



**DPS**

Montgomery County  
Department of Permitting Services

2425 Reedie Drive, 7th Floor  
Wheaton, MD 20902  
240-777-0311  
montgomerycountymd.gov/dps



## **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 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 shall be added.
6. Forward all completed applications to Montgomery County Department of Permitting Services, Division of Residential Construction, 2425 Reedie Drive, 7th Floor, Wheaton, Maryland 20902.
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. (All fields must be filled in)

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

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

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

Address \_\_\_\_\_

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

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

Supporting background documents (MD License, Resume, etc.) must accompany applications to confirm qualifications to perform structural and foundations design and inspections.

### **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. (All fields must be filled in)

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

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

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

Address \_\_\_\_\_

\_\_\_\_\_

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

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

Supporting background documents (MD License, Resume, etc.) must accompany applications to confirm qualifications to perform structural and foundations design and inspections.

### **D. Section 2.3: Inspection Service**

A firm qualified to perform various construction inspection services and testing to insure construction is in accordance with code requirements and engineering practices and 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. (All fields must be filled in)

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

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

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

Address \_\_\_\_\_

\_\_\_\_\_

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

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

Supporting background documents (MD License, Resume, etc.) must accompany applications to confirm qualifications to perform structural and foundations design and inspections.