



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



Ownership Unit(s) Checklist

Original Ownership Unit Address: _____

Proposed Ownership Unit Address(es) or Designation(s):

Ownership Unit Process & Requirements

- Contact DPS to schedule an ownership unit consultation.**
- For the consultation, provide a copy of the record plat of the original ownership unit showing all existing easements and a plan showing the proposed ownership units.**
- Apply for an ownership unit permit and provide:**
 1. A building permit application for each unit with appropriate fees
 2. Attorney and Design Professional Certification Documents (for each unit)
 3. Site Plans:
 - Required:**
 - Site Plan showing the ownership boundary lines and existing structure(s), storm water management, impervious areas (parking lots, driveways, etc.).
 - Site Plan showing fire department access, utility entrances to the site/building(s) (water, electric, gas, sewer), any other relevant site plan information for the affected units.
 - Plans showing electrical, mechanical, plumbing, fire protection and life safety systems physically shared by the units at any point.

If the proposed ownership unit(s) has boundaries that pass through any portion of a structure:
Each ownership unit (original and proposed) and associated building(s) or structures must independently conform with Building and Fire Codes for existing buildings as adopted by Montgomery County. Any new building construction, alteration, or repair on an ownership unit is not covered by the ownership unit permit.

Where it is found that each unit does not independently comply because of the creation of the new ownership unit, cross easement or restrictive easement agreements may be required to ensure compliance. If a delineated easement area is created, it must be shown on the proposed plat, and responsibilities contained for that area in the plat notes (notes may refer to a separate document). Additionally, detailed plans are required to be submitted for review to ensure that the easement area addresses all potential non-conforming areas created by the new ownership unit. DPS will not review the content of any referenced easement document.

- Once all information is supplied, the permit will be reviewed for approval, available to the customer within 1-2 weeks.**
- Customer processes new record plat with approved units through MNCPPC.**