



**DPS**

**Montgomery County  
Department of Permitting Services**

255 Rockville Pike, 2<sup>nd</sup> Floor  
Rockville, MD 20850-4166  
Phone: 311 in Montgomery County or (240)777-0311  
[www.montgomerycountymd.gov/dps](http://www.montgomerycountymd.gov/dps)



## Inspection Scheduling Instructions:

The table below contains information on inspections specific to each type of permit. Scheduling an inspection will vary depending on the type of permit. Find your permit type below for the inspection scheduling methods.

PERMIT TYPE	SCHEDULE ONLINE	CALL 311 OR (240) 777-0311	SCHEDULE WITH INSPECTOR
Commercial Building Fast Track	YES	YES	NO
Commercial Building Permit	YES	YES	NO
Commercial Building Electrical	YES	YES	NO
Commercial Building Mechanical	YES	YES	NO
Demolition Permit	YES	YES	NO
Electrical Permit	YES	YES	NO
Fence Permit	NO	NO	NO
Fire Alarm Permit	YES	YES	NO
Fire Protection System Permit	YES	YES	NO

Mechanical permit	YES	YES	NO
Retaining Wall Permit	NO	NO	NO
Site Plan (MNCPPC)	NO	NO	YES
Special Exception	YES	NO	YES
Use and Occupancy Commercial	YES	NO	NO

♣ **PARTIAL INSPECTION** – Inspections outside of the normal sequence are conducted upon request. A \$99.91 fee must be paid, at the DPS office, when scheduling this inspection.

## INSPECTIONS

Montgomery County commercial inspectors are trained in building and mechanical inspections. Therefore, the close-in and final building and mechanical inspections must be scheduled simultaneously. However, close-in and final inspections must be scheduled under the relevant Building and Mechanical Permits for same day. If all trades are not ready, the inspector will disapprove the scheduled inspections.

### SCHEDULING YOUR INSPECTIONS; HOW TO DO IT, WHO TO CONTACT:

♣ **To expedite scheduling or cancelling inspections please have your Permit Number and Contact ID Number at hand before making your request.**

#### Online:

You can schedule, change or cancel your inspection, learn the name of your inspector and check the status of your permit by clicking [here](#) . *Please make note of your confirmation number, you will need it to cancel or change inspection dates by telephone.*

#### Phone

If you prefer, you may call **311** or **240-777-0311** (If outside of Montgomery County) and provide your request to the information specialist. *To cancel an inspection, you must have your confirmation number and your Contact ID #.*

Inspections may only be scheduled for permits that have been issued, and that have not already had an approved final inspection. Inspections shall be requested at least 24 hours prior to the date the inspection is needed. Requests for building inspection(s) that are received before 12:00 p.m. will be scheduled for the

next business day. Requests for building inspection(s) that are received after 12:00 p.m. will be scheduled for the second business day. You cannot request a specific time for your inspection. Cost for these inspections is included in your building permit fee. Additional inspections outside of the normal sequence shall be arranged in person at our offices; An additional fee may apply. (*You can get an approximate time of arrival by calling your inspector after 3 PM the day before your scheduled inspection or, on the morning of your inspection.*) Call your Inspector directly to discuss any job specific questions you may have.

Requests for County Well inspections, Right-of-Way inspection(s) and for Sediment Control inspection(s) must include your name and phone number. You must call your inspector to schedule the date of your inspection since these inspections are based on the inspector's workload and availability. Call **311** to obtain the name and phone number of your inspector.

♦ **REINSPECTION FEE** – A \$99.91 re-inspection fee will be required after a building or electrical inspection has been disapproved twice. To alert you of the re-inspection fee the inspector will leave a disapproval sticker indicating a fee is due and outlining the payment procedure. This fee must be paid prior to requesting any future inspections. Inspections which cannot be performed because the inspector cannot gain access to the construction, or where work is incomplete, will be considered disapproved, counting toward the two allowed disapprovals. To avoid re-inspection fees, footing, parging and slab inspections not ready due to weather conditions, may be cancelled by phone or upon the inspector's arrival up to 8:30 a.m. on the scheduled day. All other inspections must be cancelled prior to inspector's arrival on the job site. To cancel an inspection, follow the instructions below.

#### Canceling Inspection Requests:

To [cancel an inspection](#), please use the [Online Services-Data Search](#) page and enter your permit number and application type under the **Search Criteria** tab, then go the **Cancel Inspection** tab; from the pull down menu select the *scheduled inspection* you wish to cancel. Not all application types are eligible for online inspection cancelling. The online inspection cancelling function is available only if the application:

- is one of the eligible application types,
- is a valid and active application (not in void or stop work or inactive status), and
- has at least one scheduled inspection.

To cancel an inspection request by phone you will need your Contact ID#, permit and *inspection confirmation number* that was assigned when you made the inspection request. Call **311** or **240-777-0311** (if outside Montgomery County) and speak.

#### How to search the DPS Permit System:

The **ONLINE SERVICES-DATA SEARCH** tool is very useful for gathering data on virtually any parcel and construction project in the county. It provides six options for retrieving real-time data from the DPS Permit System: **Search by Application Date, Application Type and Number, Contact ID #, Licensed Contractor, Property Address** or, search by **Zip Code**. It is easy to navigate and complete instructions are provided with each search option.