



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>



REQUIRED RESIDENTIAL INSPECTIONS TIMING CHECKLIST

The Code of Montgomery County (Chapters 8 and 17) requires that new homes and their accessory structures comply with the Montgomery County Building Code. Montgomery County Building Code currently incorporates and amends by Executive Regulation:

Code	Permit Type	Code/Standards	Effective Date
Building	Building	International Residential Code, 2012	07-15-2012
Mechanical	Mechanical	International Residential Code, 2012	07-15-2012
Energy Conservation	Building	International Energy Conservation Code, 2012	07-15-2012
Electrical	Electrical	National Electrical Code, 2008	03-15-2010
Fire Sprinkler System	Fire Protection	NFPA 13, 13D, 13R, 2007	07-24-12
		COMAR NFPA 13D/2007	01-07-2011

Rehabilitation work, such as additions, renovations, and restorations on buildings that have been legally occupied for more than one year must comply with the Maryland Rehabilitation Building Code. By reviewing plans, issuing permits and performing inspections under these building codes, the Department of Permitting Services (DPS) can help in complying with the provisions of the law.

The permit shall be kept on the site during the entire time the work is in progress and until its completion. If house numbers are not shown on the house or structure, the address must be posted in a visible location from the main road or entrance and must be displayed in large four-inch letters on a temporary card. For all inspections, a set of approved plans stamped by Montgomery County must be on the job site for inspector's review.

Plans approved by DPS have a Notice of Required Residential Inspections form attached to them. On that form, the required inspections for the type of construction work are indicated. First table indicates the scheduling order of those required building inspections. Table 1.1 indicates deck inspection requirements. Similarly, the second and third tables show the required mechanical and electrical inspections, respectively. Some mechanical, fire sprinkler and electrical inspections are prerequisite for scheduling building inspections (and vice versa) and are cross referenced accordingly.

Montgomery County residential inspectors are cross trained in building, mechanical and electrical inspections, therefore the close-in and final building, electrical, and mechanical must be combined. However, close-in and final inspections must be requested under the relevant Building, Electrical and Mechanical Permits. If all trades are not ready, the inspector will disapprove the scheduled inspections.

When issued a Building Permit Notice must be posted within 3 calendar days after the release date and must remain posted for 30 calendar days. No other inspections will be performed prior to approval of the posting requirements of the sign.

REQUIRED BUILDING INSPECTIONS, Table 1

Building Inspection Codes and Types		Prior to Inspection Request		Inspection performed by		Inspection approval required prior to
				DPS	Others	
Code	Type	Work to be Completed	Approved Inspections			
001	Footings	<ol style="list-style-type: none"> Excavation for wall footings, retaining wall footing (sometimes), column/pier footings, or thickened slabs completed Grade stakes, reinforcing steel, concrete-encased electrode (for new homes) in place Sediment control measures installed according to the approved sediment control plans 	*555 Sign Approval ⁽¹²⁾ (When required) **Before you dig call MISS UTILITY 800-257-7777 (2 day notice required)	Yes	<ul style="list-style-type: none"> Licensed Design Professional⁽¹⁾ 	<ul style="list-style-type: none"> Placing concrete
402	Rebar, deadman, geogrid placement	<ol style="list-style-type: none"> Excavation for wall footings, retaining wall footing, column/pier footings, or thickened slabs completed Grade stakes, reinforcing steel, concrete-encased electrode (for new homes) in place Sediment control measures installed according to the approved sediment control plans Drainage system installed, if required 	<ul style="list-style-type: none"> 001 	Yes		<ul style="list-style-type: none"> Installing and backfilling retaining walls
002	Foundation/Parging or Backfill	<ol style="list-style-type: none"> Walls waterproofed Exterior foundation drainage system installed If interior drain tiles are to be used, weep holes (2 in. minimum diameter, 6 feet on center) installed⁽²⁾ Walls strong enough or braced 	<ul style="list-style-type: none"> 001 	Yes	<ul style="list-style-type: none"> Licensed Design Professional⁽¹⁾ 	<ul style="list-style-type: none"> Backfilling
011	Concrete slab-on-ground floor	<ol style="list-style-type: none"> Sewer and water pipes installed, and approved inspection by WSSC. Installation of slab base, vapor retarder, slab edge insulation, ductwork (if utilized) A minimum 3 in. schedule 40 PVC, or equivalent gas tight pipe inserted into a 3 in. tee embedded into the slab base for the venting of radon gas and labeled adequately Installed sump crock, if necessary for the venting of radon gas 	<ul style="list-style-type: none"> 001 WSSC#1 	Yes	<ul style="list-style-type: none"> WSSC⁽³⁾ Licensed Design Professional⁽¹⁾ 	<ul style="list-style-type: none"> Placing concrete
003	Wall check (house location survey)	<ol style="list-style-type: none"> Certified house location survey (new houses only) 	<ul style="list-style-type: none"> 001, 002 	Yes	Survey prepared and certified by a Maryland Registered Land Surveyor or a Licensed Design Professional ⁽⁴⁾	<ul style="list-style-type: none"> Framing the first floor

REQUIRED BUILDING INSPECTIONS, Table 1 (Continued)

Inspection		Prior to Inspection Request		Inspection performed by		Inspection approval required prior to
				DPS	Others	
Code	Type	Work to be Completed	Approved Inspections			
006	Masonry Fireplace/Chimney	Chimney/fireplace and the first flue liner installed	<ul style="list-style-type: none"> • 001 	Yes		<ul style="list-style-type: none"> • Installing additional liners • Framing (close-in) inspection
042	Wall Bracing	<p>Wall bracing inspection prior to installation of weather-resistive barrier (house-wrap)</p> <p>Minimum first floor interior and exterior braced wall panels in place (one side of interior walls)</p>	<ul style="list-style-type: none"> • 001, 402, 002, 011, 003, 006 	Yes		<ul style="list-style-type: none"> • Framing (close-in) • Installation of siding • Insulation
WSSC#2	Plumbing/Gas rough-in	<p>WSSC approval required prior to framing/close-in inspection</p> <p>Check with WSSC⁽³⁾</p>			<ul style="list-style-type: none"> • WSSC 	<ul style="list-style-type: none"> • Installing insulation and drywall • Framing (close-in) inspection
004 041 ⁽⁵⁾	Framing (close-in) ⁽⁶⁾⁽⁷⁾	<ol style="list-style-type: none"> 1. All framing installed 2. Roof and components installed 3. All stairs in place 4. Fire stopping and draft stopping installed 5. Air sealing of building thermal envelope 6. Exterior sheathing, and house wrap installed (no exterior finishes) 7. Windows, doors installed and flashed 8. All trade penetrations of the exterior wall are made, and air sealed. 9. Fire sprinkler test approved by DFRS 	<ul style="list-style-type: none"> • 001, 002, 003, 011 • WSSC#2, 008, 104 • Sprinklers tested by Department of Fire and Rescue (DFRS) 	Yes	<ul style="list-style-type: none"> • WSSC • DFRS 	<ul style="list-style-type: none"> • Installation of insulation • Installation of outlets, switches, fixtures, appliances • Installation of exterior finish
043	Insulation	<p>Duct pressure testing⁽¹⁰⁾ if performed at rough-in, give test results to inspector</p> <p>Framing (close-in) approval</p>	<ul style="list-style-type: none"> • 001, 402, 002, 011, 003, 006, 004/041 	Yes	Third party ⁽¹⁰⁾	<ul style="list-style-type: none"> • Final inspection
012	Swimming pool bonding	Pool has been formed with the rebar installed and bonded prior to placement of concrete or backfill.		Yes		<ul style="list-style-type: none"> • Placing concrete

REQUIRED BUILDING INSPECTIONS, Table 1 (Continued)

Building Inspection Codes and Types		Prior to Inspection Request		Inspection performed by		Inspection approval required prior to
				DPS	Others	
Code	Type	Work to be Completed	Approved Inspections			
251	Final ^{(8) (9)}	<ol style="list-style-type: none"> 1. DFRS Final Inspection Approved 2. WSSC Final Inspection Approved 3. All attic, basement, crawl space, insulation installed 4. All surfaces inside the house finished, Floor covering installed, trim in place 5. All exterior finishes are complete (siding, soffits, fascia, trim, flashing) & sealed 6. Street address attached to the building 7. All smoke detectors in working condition 8. Final grading complete, and sloping away from the foundation. 9. Certificate of Potability, required w/ Well Permit 10. Duct pressure test⁽¹⁰⁾ results if performed post-construction - give to inspector 11. Blower Door test⁽¹¹⁾ results-give to inspector 	<ul style="list-style-type: none"> • 001, 002, 003, 011, 004 or 041, 102 • Final Electrical • Final mechanical • Final sprinklers 	Yes	<ul style="list-style-type: none"> • WSSC • DFRS • Third party 	<ul style="list-style-type: none"> • Issuance of Certificate of Occupancy • Using plumbing, gas, mechanical systems

- ⁽¹⁾ Montgomery County Inspectors Certification Program (ICP) maintains a list of Maryland registered professional engineers & architects certified for this type of inspection
- ⁽²⁾ A second inspection may be required prior to backfilling the interior drainage system.
- ⁽³⁾ Washington Suburban Sanitary Commission (WSSC) provides permits and performs inspections on plumbing and natural gas piping and appliance installation. Montgomery County inspectors will not conduct a close-in inspection, or final inspection without an approved WSSC rough-in inspection, or final inspection.
- ⁽⁴⁾ Owner must have a house location survey prepared and certified by a Maryland registered Land Surveyor or a registered Professional Engineer (where the property lines and corners are already existing and determined on the ground) and must furnish a copy to the Zoning Section for approval before any further inspections may be scheduled. For questions about wall checks please Phone 311. A wall check will not be accepted unless the permit number and premise address identify it.
- ⁽⁵⁾ For construction of new one- and two-family dwellings and townhouses only.
- ⁽⁶⁾ When floor framing is less than 36 in. above the surface below, a framing inspection must be requested prior to installation of any floor materials.
- ⁽⁷⁾ For new construction, the framing – 004 or 041, rough wiring -104, and mechanical inspections - 008 must be requested at the same time and after the Department of Fire and Rescue (DFRS) approved the fire sprinkler hydro test
- ⁽⁸⁾ The final mechanical and electrical inspection must be requested with the final building inspection and after DFRS approved the final sprinkler inspection.
- ⁽⁹⁾ For new construction, conducted after the building is completed and ready for occupancy, but prior to settlement on the house, unless the contract owner waives the requirements and provides, in writing, the Department of Permitting Services with a signed copy of the waiver form provided by the County.
- ⁽¹⁰⁾ When a Duct Pressure Test is required, the test can be performed at the rough-in or post-construction phase. Test to be performed by MD State licensed HVAC contractor, State Licensed Mechanical Engineer, or owner. Provide test results to Inspector during the framing/close-in inspection or at the insulation inspection if the test is performed during the rough-in phase or, at the final inspection if the test is performed in the post-construction phase.

- ⁽¹¹⁾ Blower Door Test (when required) may be performed by anyone adequately trained in the procedure. Test results shall be given to the Inspector not later than the final inspection of the project.
- ⁽¹²⁾ Public Notice of permits affecting certain residential properties. *Sign* of Public Notification of Construction (when required) shall be posted within 3 days of permit issue. The *sign* posting shall be verified by inspection prior to the start of construction. *Sign* inspection approvals must be granted before any other inspection can be scheduled.

For other than new construction, or when the scope of the work does not involve structural modifications to the building a rough wiring inspection must be requested prior to concealment and approved prior to the framing inspection, or both may be requested at the same time.

If an owner refuses access within a reasonable time after the house is completed, the building official may close the permit file, but this action will not relieve the owner of any obligation to comply with applicable building codes.

REQUIRED DECK INSPECTIONS, Table 1.1

Deck Inspection Codes and Types		Prior to Inspection Request		Inspection performed by DPS	Inspection approval required prior to
Code	Type	Work to be Completed	Approved Inspections		
001	Footing Inspection	1. Excavation for footings per approved deck plans. 2. Excavation must be clear of organic matter, loose stone, rocks etc. and all other debris.	Before you dig call Miss Utility 800-257-7777 (2 day notice required)	Yes or Licensed Design Professional	Placing concrete
004	Framing	Conducted after the completion of all framing and rough wiring, if required. When floor framing is less than 36 in. above the surface below, a framing inspection must be requested prior to installation of any decking materials.	<ul style="list-style-type: none"> • 001 	Yes	Installing decking materials
251	Deck final	Conducted after the deck construction is completed and ready for use. Final inspection must be approved before deck is used or occupied.	<ul style="list-style-type: none"> • 001, 004 	Yes	Use/Occupancy

REQUIRED MECHANICAL INSPECTIONS, Table 2

Mechanical Inspection Codes and Types		Prior to Inspection Request		Inspection performed by DPS	Inspection approval required prior to
Code	Type	Work to be Completed	Approved Inspections		
008	Mechanical close-in	<ol style="list-style-type: none"> 1. Kitchen and bathroom ventilation installed 2. Dryer vents installed 3. Equipment working space provided 4. Attic furnace installed, (pull down stairs required w/attic furnace) 5. Combustion air provided 6. Vents, connectors, duct supports, and joints installed 7. Duct work air sealed, and insulated. 8. Factory-built fireplaces and flue chimneys installed in accordance with manufacturer's specifications. 9. Wood stoves installed in accordance with the manufacturer's specifications 	<ul style="list-style-type: none"> • 001, 002, 003, WSSC#2 	Yes	<ul style="list-style-type: none"> • Installing insulation • Framing inspection • Mechanical final • Concealing flue or chimney connectors • Concealing ductwork, piping and vents
251	Mechanical Final	<ol style="list-style-type: none"> 1. Grilles installed 2. All equipment installed 3. Concrete pad for the condensing unit 4. Dryer vent installed 5. Range hood and make-up damper, if required, installed 6. Refrigerant line cover installed 7. Gas vents to be connected to appliances 8. Electrical disconnects installed and labeled 9. All HVAC units must be installed and operating. 10. Duct pressure test certification given to inspector 11. Equipment maintenance documents on site 	<ul style="list-style-type: none"> • 001, 002, 003, WSSC#2, 008, 004 or 041 	Yes	<ul style="list-style-type: none"> • Building final

REQUIRED ELECTRICAL INSPECTIONS, Table 3

Electrical Inspection Codes and Types		Prior to Inspection Request		Inspection performed by DPS	Inspection approval required prior to use
Code	Type	Work to be Completed	Approved Inspections		
021	Generator (Automatic Start)	<ol style="list-style-type: none"> 1. Correctly sized transfer switch installed. 2. SEC and/or SER sized correctly and secured 3. Grounding Complete (If service MAIN is relocated the grounding electrode conductors must be relocated to MAIN location) 4. Load calculation sheet completed 		Yes	<ul style="list-style-type: none"> • Electrical final
101	Heavy-up	<ol style="list-style-type: none"> 5. Adequate Working Clearance 6. SEC must be sized correctly and secured 7. Grounding completed 8. Neutral Bonding completed 9. Installed panel size per sec 230-50c (amended) 10. Inhibitor installed 11. Connection to water pipe done 4. Panel schedule, labeling circuit completed 5. Sleeve installed, when required 		Yes	<ul style="list-style-type: none"> • Electrical final
102	Temporary Pending Final (TPF)	<ol style="list-style-type: none"> 1. Adequate Working Clearance 2. SEC must be sized correctly and secured 3. Grounding completed 4. Neutral bonding completed 5. Installed panel size per executive regulation or code which ever is applicable 6. Inhibitor installed 7. Sleeve installed, when required 8. GFCI protected receptacle installed 		Yes	<ul style="list-style-type: none"> • Electrical final
103	Temporary for construction (T4C)	<ol style="list-style-type: none"> 1. Pole height (Overhead service minimum height 12') 2. Pole size, anchoring, and bracing per power company requirements 3. Weatherproof enclosure per code 4. Lockable 5. Size of SEC per code 6. Grounding completed 7. Neutral Bonding must be complete 8. Panel per Code 9. Inhibitor per code 10. GFCI protected receptacle installed w/ in use cover 		Yes	<ul style="list-style-type: none"> • Electrical final
104	Concealment/Electrical rough-in	<ol style="list-style-type: none"> 1. All wiring, (including, telephone, coax, CAT 5, etc.), boxes, panels, recessed lights and conduits installed. 2. Nail plates installed as required. 3. Grounding continuity maintained 4. Approved grounding conductor must be installed 		Yes	<ul style="list-style-type: none"> • Framing (close-in)

251	Final	<ol style="list-style-type: none"> 1. All appliances, fixtures, outlets, panels, switches installed 2. All electrical wiring complete 3. Circuits identified in the panel index 4. Smoke alarms in working condition 5. Utility ground block installed 	<ul style="list-style-type: none"> • 001, 002, WSSC#2, 003, 011, 102, 104, 004 or 041 	Yes	<ul style="list-style-type: none"> • Using any equipment • Building final
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SCHEDULING INSPECTIONS

- Inspections shall be requested at least 24 hours prior to the date the inspection is needed.
- To schedule a building, electrical, or mechanical inspection, except partial inspections, call 311. Inspection requests must include the street address, permit number, and the type of inspection needed. Inspection requests made before 12 noon will be scheduled for the next working day, requests made after 12:00 noon will be scheduled within two working days. A specific time for an inspection cannot be given at the time that the inspection is scheduled.
- Partial Inspection – Conducted upon request. A \$121.00 fee must be paid, at the DPS office, when scheduling this inspection.
- To schedule inspections, you must have the appropriate permit number(s) available when you call.
- You may also schedule inspections, except partial inspections, via [internet](#).
- If you have job specific questions during construction please call the inspector assigned to the area in which the project is located.
- Re-inspection fee: A \$121.00 fee will be required after a building, electrical or mechanical inspection has been disapproved twice. To alert you of the reinspection fee the inspector will leave a disapproval sticker indicating a fee is due. This fee must be paid prior to requesting any future inspections
- 50% of the fire sprinkler re-inspection fee will be required after a fire sprinkler system inspection has been disapproved once.
- Inspections which cannot be performed because the inspector cannot gain access to the construction, or where work is incomplete, will be considered disapproved, counting toward the two allowed disapprovals. To avoid re-inspection fees, inspections may be cancelled by phone prior to inspector's arrival. To cancel an inspection call 311 and provide the permit number, address and type of inspection.
- Be certain that your projects are clearly marked with a lot number or address. If the lot is not marked the inspection will be rejected.

ADDITIONAL IMPORTANT INFORMATION

- For information on Well and Septic permits and required inspections call 311.
- For information on Sediment Control permits and inspections call 311.
- For information on Subdivision permits and inspections call 311.
- For information on fire sprinkler systems call 311.
- If you need assistance, please contact us at 311.