](#) website. Under option 1, select the application type from the drop-down menu, and enter the application number. Click Go.

You may also search by address if you don't have the application number. Select "Search for permits for a property address" under option 2 and follow the instructions.

To determine the status of each review, click on "Reviews" tab at the top of the page. This will list each review to be conducted and their respective status.

Once you are in the system, you may schedule or cancel an inspection.

### **2. Where can I find the Montgomery County Zoning Ordinance online?**

[Montgomery County Zoning Ordinance](#).

### **3. Where can I find the zoning classification of my property?**

The zoning of your property can be found on the [Maryland-National Park and Planning Commission website](#), on the official zoning maps located in the DPS office or in the information office of Maryland-National Park and Planning Commission. You can also call 240-777-6240 and speak with a DPS zoning specialist to find the zoning of your property. You may need to leave a message. The specialist will research your property and contact you with the information.

### **4. Does Montgomery County issue permits in all cities and towns within the county or are separate permits required from some jurisdictions?**

If your property is within the incorporated city limits of Gaithersburg or Rockville, then you will get your building permits, plan reviews, and inspections from that city government, not from Montgomery County. Check this listing of [Municipalities](#). Visit this website to see if your property is located in the [City of Rockville](#) or call City of Rockville, Zoning Information at 240-314-8220. Call the Gaithersburg Planning and Code Administration at 301-258-6330, to see if your property is located in the City of Gaithersburg.

### **5. If I live inside an incorporated Town, do I get a building permit from the Town government or from the County government?**

If your property is located in one of the following incorporated Towns: Poolesville, Washington Grove, Laytonsville, Barnesville, Brookeville, then you must receive zoning approval from the town government and then come to DPS for a county building permit. All permits, plan reviews (other than zoning), and inspections will be conducted by the County government. Check this listing of [Municipalities](#).

### **6. The community I live in has a homeowners association; do you require their approval before I can obtain a building permit?**

If you live in Montgomery Village in Gaithersburg, Churchill/Waters Landing Town Sector in Germantown or Clarksburg Town Center, then the homeowners' association (HOA) approval is required when you apply for a building permit. You must bring the HOA's written approval with

you when applying for the permit. If your neighborhood has a HOA, it is suggested that you receive their approval and bring it with you when applying for the County Building permit.

**7. Can I get a copy of my plat for my house?**

A copy of the plat may be on file in our office. You will need to complete an [Information Request Form](#) so that we can research the requested information.

**8. I own property in Montgomery County. Can I subdivide the property?**

You must contact [Maryland National Capital Park and Planning Commission](#) for information on subdivision of property. You can reach them at 301-495-4595.

**9. Do I need a permit for a fence, a deck, a shed?**

Yes, a permit is required for all of the above. For information on building permit fees, the type of plans need and what the plans should contain, [click here](#). To download a copy of a residential permit application, [click here](#).

**10. Can I put a fence in a conservation easement?**

Contact Maryland National Park and Planning Commission at 301-495-4610 for written approval or relocate the fence outside the easement.

**11. Do I need my neighbor's approval to erect a fence on my property line?**

Yes, you need signed letter of approval from your neighbor and the [fence permit application](#).

**12. When does a retaining wall require a building permit?**

If the height of the wall is over 30" in height from grade on the low side of the wall, then a permit is required. [Click here](#) for information.

**13. I want to put up a deck or a shed. How close to the property lines can it be?**

The setbacks for your property depend on the zoning in which your property is located. The zoning of your property can be found on the [Maryland-National Park and Planning Commission website](#), on the official zoning maps located in the DPS office or in the information office of Maryland-National Park and Planning Commission. The development standards (setbacks) for a shed or deck can be found on the [Zoning Webpage](#). Also you can call our office at 240-777-6240 to speak with a Zoning Specialist who can help you. If the specialist is busy, please leave your name, phone number and property address so that when the specialist returns your call he/she will have the property information for you.

**14. My neighbor built a building I think is too close to my property and he didn't get a permit. What can I do about it?**

DPS investigates all questions about buildings without permits, building too close to property lines, buildings that exceed the height limits for the zone, and not building in accordance with approved plans. You can submit a complaint [online](#). You can also file a complaint by calling 240-777-6259, 24 hours a day and leave a message about the property. Please make sure you leave the address of the property, the issue you are complaining about and your name and telephone number if you wish us to contact you about the results of the investigation. You may request that your name be held confidential. You can also call and leave complaint information and not give your name however, we will be unable to contact you with the results of the

investigation. Follow this [link](#) if you wish to submit a written complaint either by mail. You can also check to see if your neighbor has a permit through the following [link](#) on our website.

**15. My neighbor is building a house (or addition, shed, porch etc.). Where can I go to see the plans?**

You may request to see a copy of the plans from our office. You can submit a Request for Public Information [online](#). You could also complete a [Request For Information](#) form and mail, fax or bring the form into our office. Requests for information are answered as quickly as possible.

**16. When my neighbor gets a permit, how long do I have to appeal the permit?**

You have 30 days from the date the permit is issued to apply for an appeal through the [County Board of Appeals](#). The telephone number is 240-777-6600. [Click here](#) for additional information.

**17. Where can I find information about operating a business from my home?**

[Section 59-A-6.1 of the Montgomery County Zoning Ordinance](#), has all the information concerning the types of home occupations. This section is found at [American Legal Publishing Corporation](#). There is also some information on the [DPS-Zoning website](#).

**18. Can I keep horses on my property?**

If you do not live in an agricultural zone, you need a special exception from the [County Board of Appeals](#). If you live in an agricultural zone, you need 2 acres for 2 horses and ½ acre for each additional horse.

**19. It looks like my neighbor has too many people living in his house. How many people can live in a house?**

Any number of persons related by blood or marriage, or up to five unrelated persons living as a single housekeeping unit can live together in a home.

**20. I need written confirmation of a zoning classification for a certain property or I need verification that a specific use is permitted in a zone. Will DPS provide this type of written statement?**

Yes, DPS staff will provide a [zoning confirmation letter](#) for residential or commercial uses and properties.