



## 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  
Fax: (240)777-6262  
<http://www.montgomerycountymd.gov/dps>



### Commercial Building Inspections

#### ISSUED PERMITS MUST BE INSPECTED BY DPS

Montgomery County commercial inspectors are cross trained in Building and Mechanical inspections, therefore the close-in and final building and mechanical inspections must each be scheduled for the same day after all trade permits have been approved.

Inspection requests made before 12:00 noon will be scheduled for the next working day, requests made after 12:00 noon will be scheduled within two working days.

The permit, approved plans and all attached notes, comments and/or inspection reports shall be kept on the site and available for immediate review until the project has received final DPS approval. The permit must be conspicuously posted.

The following is a list of inspection types available for scheduling, a description of the inspection type and responsibilities of the applicant/person scheduling the inspection. Additional information and/or scheduling assistance is available by call 240.777.0311.

- 255 **Pre-construction meeting-** Before commencing the construction, the owner or designee shall call 311 to schedule a meeting to discuss requirements, approved plans and related matters. Notice: failure to schedule a pre-construction meeting before commencing construction may result in the issuance of a civil citation in the amount of \$500.00.
- 259 **Soils Inspection and Testing (S)-** This Special Inspection is required for:
  - a. All placed engineered fill and backfill material.
  - b. Foundation excavations tests where soil-bearing capacity must be determined or verified.NOTE: The certification by the inspection agency indicating adequate soil bearing capacity to support the design loads must be submitted to the inspector at the site at the time of the footing/rebar inspection and prior to placing any concrete.
- 042 **Wall Close in Exterior/ Bracing**
- 051 **Footings-** Excavate to approved depth. All formwork and reinforcing must be in place prior to inspection.
- 053 **Grade Beam/rebar-** All formwork and rebars must be in place prior to inspection
- 054 **Foundation wall/rebar Exterior-** All formwork and rebars must be in place prior to inspection
- 055 **Walls Masonry Exterior-** If reinforced all rebar must be in place at the time of inspection. All clean out holes for each lift must remain open until inspection.
- 056 **Walls Masonry Interior-** All reinforcing must be in place at time of inspection.
- 057 **Walls reinforced concrete (Interior walls)-** All reinforcing must be in place at the time of inspection before placing concrete.
- 065 **Parging, Waterproofing-** All debris must be removed from perimeter of foundation at the time of inspection. Walls waterproofed, foundation drainage installed.
- 069 **Structural Concrete Slabs-** All formwork sleeves and rebar to be in place prior to inspection and placing of concrete.
- 074 **Wall Check / Location Survey-** (All new structures and Additions) Upon completion of the foundation walls or perimeter footing and before any construction is placed upon the foundation walls or footings obtain a Professional Engineer entitled to practice in Maryland. Wall Check must be approved by zoning office.
- 070 **Wall Close-in-** All fire stopping and all electrical and plumbing rough in approvals must be approved prior inspection. Note: If structural steel is involved all certification of the steel assembly and connection are due at this time (058,059).
- 071 **Ceiling Close-in-** All electrical, plumbing, and sprinkler approvals must be obtained prior to building inspection.



## 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  
Fax: (240)777-6262  
<http://www.montgomerycountymd.gov/dps>



Mechanical inspection (608) must be scheduled at the same time as (071)

- 072 **Columns reinforced concrete-** All formwork and rebars to be in place prior to inspection and placing of concrete.
  
- 075/076 **Light Gage Framing**
  
- EIFS**
  
- 058 **Structural Steel Assembly-** This Special Inspection includes determination that the members are properly located, sized, and in accordance with the approved plans; checking of setting of anchor bolts and base plates to determining members are plumb
  
- 059 **Structural Steel Connections-** This Special inspection includes all connections both Welded and Bolts.
  
- 067 **Chimney/Pre Fab Fireplace-** Firebox, pipe, firestops, and chimney cap to be complete at the time of inspection. All areas of pipe and firebox must be visible so inspector can verify connections, firestops, and clearances.
  
- 068 **Masonry Fireplace/Flue-** Fireplace, throat, damper, and first flue liner are to be in place for this inspection.
  
- 251 **Final-** All work per approved plans is to be complete and the premise ready for occupancy.
  
- Capacity Certificate-** In every place of public or private assembly with an occupant load greater than 99 persons a capacity permit is required and it must be posted in a conspicuous place in the room/space near the entrance.
  
- 252 **Building Use and Occupancy-** All disciplines shall be approved prior to issuance of Certificate: Building, Electrical, Mechanical, Fire, WSSC, and Green Building as applicable.
  
- 502 **Energy Slab Inspection-** Insulation materials, R-Values/thickness, thermal breaks installed.
- 504 **Energy Ceiling Inspection-** Insulation materials, R-Values/thickness, manufacturers specifications, air barrier/air sealing materials and methods. Verification of Skylight/Roof monitor U-Values, SHGC/VT.
  
- 506 **Energy Floor or Wall Inspection**
  - Insulation materials, R-Values, manufacturer specifications, air barrier/air sealing materials and methods. Provide air leakage pressure tests when appropriate.
  - Fenestration verification with approved plans and specifications. Must show NFRC labels or manufacturer proof of U-Values, SHGC, VT and air leakage testing results.
  - Provide verification of slab/foundation insulation R-Values and thermal breaks.
  - Rooms containing fuel burning appliances where open combustion air ducts supply combustion air to open combustion space conditioning fuel-burning appliances shall be located in a room isolated from and outside of the building thermal envelope.



**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  
Fax: (240)777-6262  
<http://www.montgomerycountymd.gov/dps>



550 **Energy Final Inspection**

Functional testing reports for the new building systems (HVAC and Lighting) shall be transmitted to DPS prior to scheduling building final inspection. When Commissioning (Cx) is required by code, preliminary Cx report shall be provided to the building owner and, DPS must receive a letter of transmittal from the building owner acknowledging receipt of the Preliminary Cx Report prior to scheduling building final inspection. Within 90 days of Occupancy Approval, the building owner must be provided with the Final Cx report, System Balancing Report and all manuals associated with the building systems and operations. Please forward all required documentation to: [mark.nauman@montgomerycountymd.gov](mailto:mark.nauman@montgomerycountymd.gov) and [ye.jiang@montgomerycountymd.gov](mailto:ye.jiang@montgomerycountymd.gov)