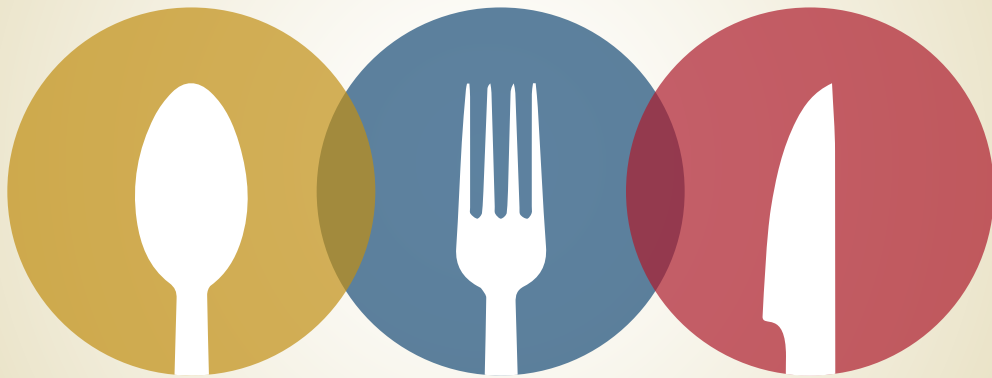


Montgomery County  
Welcomes  
Restaurant  
Businesses

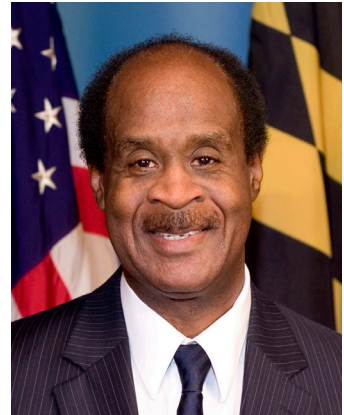


With  
Recipes  
For  
Success



OFFICE OF THE COUNTY EXECUTIVE  
ROCKVILLE, MARYLAND 20850

Isiah Leggett  
*County Executive*



Dear Prospective Restaurant Owner:

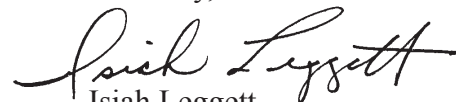
On behalf of the community, I would like to personally welcome your new restaurant to Montgomery County. You have selected a vibrant community to start your business. In order to ensure your success, we have prepared a welcome packet with our “Recipes for Success.”

Included in the packet is information on the different agencies and permits you will need to open your business. In an effort to streamline the process, the Department of Permitting Services offers a free pre-design consultation bringing all the agencies you will be working with to the table and going over Montgomery County’s permitting and licensing processes.

Montgomery County currently has more than 3,000 food establishments and we are excited about the unique flavor your business will bring to our community.

Welcome and I wish you success with your new restaurant. Bon appetit!

Sincerely,

  
Isiah Leggett  
County Executive





## *Frequently Asked Questions (FAQs)*

Call 311 in Montgomery County or 240-777-0311 outside of Montgomery County to schedule a pre-design consultation to discuss your new restaurant location or changes to existing restaurants. Pre-design consultations are held Tuesdays at 9:00am with representatives from the departments below as required.

### **Department of Permitting Services (DPS)**

Question	Information Needed by DPS
Is the restaurant use permitted in the zone where you want to locate?	A detailed description of the restaurant operation.
Is there adequate parking?	DPS needs to know the exact location of the property and may need a site plan - showing the existing uses and the existing parking to assess your required parking.
Is there an approved Use and Occupancy certificate for the location? If there is a Use and Occupancy for a restaurant you may not need to apply for another Use and Occupancy Certificate.	If not complete the Request for Information form on the DPS website. DPS will search their records for any existing Use and Occupancy Certificates.
Does the building/unit comply with the building and fire codes for a restaurant?	DPS may require "as built" architectural plans to determine if the building/unit is in compliance.
Does the landlord have up to date architectural (as built plans) and site plans for the location? If you are required to submit a building permit for this location, having the existing plans could save you the cost of hiring an architect and land surveyor to create new plans which could be costly.	DPS may have existing plans if permits were submitted for this location. Complete the Request for Information form on the DPS website.
Are changes required to the space that will require a building permit, electrical permit or mechanical permit?	DPS will need as much information as you have to assess the type of permits required, permit costs and time to review and issue the permits.
What DPS permits could be required for your location?	One or more of the following permits could be required depending on the existing conditions and your proposed changes: <ul style="list-style-type: none"> <li>• <a href="#">Building Permit</a></li> <li>• <a href="#">Electrical Permit</a></li> </ul>



## *Frequently Asked Questions (FAQs)*

	<ul style="list-style-type: none"> <li>• <a href="#">Mechanical Permit</a></li> <li>• <a href="#">Fire Protection System Permit</a></li> <li>• <a href="#">Fire Alarm Permit</a></li> <li>• <a href="#">Use and Occupancy Certificate</a></li> <li>• <a href="#">Sign Permit</a></li> <li>• <a href="#">Right of Way Permit (outdoor seating)</a></li> <li>• <a href="#">Historic Area Work Permit</a></li> </ul> <p>(See Design Consultation Application for complete list.)</p>
Is Roof Top dining and entertaining permitted?	If dining is permitted in the <a href="#">Zone</a> , the a building permit is required. Please check with your design professional for all codes adopted in Montgomery County. For any additional information or questions, call 311 or 240-777-0311 and request the Zoning Division.

### Department of Liquor Control (DLC)

Question	Information Needed by Department of Liquor
Are you applying for an alcohol license?	Contact the Montgomery County Department of Liquor Control at 240-777-1999 or 240-777-1904 (Outreach Office) or visit <a href="http://www.montgomerycountymd.gov/DLC">www.montgomerycountymd.gov/DLC</a> and click on “applications” for basic information to get you started. Applications are reviewed weekly and are scheduled for a hearing 30 days out once the application is complete. DLC staff will help you through the licensing process and arrange an application review session if needed.
Would you like to add a special permit to your current license such as catering or an outdoor café?	Applications can be found online at <a href="http://www.montgomerycountymd.gov/DLC">www.montgomerycountymd.gov/DLC</a> under “applications”. Call 240-777-1999 or email <a href="mailto:dlc@montgomerycountymd.gov">dlc@montgomerycountymd.gov</a> for assistance.



## *Frequently Asked Questions (FAQs)*

### Health and Human Services (HHS)

Question	Information Needed by Health and Human Services <a href="#">(Food and Facilities Licenses)</a>
Are architectural drawings required?	If the facility is new construction or altered a complete set of architectural drawings will be required. Contact (240)777-3986 for detailed information. Plan submittal may also be required by the State of Maryland if the facility is a chain restaurant. Contact the Maryland Division of Food Control at (410)767-8400.
What additional information is needed with the menu?	A licensee may not operate an establishment unless the facility is under the immediate control of a Certified Food Service Manager. Provide the name of an employee who has obtained a Montgomery County Certified Food Service Manager's card.
How does one obtain a Certified Food Manager Card?	An individual must take and pass an approved American National Standards Institute (ANSI) course. Upon completion, the individual must present the original certification along with a government issued photo ID.
Does Montgomery County have a Nutritional Labeling law and who is required to comply?	Yes, If the facility is part of a chain with at least 20 locations in the United States compliance with Montgomery County Nutritional Labeling Law is required.
Is it permissible to use Trans Fat in Montgomery County?	No, any facility that prepares foods may not use partially hydrogenated vegetable oils, shortenings, or margarines that contain more than 0.5 grams of artificial trans fat per serving. This regulation does not apply to food that is served directly to patrons in the manufacturer's original sealed packaging.
Does the facility plan to provide alcoholic beverages?	Contact the Department of Liquor Control at (240)777-1999.
Will the facility be serviced by public water and sewer, or require a grease interceptor?	Contact Washington Suburban Sanitary Commission (WSSC) at (301)206-8000, or City of Rockville at (301)314-8240.
Will the facility be serviced by well water or private septic system?	Contact Department of Permitting Services at (240)777-6300

### Fire Department



## *Frequently Asked Questions (FAQs)*

Question	Information Needed by Fire Department
Am I changing the use and occupancy type of an existing building? Am I moving into a new building with no prior occupancy? If so, my site may be required to have an approved fire department access and water supply plan.	Contact the Montgomery County Office of the Fire Marshal (OFM) at 240-777-2457 to check if there is an approved plan on file. If so, obtain a copy and submit to DPS with your permit package. If not, OFM staff will work with you and your design engineer to develop one.
What permits may be required from the Office of the Fire Marshal?	Operational Permits allow the Office of the Fire Code Compliance to track the required testing found in NFPA 25 (Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems) and NFPA 72 (National fire Alarm Code)

### Department of Economic Development (DED)

Question	Information Needed by Department of Economic Development
Where can I find information about starting a business in Montgomery County?	Visit the Montgomery County <a href="#">Business Resources</a> page for more information. Additional Resources are also available from the Maryland Department of Business and Economic Development ( <a href="http://www.choosemaryland.org">www.choosemaryland.org</a> ).

### Montgomery County Circuit Court

Question	Information Needed by Montgomery County Circuit Court
Do I need a Business License (Traders) to operate as a restaurant?	Yes. A restaurant is required to have a <a href="#">business license</a> .

### WSSC

Question	Information needed by WSSC
Is the facility currently served by public water and sewer?	If not and you would like to be connected to either public water and / or sewer, then contact WSSC Permit Services Unit at 301-206-4003.
Are the existing water/sewer connection and meter size large enough to handle the proposed domestic/fire pressure demands?	Contact the WSSC (301-206-4003) to determine the type of permits required; permit costs, and provide the existing water and sewer service connection sizes.  WSSC Plans Review staff will verify the adequacy of the service connections and pipelines on-property to serve the domestic plumbing fixtures and related water utilizing equipment during the review of the plumbing plans in concert with



## *Frequently Asked Questions (FAQs)*

	<p>the issuance of the plumbing permit.</p> <p>WSSC staff <b>does not</b> determine the adequacy of water service connection or pipelines on-property to serve fire protection systems. Montgomery County requires a separate review of fire protection systems.</p> <p>However, for water connections 4” diameter and larger, WSSC staff will review the civil “site utility” water design using flow demands provided by the applicant.</p> <p>In general, where new or larger service connections are needed, the onus is on the owner and their design and construction teams to make timely and accurate request for new service connections and flow demands where applicable.</p>
<p>What should I do prior to removing fixtures on an existing space?</p>	<p>It is the applicant/owner responsibility to hire a WSSC Registered Master Plumber to apply for a System Development Charge (SDC) Fixture Credit Permit and WSSC will perform an inspection to verify the fixture count for SDC credits <b>prior</b> to removal of fixtures and demolition of the building.</p>
<p>What should I do if it is determined that the current water, sewer connection or meter size is not adequate to service my future water demand and fire sprinkler requirements?</p>	<p>If you should need to abandon your current water or sewer connection and upgrade the service connection size to meet new water/sewer demands, then contact WSSC Permit Services Unit at 301-206-4003 to review what forms, documents and fees will be required.</p>
<p>Are plumbing drawings required? And if so, how long is the plan review process?</p>	<p>Plumbing drawings are required for all new food service establishments and owner initiated retrofits of existing spaces/buildings. First review may take up to 15 business days; subsequent reviews, if needed, may also take up to 15 business days, but generally they do not.</p>
<p>What is the submittal process for plumbing drawings?</p>	<p>WSSC accepts plumbing plans electronically or in full scale paper format. For electronic submittals, applicants (must be a WSSC licensed Master Plumber/Gasfitter), must first submit their permit application, and then they will receive an “invitation” to upload plans.</p> <p>In general, drawings shall include: floor plans, riser schematics (2D), and equipment and fixture schedules. Risers are required for DWV, water, and gas; risers shall also include sufficient information to assess pipe sizing and proper schemes.</p>
<p>What WSSC Permits may be required for your project?</p>	<p>A Long Form Permit will need to be applied for by a WSSC Registered Master Plumber that you have hired to perform the work required and to schedule all</p>





## *Frequently Asked Questions (FAQs)*

	plumbing / fuel gas inspections.
What is the timeframe for the issuance of Permits?	This will depend on the type of Permit that you (abandonment / service connections) or your plumber (plumbing / fuel gas permits) will need to apply for.
Who do I contact with questions regarding Permits and Fees?	WSSC – Permit Services Unit at (301) 206-4003.
Who do I contact with questions regarding plan review?	WSSC – Regulatory Services Group, Plans Review at (301) 206-8886 or <a href="mailto:PlumbingPlansReview@wsscwater.com">PlumbingPlansReview@wsscwater.com</a>
Who do I contact with questions regarding the WSSC Plumbing Gas Code Regulations?	WSSC – Regulatory Services Group, Plumbing Code Inquiries at (301) 206-8886. <a href="mailto:PlumbingPlansReview@wsscwater.com">PlumbingPlansReview@wsscwater.com</a>
Who do I contact with questions regarding Grease Interceptor requirements?	WSSC – Regulatory Services Group, Plans Review at (301) 206-8886. <a href="mailto:PlumbingPlansReview@wsscwater.com">PlumbingPlansReview@wsscwater.com</a>
What Code does WSSC use and enforce.	WSSC uses the <a href="#">2015 WSSC Plumbing &amp; Fuel Gas Code</a> .

Other Approvals may be required from the following agencies:

- [SHA](#) (State Highway Administration)
- [Maryland-National Capital Park & Planning Commission](#)
- [Department of Health and Human Services](#)
- Townships

### Other Agencies to Contact

Other Agencies and Utilities to Contact	<a href="#">Allegheny Power</a>
	<a href="#">Baltimore Gas &amp; Electric Co. (BG&amp;E)</a>
	<a href="#">Historical Preservation</a>



## *Frequently Asked Questions (FAQs)*

### **Other Agencies to Contact**

	<a href="#">International Code Council (ICC)</a>
	<a href="#">Maryland Department of Assessments and Taxation</a>
	<a href="#">Miss Utility</a>
	<a href="#">MNCPPC: Historic Area Work Permits</a>
	<a href="#">MNCPPC: MC Atlas</a>
	<a href="#">MNCPPC: Zoning</a>
	<a href="#">Municipalities</a>
	<a href="#">National Fire Protection Association (NFPA)</a>
	<a href="#">Potomac Electric Power Company (PEPCO)</a>
	<a href="#">U.S. Department of Energy (DOE) by Pacific Northwest National Laboratory (PNNL)</a>
	<a href="#">Verizon</a>
	<a href="#">Washington Gas Light Co.</a>
	<a href="#">WSSC</a>



**Montgomery County**  
**Department of Permitting Services**

255 Rockville Pike, 2<sup>nd</sup> Floor  
 Rockville, MD 20850-4166  
 Phone: 311 in Montgomery County or (240) 777-0311



**A. Client Information**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Client's Point of Contact:

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**B. Project Information**

Project Address: \_\_\_\_\_

Detailed Project Description: \_\_\_\_\_

Is this new construction? (Y/N) \_\_\_\_\_ Addition? (Y/N) \_\_\_\_\_ Alteration? (Y/N) \_\_\_\_\_

Existing Building \_\_\_\_\_ Sq. Ft. New Building \_\_\_\_\_ Sq. Ft. Site \_\_\_\_\_ Sq. Ft.

If new construction: Have soils been investigated? (Y/N) \_\_\_\_\_ Sediment Control Permit #: \_\_\_\_\_

Building # of Stories: \_\_\_\_\_

Existing Approved Occupancy Use Classification(s), if any: \_\_\_\_\_ Date of U&O: \_\_\_\_\_

Proposed Occupancy Use Classification(s): \_\_\_\_\_

Construction Type (IBC Classification): \_\_\_\_\_ If unknown, describe construction:

Is building Sprinkled (Y/N): \_\_\_\_\_

Water & Sewage: WSSC (Y/N): \_\_\_\_\_ WELL (Y/N): \_\_\_\_\_ SEPTIC(Y/N): \_\_\_\_\_

**C. Meeting Information**

Number of attendees you expect to bring: \_\_\_\_\_

Provide copy of Site plan and Building Existing & Proposed Plan

**D. Meeting Agenda / Check List**

Please review related links available at DPS website. Check "YES" for items needed to be discussed:

YES	Permit/License	Department
NA	<a href="#">DPS eServices</a>	DPS
NA	<a href="#">Restaurant Welcome Packet</a>	DPS
NA	<a href="#">Zoning FAQ</a>	DPS
<input type="checkbox"/>	<a href="#">Commercial Change of Use</a>	DPS
<input type="checkbox"/>	<a href="#">Commercial New Construction</a>	DPS
<input type="checkbox"/>	<a href="#">Commercial Additions</a>	DPS
<input type="checkbox"/>	<a href="#">Commercial Interior Alteration</a> Interior and Exterior Alterations	Department of Permitting Services (DPS)



**Montgomery County  
Department of Permitting Services**

255 Rockville Pike, 2<sup>nd</sup> Floor  
 Rockville, MD 20850-4166  
 Phone: 311 in Montgomery County or (240)777-0311  
 Fax: (240)777-6262  
<http://www.montgomerycountymd.gov/permittingservices>



**Restaurant Design Consultation Application**

<input type="checkbox"/>	<a href="#">Commercial Fast Track</a>	DPS
<input type="checkbox"/>	<a href="#">Sign Permit</a>	DPS
<input type="checkbox"/>	<a href="#">Historic Area Work Permit</a>	DPS
<input type="checkbox"/>	<a href="#">Electrical Permit</a>	DPS
<input type="checkbox"/>	<a href="#">Mechanical Permit</a>	DPS
<input type="checkbox"/>	Fire Protection <a href="#">Fire Protection System Permit</a>  <a href="#">Fire Alarm Permit</a>	DPS
<input type="checkbox"/>	Public Right-of-Way <a href="#">Driveway Permit</a>  <a href="#">Revocable Public Right-of-Way</a>  <a href="#">Outdoor Café Seating Guideline</a>	DPS
<input type="checkbox"/>	<a href="#">County Well Location Permit</a>	DPS
<input type="checkbox"/>	<a href="#">Sediment Control Permit</a>	DPS
<input type="checkbox"/>	Fire Department access and water supply plan - Operational Permit <a href="http://www.montgomerycountymd.gov/mcfrs-code/permits.html#Operational">http://www.montgomerycountymd.gov/mcfrs-code/permits.html#Operational</a>	Department of Fire and Rescue Services (DFRS)
<input type="checkbox"/>	Alcoholic Beverage <a href="http://www.montgomerycountymd.gov/DLCLRE/Licensure/licenses.html">http://www.montgomerycountymd.gov/DLCLRE/Licensure/licenses.html</a>	Department of Liquor Control (DLC)
<input type="checkbox"/>	Architectural Drawings submitted to Health and Human Services Architectural Drawings submitted to State of Maryland for chain restaurant Certified Food Manager <a href="http://www.montgomerycountymd.gov/hhs-special/LandRLicenseFoodService.html">http://www.montgomerycountymd.gov/hhs-special/LandRLicenseFoodService.html</a>	Health and Human Services (HHS)
<input type="checkbox"/>	Nutritional Labeling Law – Compliance <a href="http://www.montgomerycountymd.gov/hhs-special/LandREnviroHealthMenu.html">http://www.montgomerycountymd.gov/hhs-special/LandREnviroHealthMenu.html</a>	HHS

DPS – Department of Permitting Services

DLC – Department of Liquor Control, Division of Licensure, Regulation and Education

DFRS – Department of Fire and Rescue Services, Fire Code Compliance

HHS – Department of Health and Human Services, Licensure and Regulatory Services

CC – Circuit Court

NA – Not Applicable



# Montgomery County Department of Permitting Services

255 Rockville Pike, 2<sup>nd</sup> Floor  
Rockville, MD 20850-4166  
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Fax: (240)777-6262  
<http://www.montgomerycountymd.gov/permittingservices>



## Restaurant Design Consultation Application

### E. To be read by Applicant

**Disclaimer** - The design consultation is a discussion about a project and is not a part of the formal permit review process. As such, these discussions are not binding or official. An approval or concurrence by the specialist at the design consultation does not relieve the design professionals, building owners, or the tenants from compliance with the applicable code requirements, or limit the plan reviewers or inspectors from citing code violations.

#### IMPORTANT NOTE:

Approvals may be required from the following agencies:

- [SHA](#) (State Highway Administration)
- [Maryland-National Capital Park & Planning Commission](#)
- [WSSC](#) (Washington Suburban Sanitary Commission)
- [Department of Health and Human Services](#)
- Townships

#### Other Agencies to Contact

Other Agencies and Utilities to Contact	<a href="#">Allegheny Power</a>
	<a href="#">Baltimore Gas &amp; Electric Co. (BG&amp;E)</a>
	<a href="#">Historical Preservation</a>
	<a href="#">International Code Council (ICC)</a>
	<a href="#">Maryland Department of Assessments and Taxation</a>
	<a href="#">Miss Utility</a>
	<a href="#">MNCPPC: Historic Area Work Permits</a>
	<a href="#">MNCPPC: MC Atlas</a>
	<a href="#">MNCPPC: Zoning</a>
	<a href="#">Municipalities</a>
	<a href="#">National Fire Protection Association (NFPA)</a>
	<a href="#">Potomac Electric Power Company (PEPCO)</a>
	<a href="#">U.S. Department of Energy (DOE) by Pacific Northwest National Laboratory (PNNL)</a>
	<a href="#">Verizon</a>
	<a href="#">Washington Gas Light Co.</a>
	<a href="#">WSSC</a>

**Meeting Schedule** - Design consultations are scheduled for a **one-hour period** starting at your **scheduled meeting time**. In respect to our other clients the design consultation time period cannot be extended or held-over. In order to gain your maximum benefit, please ensure your entire design team is prompt.

### F. Applicant's Signature

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Applicant's Signature
Date
Print Name

