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.