



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>



## Commercial Change of Use Checklist

### For Commercial Change of Use

- [Building Permit Application](#)
- Two (2) sets of constructions drawings to include, code analysis and scope of work.
- Original seal and signature of Maryland registered Architect or Engineer, including [titleblock requirements](#), on each sheet/page.
- Three (3) complete site plans, additional site plan if on well and/or septic or if [Right-of-Way permit](#) required. Site plan must show the location of the structure and available parking (including parking tabulations).
- Fees - Check made payable to 'Montgomery County, MD':
  - [Building permit filing fee](#):  
 Site address is located in the Maryland National Capital Park and Planning Commission plan review area-\$825  
  
 Site address is located in the Department of Permitting Services plan review area-\$515
  - [Use and Occupancy fee](#) (fees below include DFRS fees):
 

0-sqft to 5,000-sqft.....	\$440.00 (MNCPPC) or \$270.00 (DPS)
5,001-sqft to 10,000-sqft.....	\$720.00 (MNCPPC) or \$450.00 (DPS)
10,001-sqft to 20,000-sqft....	\$860.00 (MNCPPC) or \$530.00 (DPS)
20,001-sqft and greater .....	\$860.00 + \$0.0230 per sqft of area
exceeding 20,000 sqft (MNCPPC) or	\$530.00+ \$0.0149 per sqft of area exceeding
20,000 sqft (DPS)	
  - Add an additional 10% [automation enhancement fee](#) to all fees shown above.
- Miscellaneous Information:
  - If the address is within certain [municipalities](#), such as Poolesville, Barnesville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required with application.
  - If there has been a Special Exception granted for this lot from the [Board of Appeals](#), supply a copy.