

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

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CREATING YOUR APPLY/PAY ONLINE AND ePLANS ACCOUNTS

DPS' eServices allow users to apply, pay for and provide information for review for select permit and license applications. To use these services you must first have an account. You can create an Apply/Pay Online account yourself but, ePlans accounts generally need to be created by DPS. It is important to note that *both your Apply/Pay Online account and your ePlans account will have the **same** username*. You can see the options for creating your accounts below:

Businesses/Electrical or Fire Alarm Contractors/Permit Expeditors:

You should contact DPS to set up your accounts. Prior to contacting us you will need the following information:

1. A general email account (e.g. montgomerycountypermits@xxxxx.com)
2. A valid office telephone number
3. Your electrical business license (electrical/fire alarm contractors)
4. Any previous eServices usernames held by the company or associated individual(s)

Creating a general account will allow multiple people to log in and see or perform actions on your projects and will prevent the loss of information should personnel change responsibilities within your organization.

Homeowners/Single Individual Companies

You are able to create your own Apply/Pay Online account using the link on the login screen. *You will need to contact DPS for your **ePlans** login information*. To create the account you will need the following information:

1. A valid email account
2. A valid telephone number
3. A valid street address

If you need additional assistance in creating or modifying your account you are always welcome to contact DPS via email at dps.eservices@montgomerycountymd.gov.