



**Montgomery County  
Department of Permitting Services**

255 Rockville Pike, 2<sup>nd</sup> Floor  
Rockville, MD 20850-4166  
Phone: 311 in Montgomery County or (240)777-0311  
Fax: (240)777-6262  
<http://www.montgomerycountymd.gov/>



**Application for Authorized Individuals  
Residential Special Inspection Program**

**A. Applicants seeking authorization to make residential\* footing, parging, and concrete floor inspections under Section 8-17(b) of the Montgomery County Code please note the following:**

1. Applicants are to be authorized on an individual basis. Applicants are responsible for performed work as individuals even though they may be a member of a firm.
2. Multiple members of a firm may be authorized, but separate applications must be made by each individual member.
3. Authorized individuals may assign field inspection to qualified personnel operating under their direct supervision; however, the authorized individual assumes full responsibility and signs and seals the "[Residential Special Inspection Report/Certification](#)" form.
4. The number of permittees that may be served by an authorized individual is not limited.
5. Applicants shall complete the application information outlined in Sections 2.1, 2.2, or 2.3. Supplemental data required to satisfy the qualifications and conditions noted in the applicable sections can be added.
6. Forward all completed applications to Montgomery County Department of Permitting Services, Division of Building Construction Services, 255 Rockville Pike, Rockville, Maryland 20850.
7. Call 240-777-0311 or 311 if you have any questions.

\* \*\*Applies to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of one- and two-family dwellings and townhouses not more than three stories above grade plane in height with separate means of egress and their accessory buildings/structures

**B. Section 2.1: Architect**

An architect licensed by and under provisions of the State of Maryland and qualified in the area of structural and foundation design.

Firm of \_\_\_\_\_

Individual requesting authorization \_\_\_\_\_

Maryland Architect Registration No. \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.: Business \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Background support data to confirm qualifications in structural and foundations design and inspections attached      Yes  No

**C. Section 2.2: Engineer**

An engineer licensed by and under provisions of the State of Maryland and qualified in the area of structural and foundation design.

Firm of \_\_\_\_\_

Individual requesting authorization \_\_\_\_\_

Maryland Professional Engineer Registration No. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. Business \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Background support data to confirm qualifications in structural and foundations design and inspections attached      Yes  No

**D. Section 2.3: Inspection Service**

A firm qualified to perform various construction inspections services and testing to insure construction is in accordance with code requirements and engineering practice standards; and who has a Maryland licensed engineer qualified in the area of structural and foundation design in responsible charge who will be designated the "authorized individual" and assume responsibility of construction certification.

Firm of \_\_\_\_\_

Individual requesting authorization \_\_\_\_\_

Maryland Professional Registration No. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. :Business \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Background support data to confirm qualifications in structural and foundations design and inspections attached      Yes  No