



**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



Commercial Use & Occupancy Inspections

ALL ISSUED PERMITS MUST BE INSPECTED BY DPS

Montgomery County Commercial Use & Occupancy inspections are performed by separate inspectors, all inspections must be approved prior to scheduling the Building/ Mechanical inspection.

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. ***When scheduling inspections within multi story buildings please provide contact information and floor and suite number.***

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.

The property must be inspected and approved by the Fire Marshal, and by the building, mechanical and electrical inspectors. If the use is permitted by special exception, a zoning inspection is also required.

Use and Occupancy inspection requests are not accepted through the DPS web site. To schedule your Use and Occupancy inspections, please call 311.

- 241 Electrical Inspection
- 245 Fire Alarm
- 246 Fire Protection Systems
- 248 Mechanical Inspection
- 252 Building Inspection
- 831 Site Inspection