



DPS

**Montgomery County
Department of Permitting Services**

Phone: 311 in Montgomery County or (240)777-0311
<http://www.montgomerycountymd.gov/permittingservices>



Model House Program

The Department of Permitting Services (DPS) has updated its Model House (MH) Program to expedite the issuance of new house building permits and ensure that each house is constructed in accordance with DPS issued building permit and approved plans. This program establishes a site-specific building permit application process valid for an unlimited number of permits in the current building code cycle. Furthermore, it creates more efficient, cost saving procedures by reducing plan reviews.

The program is limited to Montgomery County Home Builder licensed contractors. MH approved plans cannot be bought, traded, or transferred from one contractor/developer to another.

The program consists of two parts:

- 1) MH application review and permit issuance and,
- 2) Refer-back (RB) application review and permit issuance.

The MH application, consisting of construction documents only, is submitted, reviewed for building code requirements and once approved, assigned a specific MH permit number for future reference. A MH permit is only valid for the building code cycle under which it was approved. When the County adopts new building codes, existing MH permits are voided, and builders will need to reapply for new MH permits.

RB application, consisting of a limited number of construction documents and site plan, is submitted and reviewed for building code, zoning, land development and other applicable legislation. The MH approved plans will be used for the construction on an individual parcel.

After you obtain the permits you must request mandatory inspections to ensure that permitted work on the project is approved and the building or structure is ready for use or occupancy. Work is inspected in the sequence described for [new homes](#).

The permit must be on site at the project. Be certain that your project is clearly marked with a lot number or address.

For all inspections, a set of approved plans must be on the job site for inspector's review.

Program Details

MH Permit Application

The following are required:

1. A completed online Residential Building Permit Application. Location of Work section shall be left blank.
2. Compliance with [requirements](#) for submitting plans electronically
3. Compliance with [guidelines](#) for plan submissions for new homes and townhouses.

Detached House

4. All plans submitted with one orientation (left- or right-hand).
5. Construction documents including:
 - a. All configurations and options are included on [cover page](#)
 - b. Necessary braced wall plans, floor plans, structural plans, etc. to show compliance for each of the different configurations proposed.
 - c. Energy calculations for worst case scenario.
 - d. Electrical, mechanical, & plumbing plans should not be included
6. Payment of permit fees (filing fee) at the time of application.

Townhouse

7. Left- or right-hand orientation plans are allowed on one set
8. Separate plans required for end and interior units
9. Same as item 5 and 6 above.

MH Permit Application Review

1. Building Plan Reviewers will conduct reviews for compliance with current building codes.

Permit Issuance

1. Once approved, the MH Permit and the approved MH construction documents are returned to the applicant.
2. The MH permit number is to be referenced on the refer-back application.

Revisions

1. Revisions to a MH permit are not allowed.

Program Details

RB Permit Application

The following are required:

1. RB permit applications will not be accepted until the MH permit is issued
2. A completed online Residential Building Permit Application. The application must indicate the MH permit number and name. Location of Work section shall not be left blank.
3. Compliance with [requirements](#) for submitting plans electronically
4. Compliance with [guidelines](#) for plan submissions for new homes and townhouses.
5. Right-of-Way and Sediment Control application or permit numbers
6. Permission letter from developer to use paving permit, if applicable
7. Site plan
8. [Cover page](#) indicating what options from MH permit are proposed. Include the size mechanical equipment
9. Payment of permit fees (filing fee) at the time of application.

RB Permit Application Review

1. Building Plan Reviewers will conduct reviews for compliance with building and energy codes
2. Zoning, Land Development Plan Reviewers will conduct their reviews
3. MNCPPC will conduct their reviews

Permit Issuance

1. RB permit and approved RB documents are returned to the applicant
2. Payment of the permit fee balance is required when RB permit is issued

Revisions to an RB permit

1. Any modification from the MH approved plans, including site-specific – such as additional exterior stairs due to grading, fire-rated exterior walls and/or soffits due to proximity to plot lines, etc.- needs to be approved under a revision to the RB permit
2. Revisions require a standard new home application submission.