



DPS

**Montgomery County
Department of Permitting Services**

Phone: 311 in Montgomery County or (240) 777-0311
www.montgomerycountymd.gov/dps



Documents required for permit fees calculated based on COST OF CONSTRUCTION

For any permit where the permit fee is based on the cost of construction, applicants are required to provide documentation evidencing the cost of construction. Cost of construction includes all trade work, labor, materials, and equipment associated with the project. Please indicate if you consider the documents provided to be confidential commercial information.

The application must include one of the following documents to reflect the full costs of construction. In addition to providing any of the documents below, **an itemized cost breakdown must also be provided** showing the costs ***included and excluded*** (items such as fees, overhead and taxes may not be included in the costs used for fee calculation) from the declared project cost.

- The accepted/approved bid document showing the agreed upon cost of construction for the project; or
- An executed contract for completion of the project signed by the owner and the contractor; or
- A letter stating full cost of construction signed by the design professional in charge (architect or engineer of record) of the project; or
- Other evidence of cost of construction expressly approved or required by the Department.

Where one of the above has not been provided at the time of application, the permit will be processed. However, documentation must be provided prior to permit issuance. In accordance with Montgomery County Code section 8-26(a) the full permit fee is required to be paid for permit issuance. If the issued permit is required for you to complete your documentation, you may request that your permit be issued with a temporary Stop Work Order reflecting the understanding that no work may begin under the permit until the documentation is provided. You must pay the fee noted at the time of permit issuance. When the final cost document is received the fee will be recalculated and you must pay any additional permit fees or DPS will refund any payment overage.