

# Commercial Building Permit Process



**DPS**

Montgomery County  
Department of Permitting Services

**YOUR PROJECT PARTNER**

# Discussion Topics

- ▶ Pre-Application Process
- ▶ Application Process
- ▶ Role of the Permit Technician
- ▶ Plan Review
  - ▶ Building Division
  - ▶ Land Development Division
  - ▶ Outside Agencies
- ▶ Permit Issuance
- ▶ Inspection



# Pre-Application process

## ▶ *Design Consultation*

Voluntary design conference with Commercial Building Construction plan review staff (typically architectural/life safety examiners, unless other disciplines are requested) to discuss preliminary/schematic design drawings for commercial projects prior to preparation of final construction documents (working drawings, specifications, etc.). It is intended primarily for discussing architectural designs; however, preliminary consultations may be arranged for engineering systems designs.

## ▶ *Casework Management*

Applicants can request that a Permit Technician be assigned to assist them through the entire permit process. Case Managers assist both the applicant and DPS staff to overcome potential code compliance issues, ensure timely and accurate plan reviews and inspections, and meet project timelines.

## ▶ *Code Modification*

If your building construction has been disapproved by an inspector, or your building design plans have been disapproved by a plan reviewer, or a construction code violation has otherwise been identified, and you cannot practically correct the deficiency without undue hardship, you may formally request a code modification.

## ▶ *Fire Department Access Plan*

Ensuring that the fire department operations and emergency services has access to the building to respond to emergency calls. This is a prerequisite to the commercial building permit application.



# Filing your Application

All commercial permits must be submitted to DPS using our eServices programs (Apply Online and ePlans).

- ▶ Construction drawings and documents must be submitted as a PDF, signed and sealed by the design professional.
- ▶ Pay a filing fee of 50% of the total permit fee.
- ▶ New construction permits commonly require associated permits, include:
  - ▶ Demolition
  - ▶ Sediment Control
  - ▶ Well/Septic (if necessary)
  - ▶ Public Right-of-Way
  - ▶ Electrical
  - ▶ Mechanical
  - ▶ Fire Alarm and/or Fire Protection
  - ▶ Use and Occupancy Certificate

# Permit Technicians

- ▶ Serve as the “face of DPS.”
- ▶ All applicants receive a “point of contact” email identifying the assigned Permit Technician.
- ▶ Case Managers/Concierge/Case Facilitators.
- ▶ Screen all application packets for completeness.
- ▶ Ensure that DPS fees are paid.
- ▶ Answer questions and/or connects applications with other DPS staff to answer technical questions.
- ▶ Liaison between DPS and outside agencies.

# Plan Review

- ▶ *Building Construction Reviews (reviews are concurrent)*

- ▶ Zoning
- ▶ Architectural
- ▶ Structural
- ▶ Life Safety
- ▶ Electrical
- ▶ Mechanical
- ▶ Smoke Control
- ▶ Energy
- ▶ Green Building

- ▶ *Land Development Reviews*

- ▶ Sediment Control
- ▶ Well/Septic (if necessary)
- ▶ Public Right-of-Way

- ▶ Electrical
- ▶ Mechanical
- ▶ Fire Alarm and/or Fire Protection
- ▶ Use and Occupancy Certificate

- ▶ *Other Agencies*

- ▶ DHHS
- ▶ M-NCPPC (including Historic Preservation Commission)
- ▶ WSSC
- ▶ State Highway

# Plan Review Process

## Overview of the ePlans Workflow



- ▶ All DPS commercial building plan reviews occur through our ePlans system within ProjectDox.
- ▶ Applicants can monitor the progress of their application real time.
- ▶ Each step in the process involves a ProjectDox “task”, each task can be tracked.
- ▶ For any plan review issues, DPS reviewers can mark up the drawings and pinpoint where the issues occur. The applicant receives a report with all review comments or changemarks at the end of the review cycle.
- ▶ DPS review comments are provided within 30 calendar days for properly submitted plans.

# Permit issuance

*When all internal and external reviews are completed the permit packet returns to the Permit Technician for permit issuance. The PT:*

- ▶ Ensures that all DPS permit fees are paid.
- ▶ Calculates the final Impact Tax due (if applicable), accounting for any credits or exemptions for which the applicant is eligible.
- ▶ All plan documents receive a DPS approval stamp and a copy of permit is uploaded to the approval folder for the applicant to download.





County Executive  
Marc Elrich

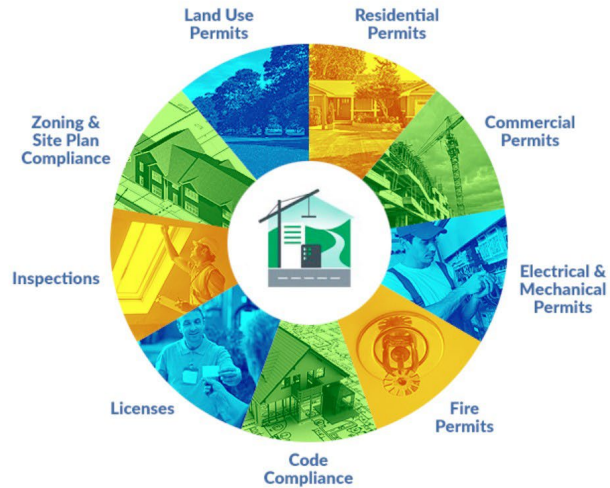
### HOW CAN WE HELP YOU?

Enter keyword(s) or phrase

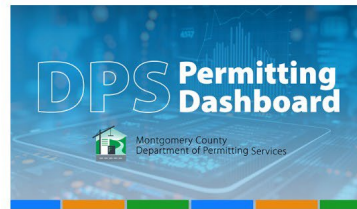


### ONLINE SERVICES

- Apply & ePay
- ePlans Upload
- Schedule Inspections
- Check Permit Status
- Data Search
- Design Consultation
- Request Records
- Property Complaint



### DPS PERMITTING DASHBOARD

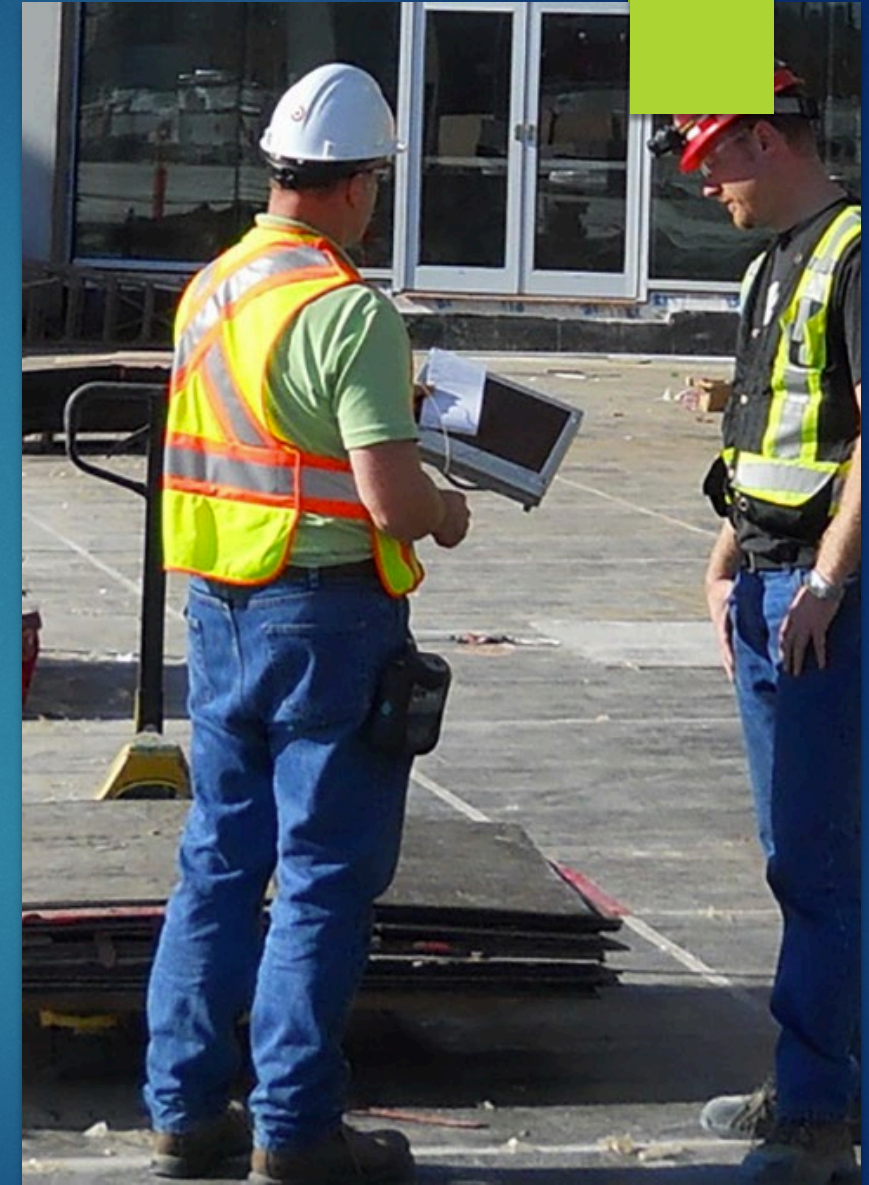


[View the DPS Dashboard for turnaround times.](#)

# DPS HOMEPAGE

# Inspections

- ▶ Building inspections can be scheduled online.
- ▶ Building Inspection sequence is on DPS website:
  - ▶ [https://www.montgomerycountymd.gov/DPS/Resources/Files/CO\\_MBUILD/Commercial-InspectionsSequencesApprovalReqs.pdf](https://www.montgomerycountymd.gov/DPS/Resources/Files/CO_MBUILD/Commercial-InspectionsSequencesApprovalReqs.pdf)
- ▶ Land Development inspections must be scheduled with the assigned inspector.
- ▶ Final building inspections cannot be completed unless all impact taxes have been paid.
- ▶ Use and Occupancy inspections are usually finalized with the building construction inspections. The U&O and Capacity certificates are issued shortly after all inspections have been finalized.
- ▶ A Fire Code Compliance (FCC) permit is issued to all (new) commercial buildings.



# For more Information:

- ▶ The DPS Customer Service Lobby is open Monday-Friday, 7:30 a.m. to 4 p.m. at 2425 Reedie Drive, 7<sup>th</sup> Floor, Wheaton.
- ▶ The DPS Staff Directory is posted online at [montgomerycountymd.gov/dps](http://montgomerycountymd.gov/dps).
- ▶ Questions? Call 311 or 240-777-0311.





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