



**Montgomery County
Department of Permitting Services**

2425 Reddie Drive, 7th Floor
Wheaton, MD 20902
Phone: 311 in Montgomery County or (240) 777-0311
www.montgomerycountymd.gov/dps



*Affix DPS Approval Sticker Here. Include Inspector name, contact info and additional project requirements. Post this sheet to Back of First Page on Approved Plans. **Mark FAIL if Inspection Agency is not provided.***

**COMMERCIAL BUILDING & MECHANICAL
INSPECTIONS PRE-CON MEETING NOTES**

A. BUILDING AND MECHANICAL INSPECTION SCHEDULING GUIDELINES:

1. DPS approved plans along with the all applicable deferred submittals, reviewed and approved by the registered design professional in responsible charge as shop drawings must be on site for inspector review. Any changes affecting Structural, Accessibility (ADA), Egress, Life Safety, or Mechanical Systems require a formal DPS Plan Revision submission and review.
2. Post permits conspicuously at building entrances. Schedule Inspections on-line or via 311 before 12PM for next day service. Always Provide contact information and suite/unit number when scheduling any inspection.
3. Check on-line or via 311 to verify the assigned inspector **after** 7:00 AM the day of inspection. Customers may then contact the inspector directly for an inspection time frame or to cancel any scheduled inspection(s).
4. **The inspector will disapprove/cancel the inspection(s) if any trade close-in/final inspection is not approved, or inspections are not scheduled correctly. Repeat disapproval(s) is subject to a Re-Fee.**

| TYPICAL BUILDING INSPECTION TYPES | | | | |
|--|------|------------------------|--|--|
| Y/N | Code | Description | Types of Inspection | Pre-requisite Approvals |
| | 042 | Wall Bracing | Exterior - Structural Wall Bracing/Sheathing. | Wall Check (074 for New/Adds) |
| | 051 | Footing/ Foundation | Footing/foundation reinforcing, & soil bearing (visual inspection). | Soils Testing if >2000 PSF (3 rd Party, see Section B) |
| | 056 | Masonry | Masonry Walls (Interior and Exterior) | Wall Check? Electrical & Plumbing |
| | 069 | Slabs (Decks) | Concrete SOG, Framed decks/platforms. | Underground/platform Plumbing & Electrical. |
| | 070 | Wall Framing | Interior - Close-in (partitions & shafts) One-sided sheathing/drywall allowed. Pre-Rock* . | Wall Check? Plumbing & Electrical. (* <i>Partial Inspection Fee</i>). |
| → | 071 | Ceiling | Close-in of acoustical and hard ceiling framing. Schedule with Mech. | Plumbing, Electrical, Sprinkler (Hydro) & Fire Alarm (Low Volt.) |
| → | 251 | Final | Final Life Safety, Energy, Fire Prevention, & ADA compliance check. Sched. with Mech. | Final Plumbing, Electrical, Sprinkler & Fire Alarm. |
| | 504 | Energy Ceiling | Ceiling Insulation Inspection. Spray thermal insulation requires pre-approval*. | Ceiling Framing (071). (*3 rd Party Cert/Letter needed) |
| | 506 | Energy Wall | Air barrier * & Wall Insulation Inspection. Spray thermal insulation requires pre-approval**. | (* <i>Partial Inspection Fee</i>) Framing/Bracing (070). (**3 rd Party Cert/Letter needed) |

| TYPICAL MECHANICAL INSPECTION TYPES | | | | |
|--|------|-----------------------|---|--|
| Y/N | Code | Description | Types of Inspection | Pre-requisite Approvals |
| | 604 | Hood | Type I Hood Inspection and grease duct light test*. | Structural approval. (*300-Watt Bulb with blacked-out space.) |
| | 606 | Ductwork | Hard Duct Inspection for sizing and joint sealing prior to duct insulation application. | None. |
| → | 608 | Close-In (Ceiling) | Close-in of mech. systems, ductwork, & connections. Schedule with Building. | Hydronic, Refrigerant & Fuel Oil piping pressure testing Y / N |
| → | 651 | Final | Final approval of equipment, and components. Schedule with Building. | Unit MOCP check. Mech. piping Cert. & Air balance Report. |

COMMERCIAL BUILDING & MECHANICAL INSPECTIONS PRE-CON MEETING NOTES

B. THIRD PARTY INSPECTIONS: DPS Authorized 3rd Party Inspections: (circle all that apply) 051, 053, 054, 056, 058, 059, 060, 061, 065, 068, 069, 072, 259, 502, 504, 506, EFIS or N/A. Provide final certifications and daily field reports at time of DPS Inspection. **Field reports shall be submitted to DPS within 10 days of inspection.**

Third Party Inspector (Signing below certifies agency’s personnel qualifications for performing required inspections.)

Company Name:

3rd Party Inspector Engineer of Record:

Date:

*Signature:

Geotechnical Inspector (If other than the 3rd Party Inspector above):

Company Name:

Geotechnical Inspector Engineer of Record:

Date:

*Signature:

Scope of 3rd Party Inspections: (List project scope items subjected to third party inspection.)

* Inspection agency portion needs to be completed, submitted to DPS Inspector prior to scheduling close-in inspections.

C. IDENTIFY ELEMENTS OF STRUCTURE THAT WILL BE CONSIDERED AS DEFERRED SUBMITTAL AND BY TRADE AND NOT REQUIRING SEPARATE PERMIT:

Definition IBC Chapter 1, section 107.3.4.1: Deferred submittals are defined as those portions of the design that are not submitted at the time of the permit application and that are designed by others (delegate engineer/ architect). The work of delegate engineer/ architect (deferred submittals) shall be reviewed and approved by the registered design professional in responsible charge (record professional) as shop drawings and shall be presented on site at the time of inspection. Shop drawing approval stamp shall read as “Approved” or “No exception Taken” not as “Make Corrections as Noted”

- Wood Roof Trusses
- Wood Floor Trusses
- Light gage metal (Cold formed steel) bearing walls and/or floor framing not designed by SER
- Steel Joists
- Cupola Design (Church)
- Stair, handrail, guardrail design
- Canopy
- Pre-Manufactured Buildings (Metal, precast, cold-formed, steel etc.)
- Other (Specify)

D. USE & OCCUPANCY: A Use and Occupancy Permit is required - Yes No . Proposed Use Type _____. Additional Use Type requirements: _____

E. PROTECTION OF OPENINGS: Rated wall/ceiling assemblies required by plan or Use Type - Yes No . Provide UL Systems Number(s) for proposed opening protection in rated assemblies at or before inspection.

F. CUSTOMER ACKNOWLEDGMENT OF DPS PERMIT INSPECTIONS REQUIREMENTS:

GC Agent Name: _____ Date: _____

Signature: _____

See attached DPS Sticker for additional requirements.