



**Montgomery County
Department of Permitting Services**

2425 Reedie Drive, 7th floor
Wheaton, MD 20902
240-777-0311 or 311 in Montgomery County
montgomerycountymd.gov/dps



Application for Use and Occupancy/Capacity Certificate

Certificate AP# _____

Building AP# _____

A. Type of Application

Type:
 Use and Occupancy
 Open Land Use
 Home Health Practitioner
 Home Child Care Provider < 12 Children
 Shell and Core
 Change of Use
 Capacity Certificate
 # of Rooms/Capacity _____
 Other _____

Principle Use: (Check one)
 Assembly
 Educational
 Mercantile
 Place of Worship
 Storage
 Multi-Family -OR-
 Multi-Family Senior Building: # of Units _____

Boarding House
 Hotel
 Misc. Structure
 Public Utility
 Townhouse
 Business*
 Industrial
 Motel
 Restaurant
 Construction Trailer

Other _____

***If Business, please specify use:** _____

B. Location of Building Premise

Street Number: _____ Street: _____
 Town/City: _____ Zip: _____
 Lot: _____ Block: _____ Parcel: _____
 Floor: _____ Suite: _____ Unit/Bay/Store#: _____

C. Owner's Information

Property Owner's Name: _____ Email: _____
 Address _____ City _____ State _____ Zip Code _____
 Owner's Representative: _____ Telephone No.: _____ Fax No.: _____

D. Tenant's Information

Tenant's Company Name: _____ Email: _____
 Tenant's Name: _____ Telephone No.: _____ Fax No.: _____
 (Person connected with Trade Company)
 Mailing Address: _____
 (For Lessee, if other than premise address) Address _____ City _____ State _____ Zip Code _____

E. Description of Occupancy

HAZARDOUS MATERIALS? YES NO
 Existing Use: _____ Proposed Use: _____
 Square Footage to be Occupied: _____ Number of Employees: _____ Number of Company Vehicles: _____
 The PRIMARY use will be: _____ which is: _____ % of the space.
 The SECONDARY use will be: _____ which is: _____ % of the space.
Is this space ready for inspection now? YES NO, I WILL CALL WHEN READY

Person to contact to gain entry to space _____ Daytime Phone No _____

Applicant's Signature _____ Print Name _____ Date _____

For Office Use Only

Building & Use Information

Floor No (s): _____
 Max. Live Load: _____
 Construction Type: _____
 IBC Use Group: _____
 Occupancy Load: _____
 Code/Edition: _____
 Conditions: _____
 Fully Sprinkled & Monitored: _____

ZONING USE ONLY

Zoning Use Category: _____
 Zoning Type: _____ Zoning Sheet: _____
 Parking Required: _____ Parking Provided: _____
 Special Exception Case Number: _____
 Secondary Use: _____ @ _____ %
 [] Approved [] Disapproved
 Reason for Disapproval: _____