



**Montgomery County
Department of Permitting Services**

255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
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.

**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** 7:30 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
	508	Energy Duct	Duct insulation for new construction. Schedule with building energy inspections.	Duct seal/mechanical close-in (606/608).
	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.

[Type here]

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, 508, 510, 550, EFIS or N/A. *Provide certs at time of Inspection.*

Third Party Inspector other than Geotechnical Inspector:

Company Name:

Third Party Inspector Engineer of Record:

Date:

Signature:

Geotechnical Inspector (If applicable):

Company Name:

Geotechnical Inspector:

Date:

Signature:

Scope of Third Party Inspection: (List items subjected to third party inspection)

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 approved stamp shall read as "Approved" or "No exception Taken" not the "Make Correction 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:

Customer: _____

See attached DPS Sticker for additional requirements.