

NOTICE

DPS will implement changes to the Residential Walk-Through process effective Tuesday, September 4, 2018. Specifically, additions (including screened porches and sunrooms), egress windows, retaining walls and spas/hot tubs will no longer be eligible for same day service. Additionally, the total gross floor area or work area must not exceed 400 square feet; this includes mixed work type permits. Exceptions to this limitation include interior alterations with no structural changes and single-level decks.

DPS will offer an Intermediate Walk-Through service for projects that formerly qualified for same day service. Zoning and Land Development related reviews will be handled while you wait. DPS is committed to completing the construction plan reviews within (5) five business days and you will be contacted when the permit is ready for issuance.

Please Refer to Our Web Site for More Information:

<http://permittingservices.montgomerycountymd.gov/DPS/pdf/WalkThru.pdf>

<http://permittingservices.montgomerycountymd.gov/dps/pdf/IntermediateWalkThru.pdf>



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/dps>



Residential Walk-Through Permit Process

This service is offered to customers whose projects' total gross floor area or work area is 400 square feet or less, except as noted below. **Additions (including screened porches and sunrooms), egress windows, retaining walls and spas/hot tubs no longer qualify.** If the property is served by private well or private septic system, your project may not qualify for this process.

In most cases, you will leave with the permit after a single visit and in a timely manner. If the permit application is not approved, it will be returned to you with comments for correction. If the project is not eligible, it will be taken in for the regular review process. **Customers must check in at the Information Counter no later than 2:30 PM to receive walk-through service.**

Eligible Projects

- Accessibility ramps – indicate project complies with the Maryland Accessibility Code and the 2010 ADAAG.
- Alterations to conditioned attics without structural changes
- Carports
- Detached one story garages
- Finishing basements without structural changes and without a kitchen. **No area limits.**
- Interior alterations without structural changes. **No area limits.**
- Pavilions
- Pool Sheds (equipment only)
- Restore/repairs to fire damaged buildings or structures without structural changes
- Revisions to permits issued through residential walk-through permit process **if scope of work is not expanded**
- Sheds, gazebos, or other detached non-habitable accessory structures
- Single level decks, including those designed in accordance with [Montgomery County Deck Details](#). **No area limits.**

Submittal Requirements

1. Completed [Building Permit application](#).
2. Two (2) complete sets of construction plans drawn to scale (1/4"=1'0") **on minimum 11x17 inch substantial paper. Do not use grid lined paper.**
3. Two (2) copies of site plan.
4. Checks, cash and credit cards are accepted (fees apply to all credit card and debit card transactions). Checks should be made out to Montgomery County.

<http://permittingervices.montgomerycountymd.gov/DPS/general/Home.aspx>



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Residential Intermediate Walk-Through Permit Process

This service is offered to customers whose projects do not qualify for same day service but can be reviewed within 5 business days. The projects noted below may be combined with same day eligible projects (see [Residential Walk-Through Permit Process](#)) and will be handled as intermediate walk-through service. If the property is served by **private well or private septic system**, your project may not qualify for this process.

Zoning and Land Development related reviews will be handled while you wait. DPS will complete the construction plan reviews within **(5) five business days**. If the plans are not approved, they will be returned to you with comments for correction. Once all reviews are approved, you will be notified by staff that the permit is ready for pick up. If the project is not eligible, it will be taken in for the regular review process. **Customers must check in at the Information Counter no later than 2:30 PM to receive intermediate walk-through service.**

Eligible Projects

- One-story above grade additions with a footprint of 400 square feet or less
- Adding egress windows with plans sealed and signed by a registered design professional
- Retaining walls with plans sealed and signed by a registered design professional
- Spas and Hot Tubs with plans sealed and signed by a registered design professional if they are not installed on concrete floor on ground.

Submittal Requirements

1. Completed [Building Permit Application](#).
2. Two (2) complete sets of construction plans drawn to scale (1/4"=1'0") **on minimum 11x17 inch substantial paper. Do not use grid lined paper.**
3. Two (2) copies of site plan.
4. Checks, cash and credit cards are accepted (fees apply to all credit card and debit card transactions). Checks should be made out to Montgomery County.

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