



## 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)



## Commercial Building Inspection

By performing mandatory inspections, DPS can help in complying with the provisions of the legislation. The inspection lists can be found under the Forms, Documents and Resources link of Commercial Building Inspection page.

For all inspections, set of approved plans stamped by Montgomery County DPS must be presented at the job site at all times for Inspector to review.

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.

### Approval Required:

It is the responsibility of the owner or his/her designee to call 311 (240-777-0311 Outside Montgomery County) and request inspections as required, at the proper time in accordance with the sequence of the work. No work shall proceed beyond the point where an inspection is required.

For inspection types and related codes please see the Forms, Documents and Resources link of Commercial Building Inspection page.

## Notification of Required Inspections

To improve service and facilitate the scheduling of inspection requests refer to the forms listed under the Forms, Documents and Resources link of Commercial Building Inspection page. Please use the three-digit inspection codes listed to the left of each inspection type for scheduling the inspections required for new construction, renovations/alterations, and additions.

When calling for inspections, please have contact information, including phone #, the address to be inspected (as it appears in the premise address, including suite #, Floor #, if applicable section of your permit), the permit number and the type of inspection requested.

## Required Inspections:

### I. Alterations not requiring new foundations or structural framing.

These types of alterations are normally identified as alterations related to tenant spaces.

## **II. New Constructions and Additions.**

### **A. 255 Pre Construction Conference:**

Before commencing the construction, the owner or his/her designee shall call 311 to schedule a meeting to discuss requirements, approved plans and related matters. It may require principal parties to the construction process attend this meeting during which an Inspector will represent the Department of Permitting Services.