



**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**

**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

<a href="#">Commercial Change of Use</a>	DPS
<a href="#">Commercial New Construction</a>	DPS
<a href="#">Commercial Additions</a>	DPS
<a href="#">Commercial Interior Alteration</a> Interior and Exterior Alterations	Department of Permitting Services (DPS)

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## Restaurant Design Consultation Application

	<a href="#">Commercial Fast Track</a>	DPS
	<a href="#">Sign Permit</a>	DPS
	<a href="#">Historic Area Work Permit</a>	DPS
	<a href="#">Electrical Permit</a>	DPS
	<a href="#">Mechanical Permit</a>	DPS
	Fire Protection <a href="#">Fire Protection System Permit</a>  <a href="#">Fire Alarm Permit</a>	DPS
	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
	<a href="#">County Well Location Permit</a>	DPS
	<a href="#">Sediment Control Permit</a>	DPS
	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)
	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)
	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)
	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

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### 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

