



Department of Permitting Services  
255 Rockville Pike, 2nd Floor  
Rockville, MD 20850-4166  
Phone: 311 in Montgomery County or (240) 777-0311  
Fax (240)-777-6262  
<http://www.montgomerycountymd.gov/permittingservices>



## Commercial Canopies and Awnings Checklist

### For Commercial Canopies and Awnings

- [Building Permit Application](#)
- Two (2) sets of constructions drawings to include, code analysis and scope of work.
- Original seal and signature of Maryland registered Architect or Engineer, including [titleblock requirements](#), on each page.
- Four (4) complete site plans, additional site plan if on well and/or septic or if [Right-of-Way permit](#) required.
- Completed, signed [revocable letter](#) if the structure extends into or over right of way.
- Fees - Check made payable to 'Montgomery County, MD':
  - [Building permit filing fee](#):  
Site address is located in the Maryland National Capital Park and Planning Commission plan review area-**\$825**  
Site address is located in the Department of Permitting Services plan review area-**\$515**
  - Add an additional 10% [automation enhancement fee](#) to all fees shown above.
- Miscellaneous Information:
  - If the address is within certain [municipalities](#), such as Poolesville, Barnesville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required with application.
  - If there has been a Special Exception granted for this lot from the [Board of Appeals](#), supply a copy.
  - If canopy is advertising a business, then a separate [sign application](#) must be submitted to DPS.