



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>



Policy and Procedure on Processing and Storage of Approved Construction Documents for Commercial Non-Fast Track Building Permits

Purpose/Background

DPS needs to improve the productivity and cost effectiveness of scanning approved construction documents (plans and supporting data).

Benefits:

- Faster storage helps with document retrieval through the Request for Information process and by DPS staff during construction
- Savings on costs associated with scanning
- Prepare DPS for accepting applications electronically
- Easy retrieval of documents in a disaster recovery situation
- Accurate and complete reproduction of construction documents in the document management system

Definitions

ecopy: - The electronic reproduction of the DPS approved construction documents.

Design professional of record – the design professional as preparer of the construction documents.

Policy

Applicants will submit the ecopy before issuance of the permit. The ecopy will be on CD or DVD disks. Applicants will provide an affidavit stating that the ecopy is the same as the hard copy of the approved construction documents.



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Procedure

1. Building Construction Division staff notifies the applicant of the final review (architectural, life safety, structural, mechanical, electrical) approval associated with the permit and places the construction documents at the Information Counter for pickup by the applicant (or their authorized representative).
2. Applicants submit to DPS the ecopy on CDs or DVDs.
3. Applicants (or their authorized consultants) must submit an affidavit stating that the ecopy is identical to the hard copy of approved construction documents related to the permit (see below).
4. Building Construction Permit Technicians (BCPT's) will ensure the required affidavit is supplied and upon loading the ecopy into the DPS document management system, will check to ensure construction documents uploaded from the CDs or DVDs are a complete copy of the approved construction documents related to the permit.
5. To preserve the integrity of the construction documents, the ecopy is submitted on CDs or DVDs disks only. (No electronic transfer by email, thumb drive, external disk, FTP, etc. is acceptable). The file format is as follows:
 - PDF only.
 - One file should be provided by the applicant for all pages in the plan (technical) drawing set
 - One file should be provided by the applicant for all pages in specifications, if any
 - Scan must be 300dpi.
 - CD/DVD must be labeled with:
 - i. Permit Type:
 - ii. Permit Number:
 - iii. Contact Name:
 - iv. Submitted to DPS on (date):
 - The filename of the electronic plan document must be PERMITTYPE_PERMITNUMBER
Example: COMBUILD_234567
6. BCPT's will check the labeling and directory of the disks. Furthermore, BCPT's will check that each ecopy contains all information required such as the design professional's signature and seal as well as required approval blocks/stamps.
7. Permits will not be issued until the ecopy is received.
8. For the purposes of this procedure, each revision to the permit requiring a plan submittal will be processed as a new application.



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To be placed on company letterhead

Affidavit for Electronic Submission of Construction Documents

By my seal as the design professional of record, I, _____, attest that the electronic copy of the construction documents stored on the attached disk is a true, correct, and complete copy of the construction documents, without modification or revision - including all attachments, supporting information, and reviewers' comments - released by Montgomery County Department of Permitting Services (DPS) for the application number _____ as released on ____/____/____.

I also further attest that I have reviewed the DPS reviewers' comments associated with these construction documents and that I, as the design professional of record, acknowledge and accept these comments as written. Should I dispute any reviewers' comments I agree to submit my appeal within 30 days of release. I agree that failure to return the electronic copy of the construction documents to DPS within 30 calendar days of release or within 30 calendar days of dispute resolution (whichever is later) will result in the application being rejected.

I hereby certify that these documents were prepared or approved by me and that I am a duly licensed architect or professional engineer under the laws of the State of Maryland:

License No. _____, Expiration Date: _____

Seal: _____ Signature: _____

<i>For DPS Use Only</i>		
Affidavit Accepted by		
Name of DPS Staff	Signature	Date