



DPS

**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/>



Permit Transfer Application ePlans Submittal Requirements

The following plans should be uploaded into the Drawings folder:

- The original approved Sediment Control plan that displays the new owner information in the owner/certification block with signature. Owner contact information must be updated to show the new owner. Refer to [Transfer of Sediment Control Permit](#) form.
- Each plan sheet must be uploaded as a single file PDF using the correct file name convention into the Drawings folder.

The following documents should be uploaded into the Documents folder:

- A letter from the original owner approving the permit transfer and acknowledging forfeiture of all permitting fees paid.
- Proof of property transfer to the new owner.

File Name Convention for Sediment Control Plan Sheets:

| Sheet/Drawing Type | Sheet/Drawing Reference Number | Acceptable ePlans File Name | Number of Characters |
|-------------------------------------|--------------------------------|-----------------------------|----------------------|
| Engineered SC | 0001-999 | SC0001 | 6 |
| Engineered SC for Single Family Lot | 0001-999 | SCSF0001 | 8 |
| Small Land Disturbance Activity | 0001-999 | SLDA0001 | 8 |
| Rough Grading/Add SWM/Add | 0001-999 | SCR0001 | 7 |
| As-Built | 0001-999 | SCAB0001 | 8 |
| Owner Transfer Agreement | 0001-999 | SCOT0001 | 8 |
| Permit Transfer | 0001-999 | SCPT0001 | 8 |
| Forest Harvest | 0001-999 | SCFH0001 | 8 |

“001 denotes the first page in a set of drawings, the file name for the second page would end in 002 and so on.