

Permitting for Businesses



DPS

Montgomery County
Department of Permitting Services

YOUR PROJECT PARTNER

Our Mission

- ▶ The Department of Permitting Services (DPS) primary mission is to ensure the health, safety, sustainability and economic vitality of residents, businesses, communities and the built environment in Montgomery County. This is accomplished by accurate, consistent and timely review and issuance of submittal documents, issuance of permits, and outreach. DPS conducts prompt and thorough inspections for residential, commercial, land development, zoning and code compliance and responds to service requests and emergencies.



DPS Divisions

- ▶ Commercial Building Construction
- ▶ Customer Support and Outreach
- ▶ Land Development
- ▶ Residential Construction and Fire Code Compliance
- ▶ Zoning and Code Compliance



Customer Service is a Top Priority

- ▶ We are located on the 7th floor at 2425 Reedie Drive. Office hours are 7:30 a.m. to 4 p.m. and no appointment is necessary. We are here to help!
- ▶ Apply and pay for permits, submit construction plans, schedule inspections, book a virtual design consultation, request records, download a use and occupancy certificate 24/7 at montgomerycountymd.gov/dps.



DPS Customer Bill of Rights



Montgomery County
Department of Permitting Services





Use and Occupancy Certificates



DPS

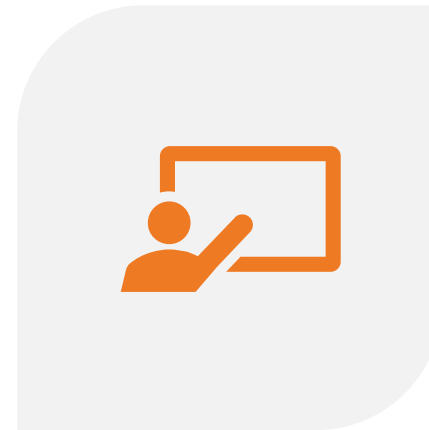
Montgomery County
Department of Permitting Services

YOUR PROJECT PARTNER

Contact DPS Before You Sign a Lease or Buy a Property...



THE FIRST QUESTION TO ASK ABOUT A SPACE OR PROPERTY IS ABOUT THE USE AND OCCUPANCY CERTIFICATE.

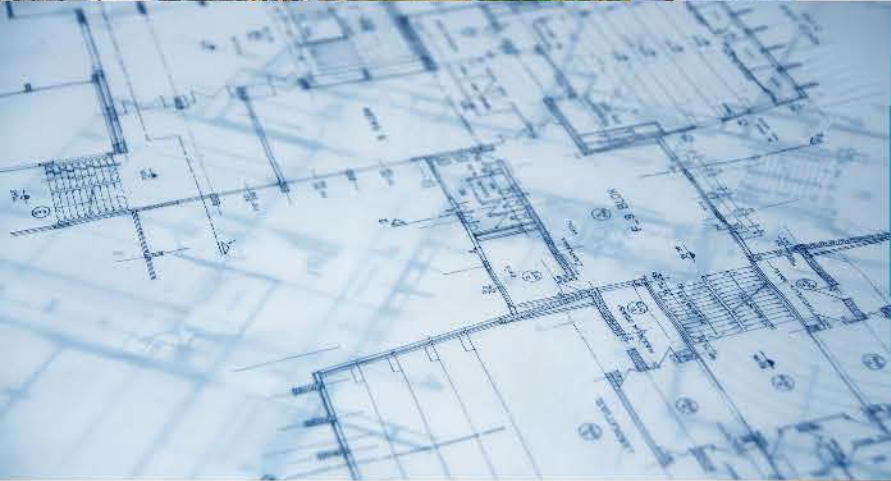


IF THERE'S ONE THING YOU LEAVE THIS WEBINAR WITH – THIS IS IT!



Montgomery County
Department of Permitting Services

DPS | YOUR
PROJECT
PARTNER



Free Virtual Design
Consultations:

Schedule Your
Appointment Today!

MONTGOMERYCOUNTYMD.GOV/DPS

Pre-Application Process

► *Design Consultation*

Voluntary design conference with Commercial Building Construction plan review staff (typically architectural/life safety examiners, unless other disciplines are requested) to discuss preliminary/schematic design drawings for commercial projects prior to preparation of final construction documents (working drawings, specifications, etc.). It is intended primarily for discussing architectural designs; however, preliminary consultations may be arranged for engineering systems designs.

► *Casework Management*

Applicants can request that a Permit Technician be assigned to assist them through the entire permit process. Case Managers assist both the applicant and DPS staff to overcome potential code compliance issues, ensure timely and accurate plan reviews and inspections, and meet project timelines.

► *Code Modification*

If your building construction has been disapproved by an inspector, or your building design plans have been disapproved by a plan reviewer, or a construction code violation has otherwise been identified, and you cannot practically correct the deficiency without undue hardship, you may formally request a code modification.

► *Fire Department Access Plan*

Ensuring that the fire department operations and emergency services has access to the building to respond to emergency calls. This is a prerequisite to the commercial building permit application.



Filing Your Application

All commercial permits must be submitted to DPS using our eServices programs (Apply Online and ePlans).

- ▶ Construction drawings and documents must be submitted as a PDF, signed and sealed by the design professional.
- ▶ Pay a filing fee of 50% of the total permit fee.
- ▶ New construction permits commonly require associated permits, include:
 - ▶ Demolition
 - ▶ Sediment Control
 - ▶ Well/Septic (if necessary)
 - ▶ Public Right-of-Way
 - ▶ Electrical
 - ▶ Mechanical
 - ▶ Fire Alarm and/or Fire Protection
 - ▶ Use and Occupancy Certificate

Permit Technicians

- ▶ Serve as the “face of DPS.”
- ▶ All applicants receive a “point of contact” email identifying the assigned Permit Technician.
- ▶ Case Managers/Concierge/Case Facilitators.
- ▶ Screen all application packets for completeness.
- ▶ Ensure that DPS fees are paid.
- ▶ Answer questions and/or connects applications with other DPS staff to answer technical questions.
- ▶ Liaison between DPS and outside agencies.

Small Business Success



Home Occupation

- ▶ A Home Occupation Certificate is required for any occupation that provides a service or product and is conducted within the dwelling unit by individuals residing in the dwelling.
- ▶ Any homeowner in Montgomery County who operates a home-based business which generates more than five visits to the site per week or who has a nonresident employee, must register his or her business with DPS. In addition, all home-health practitioners and lawn maintenance services are required to register with DPS.



Different Types of Home Occupation

- ▶ **No Impact Home Occupation:** This means there are no nonresident employees coming to the site for any reason during the day, and no more than five customer/client vehicles are visiting the property each week. No retail sales. (This you can do as a matter of right, with no registration.)
- ▶ **Low Impact Home Occupation:** One nonresident employee is allowed. No more than 20 customer/client vehicle visits to the property each week, and no more than five per day. No retail sales. Registration is required through the Department of Permitting Services.
- ▶ **Major Home Occupation:** Two nonresident employees are allowed. This requires a Conditional Use (Special Exception) and the Hearing Examiner or Board of Appeals determines the number of client/customer visits after a public hearing.



What kind of businesses are not allowed as home occupation?

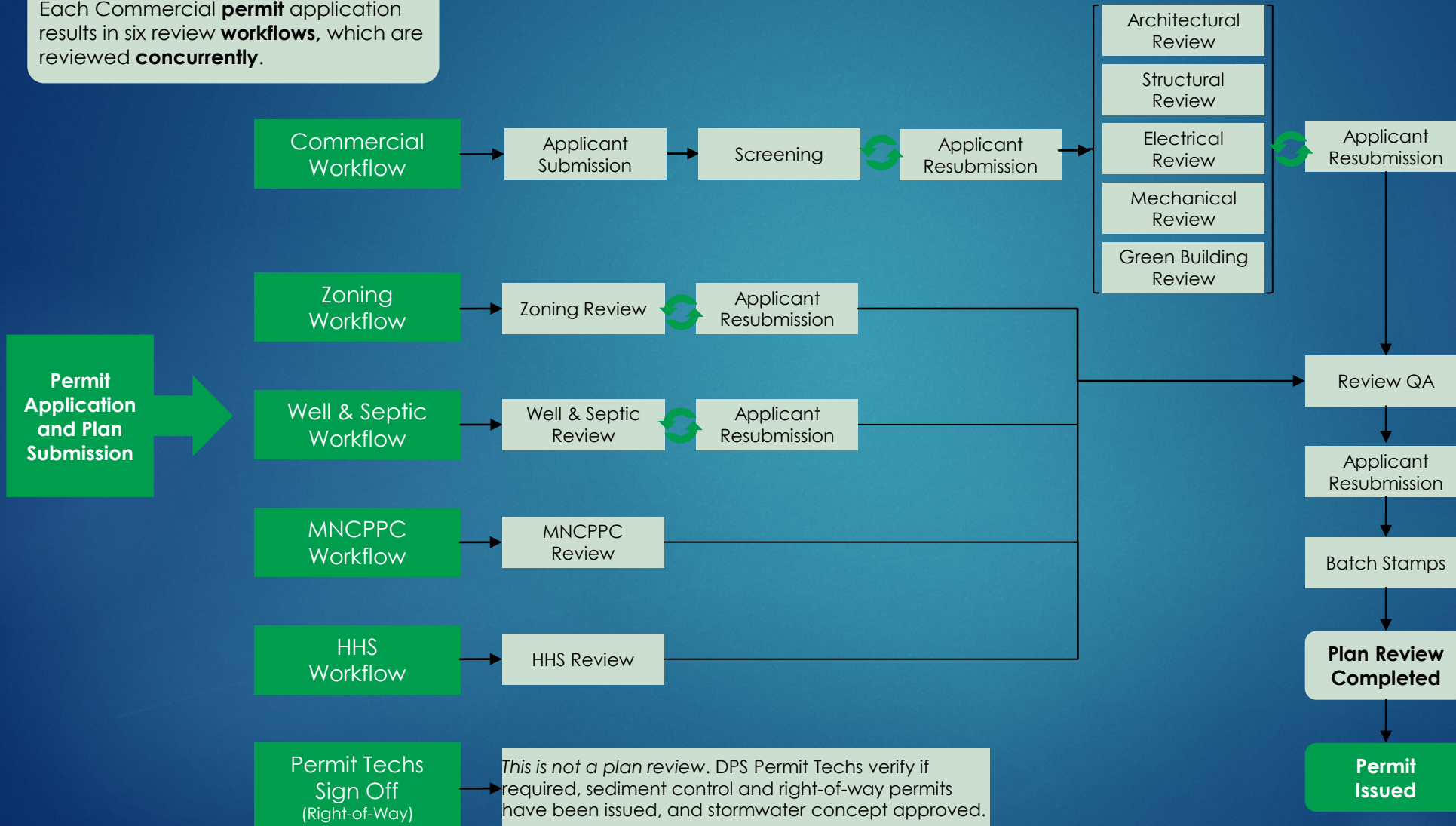
A home occupation does not include the following:

- ▶ bed and breakfast establishment;
- ▶ boardinghouse;
- ▶ day care facility;
- ▶ display of furniture not made in the home for sale in the home or at an offsite location;
- ▶ landscape contractor;
- ▶ private educational institution; and,
- ▶ the repair and maintenance of motor vehicles.



Commercial Permits and Plan Review Workflows

Each Commercial **permit** application results in six review **workflows**, which are reviewed **concurrently**.



Each **workflow** may result in several **review cycles**.

A new review cycle is initiated within a workflow whenever the applicant resubmits the plan with the corrections recommended by reviewers.

A permit is issued after all reviews are approved (Batch Stamps completed), and all financial obligations have been fulfilled.

Plan Review Process

Overview of the ePlans Workflow



- ▶ All DPS commercial building plan reviews occur through our ePlans system within ProjectDox.
- ▶ Applicants can monitor the progress of their application real time.
- ▶ Each step in the process involves a ProjectDox “task,” each task can be tracked.
- ▶ For any plan review issues, DPS reviewers can mark up the drawings and pinpoint where the issues occur. The applicant receives a report with all review comments or changemarks at the end of the review cycle.
- ▶ DPS review comments are provided within 30 calendar days for properly submitted plans.

Permit Issuance

When all internal and external reviews are completed the permit packet returns to the Permit Technician (PT) for permit issuance. The PT:

- ▶ Ensures that all DPS permit fees are paid.
- ▶ Calculates the final Impact tax due (if applicable), accounting for any credits or exemptions for which the applicant is eligible.
- ▶ All plan documents receive a DPS approval stamp and a copy of permit is uploaded to the approval folder for the applicant to download.



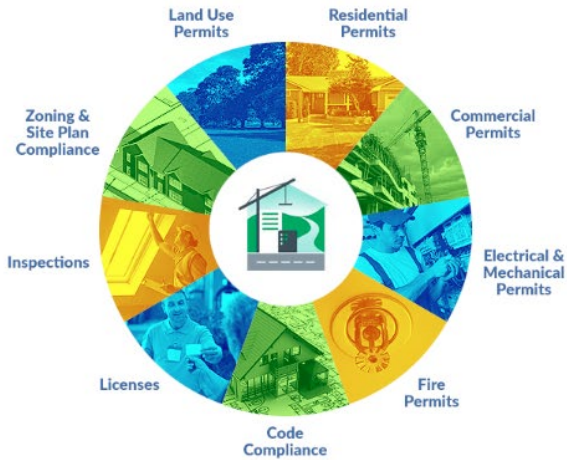
County Executive
Marc Elrich

HOW CAN WE HELP YOU?

Enter keyword(s) or phrase



ONLINE SERVICES



DPS GIS MAPS



[Explore the DPS GIS maps and learn more.](#)

WHAT'S NEW AT DPS

- GIS Maps
- DPS Customer Bill of Rights (Amharic, Chinese, French, Korean, Spanish, Vietnamese)
- 2024 Water Table Testing Season
- Business Center - Business Funding and Initiatives
- Take the Customer Survey

PERMITTING SERVICES PODCAST



Subscribe to Permitting Services Podcast on:
Amazon Music, Apple, Spotify

EDUCATIONAL SERIES

- Wednesday Water Webinars
- How to Apply for a Deck Permit
- Deck Inspection Video
- Accessory Dwelling Units (ADUs)
- Water Quality Videos

DPS HOMEPAGE

Inspections

- ▶ Building inspections can be scheduled online.
- ▶ Building Inspection sequence is on the DPS website:
 - ▶ https://www.montgomerycountymd.gov/DPS/Resources/Files/CO_MBUILD/Commercial-InspectionsSequencesApprovalReqs.pdf
- ▶ Land Development inspections must be scheduled with the assigned inspector.
- ▶ Final building inspections cannot be completed unless all impact taxes have been paid.
- ▶ Use and Occupancy inspections are usually finalized with the building construction inspections. The U&O and Capacity certificates are issued shortly after all inspections have been finalized.
- ▶ A Fire Code Compliance (FCC) permit is issued to all (new) commercial buildings.



DPS | GIS

GEOGRAPHIC INFORMATION SYSTEMS



Montgomery County
Department of Permitting Services

For more Information:

- ▶ The DPS Customer Service Lobby is open Monday-Friday, 7:30 a.m. to 4 p.m. at 2425 Reedie Drive, 7th Floor, Wheaton.
- ▶ The DPS Staff Directory is posted online at montgomerycountymd.gov/dps.
- ▶ Follow the Permitting Services Podcast for more information about topics such as commercial building, use and occupancy certificates and more.
- ▶ Subscribe to Constructive Comments newsletter for the latest DPS news and information as well as upcoming events.
- ▶ Questions? Call 311 or 240-777-0311.





Montgomery County
Department of Permitting Services

DPS

YOUR PROJECT PARTNER

