Online Application Process for a New Deck



Deck Permit Application Process



Customer submits application in eServices.



Customer Uploads drawings/construction plans for project and completes task in ePlans.



DPS Permit Technician reviews submissions and determines whether the submissions are acceptable to move forward or requests for additional information if needed.



Application undergoes review by various divisions. Once reviews are complete an assigned Permit Technician will issue permit and release approved documents via ePlans.

What do I need to apply for a deck permit?

Site Plan / Plat

- Site Plan or Plat must show all existing and proposed structures. The setbacks for all proposed structures must be clearly indicated. Setbacks are distances from the outermost portion of the structure to the nearest property lines.
- Construction Plans / Drawings
 - MC Deck Details -may be used in lieu of construction plans for single span, single level decks. These decks cannot be constructed with roofs, screened porches, hot tubs, or other additional loads. <u>https://www.montgomerycountymd.gov/DPS/Resources/Files/RCI/MCResidentialDeckDetails.pdf</u>
 - Customers Own Plans/Drawings- All Deck submissions must meet the Submittal guidelines <u>https://www.montgomerycountymd.gov/DPS/Resources/Files/RCI/GuidelinesForResidentialDecks%202</u> 018%20IRC%20Final.pdf

How long will it take to receive my permit?

Processing

- Fast Track Priority Review Permits with this priority are to be completed within two to five business days. This review process is available. If your deck meets the following criteria:
 - Single level deck;
 - Open and unenclosed; and
 - No roofs.
- Regular Review

If your project is not eligible for Fast Track, the timeline for review is two to three weeks.

What are the permit fees?

Costs

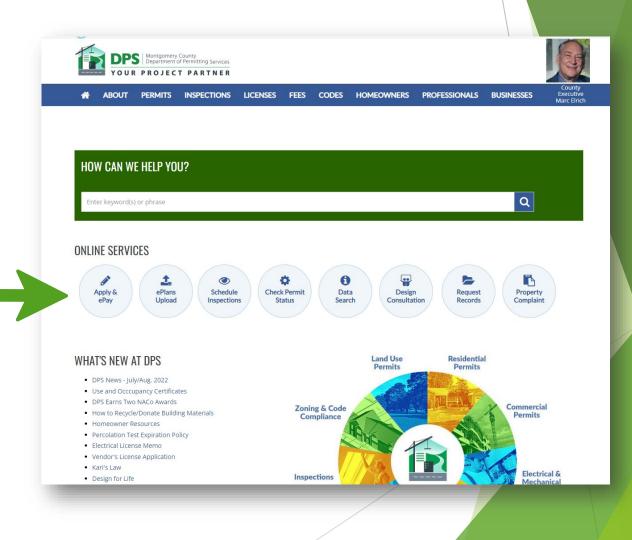
- The costs of permits is determined by the size of the project.
- Decks (opened unenclosed) 500 SF or less in area \$194.67 Decks (opened unenclosed) more than 500 SF in area \$0.767865 per SF
- https://www.montgomerycountymd.gov/D PS/Resources/Files/Fees/AllFeesFY20.pdf

Deck 500SF or less in area	\$194.67
Decks more than 500SF in area	\$0.767865 per SF

How to apply in eServices

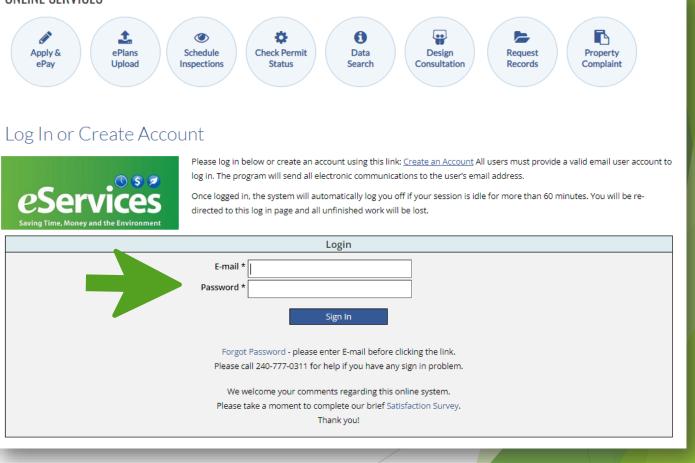


- 1. Visit the DPS main website: https://www.montgomerycounty md.gov/dps/
- 2. Click on the "Apply & ePay" button



3. Sign into eServices or create an account if you don't already have sign in credentials.

ONLINE SERVICES



- 4. Click the first option "Apply for a New Permit."
- Permit Type choose "Residential Building" → Click "Apply."

Online Services – Main				
Please select from one of the following options				
Apply for a New Permit				
O Apply for a Permit Revision				
O Make a Payment				
O Renew Permit				
○ My Permits				
○ Information Request				
Apply for New Permits				
Please select the type of permit from the Permit Type drop-down. A limited number of permit types are currently eligible for revision requests online and when promp	oted,			
you must provide the original permit number.				
Permit Type: Residential Building				
Special Note for Fences: For Commercial fences and retaining walls please use the Commercial Building application. The permit fee will be calculated by DPS staff due	ring the			
screening review.				
Notes: Only those permit types available for electronic submittal and review are displayed in the drop-down box. All others must be applied for via traditional methods and either mailed or delivered to the Department of Permitting Services located at 2425 Reedie Drive, 7th Floor, Wheaton MD 20902.				

In this next screen are all the "Limitations and Requirements" and "Affidavit of Acknowledgment" for the application.

- Note, that for <u>ALL</u> Residential Building permits, the only parties allowed to be the Primary Applicant are the following:
 - Property Owner; and
 - *MHIC Licensed Contractor.

*If the applicant is going to be the MHIC holder, you will need to provide a valid MHIC license number and expiration date.

Apply Online - Residential Building Construction Limitations and Requirements Please read the following information carefully before starting your application he system will NOT be able to immediately issue the permit online due to: 1. mandatory zoning review (based on the construction location) 2, well & septic review (based on water supply and sewage disposal if applicable), and additional approvals for historic districts, municipalities, and special taxing districts (if applicable) Requireme 1. If additional ond DPS' requirements) are required by municipalities or special taxing districts, the applicant shall obtain evidence of approval and submit this to DPS 2. If project is a new uction and a Contractor is to perform the work, the Contractor must have a valid (non-expired) Montgomery County New Home Builde License Numbe 3. If the project is for any work other than new home construction and a Contractor is to perform the work, the Contractor must have a valid (non-expired) Maryland Ho Improvement Commission (MHIC) License number. This license must be validated by DPS before your permit can be issued 4. If your property includes a well or septic system their locations must be shown on your House Location Survey. If you do not know the location of your well or septic system you must contact MC 311 5. If you are moving a house to a different location on a lot you must apply for both "Move" and foundation building permits 6. Please click here for an example of an acceptable survey document 7. The property must NOT be in the City of Gaithersburg or the City of Rockville. 8. ALL PERMIT APPLICATIONS WHICH INVOLVE SOLAR PANELS ARE REQUIRED TO BE SUBMITTED ELECTRONICALLY USI 9. A Building Permit is required for all decks that are supported by footings regardless of the height above grade. For decks constructed with stairway illumination or hot tubs, spas, etc., an electrical permit may also be required. Please see the Residential Deck permits web page and the A Guide for Homeowners Building Residential Decks for more details. If you are using the Montgomery County Residential Deck Details please download the Deck Details first and check if your deck ction plan meets the specifications in the Deck Details package Affidavit Acknowledgement Please acknowledge the following two affidavits to start your application Affidavit for Property Owner or Contractor Please check ONE of the affidavits in this section based on the Primary applicant of this application) I, the undersigned Property Owner, will serve as general Contractor and take responsibility for compliance with all applicable building codes. FOR NEW HOME CONSTRUCTION 1. the undersigned Property Owner, state that I have registered with the Office of Consumer Protection and that the building to be constructed under this permit is to be used as a residence for me and my immediate family. I will serve as general Contractor and take responsibility for compliance with all applicable building codes Contractor - Please select ONE categor 1. the undersigned Contractor, registered as a Residential New Home Builder with the Office of Consumer Protection, am the Primary applicant of this residential building onstruction application) I, the undersigned Build-Conditional Contractor, registered as a New Home Builder (conditionally) with the Office of Consumer Protection, am the Primary applicant of this esidential building construction application I, the undersigned MHIC Contractor, with a valid license issued by the Maryland Home Improvement Commission (MHIC), am the Primary applicant of this residential ouilding construction application Further, I hereby declare and affirm, under penalty of perjury, that 1. Lam duly authorized to make this permit application on behalf of the property owner 2. The work proposed by this building permit application is authorized by the property owner; and 3. All matters and facts set forth in this affidavit are true and correct to the best of my knowledge, information, and belief Affidavit for Covenants and Deed Restriction Many of the subdivisions and developments in Montgomery County have private deed restrictions and covenants regulating the construction of buildings beyond the limitations contained in County Ordinances. The applicant must ensure that the application is in compliance with the private deed restrictions and covenants] I, the Property Owner or Contractor, declare and affirm that the residential building design/construction plan of this residential building construction application for which m applying is either approved by the homeowners/civic association or in compliance with the deed restrictions and covenants Upon approval of all reviews and before issuance, you must pay all fees in full either at DPS' Rockville office or online

Property Owner Example



6. If the application is to be in the name of the **Property Owner**, the affidavit should be completed as such.



Affidavit Acknowledgement

Please acknowledge the following two affidavits to start your application.

Affidavit for Property Owner or Contractor

Please check ONE of the affidavits in this section based on the Primary applicant of this application.

💿 l, the undersigned Property Owner, will serve as general Contractor and take responsibility for compliance with all applicable building codes.

FOR NEW HOME CONSTRUCTION

I, the undersigned Property Owner, state that I have registered with the Office of Consumer Protection and that the building to be constructed under this permit is to be used as a residence for me and my immediate family. I will serve as general Contractor and take responsibility for compliance with all applicable building codes.

Contractor - Please select ONE category

○ I, the undersigned Contractor, registered as a Residential New Home Builder with the Office of Consumer Protection, am the Primary applicant of this residential building construction application;

OI, the undersigned Build-Conditional Contractor, registered as a New Home Builder (conditionally) with the Office of Consumer Protection, am the Primary applicant of this residential building construction application;

○ I, the undersigned MHIC Contractor, with a valid license issued by the Maryland Home Improvement Commission (MHIC), am the Primary applicant of this residential building construction application;

Further, I hereby declare and affirm, under penalty of perjury, that:

1. I am duly authorized to make this permit application on behalf of the property owner,

2. The work proposed by this building permit application is authorized by the property owner; and

3. All matters and facts set forth in this affidavit are true and correct to the best of my knowledge, information, and belief.

Affidavit for Covenants and Deed Restrictions

Many of the subdivisions and developments in Montgomery County have private deed restrictions and covenants regulating the construction of buildings beyond the limitations contained in County Ordinances. The applicant must ensure that the application is in compliance with the private deed restrictions and covenants.

I, the Property Owner or Contractor, declare and affirm that the residential building design/construction plan of this residential building construction application for which I am applying is either approved by the homeowners/civic association or in compliance with the deed restrictions and covenants.

Upon approval of all reviews and before issuance, you must pay all fees in full either at DPS' Rockville office or online.

Start Application

MHIC Contractor Example

 If the application is to be in the name of MHIC Licensed
 Contractor, the affidavit should be completed as such.



Affidavit Acknowledgement

Please acknowledge the following two affidavits to start your application.

Affidavit for Property Owner or Contractor

Please check ONE of the affidavits in this section based on the Primary applicant of this application.

🔿 I, the undersigned Property Owner, will serve as general Contractor and take responsibility for compliance with all applicable building codes.

FOR NEW HOME CONSTRUCTION

○ I, the undersigned Property Owner, state that I have registered with the Office of Consumer Protection and that the building to be constructed under this permit is to be used as a residence for me and my immediate family. I will serve as general Contractor and take responsibility for compliance with all applicable building codes.

Contractor - Please select ONE category

○ I, the undersigned Contractor, registered as a Residential New Home Builder with the Office of Consumer Protection, am the Primary applicant of this residential building construction application;

○ I, the undersigned Build-Conditional Contractor, registered as a New Home Builder (conditionally) with the Office of Consumer Protection, am the Primary applicant of this residential building construction application;

I, the undersigned MHIC Contractor, with a valid license issued by the Maryland Home Improvement Commission (MHIC), am the Primary applicant of this residential building construction application;

Further, I hereby declare and affirm, under penalty of perjury, that:

1. I am duly authorized to make this permit application on behalf of the property owner,

2. The work proposed by this building permit application is authorized by the property owner; and

3. All matters and facts set forth in this affidavit are true and correct to the best of my knowledge, information, and belief.

Affidavit for Covenants and Deed Restrictions

Many of the subdivisions and developments in Montgomery County have private deed restrictions and covenants regulating the construction of buildings beyond the limitations contained in County Ordinances. The applicant must ensure that the application is in compliance with the private deed restrictions and covenants.

I, the Property Owner or Contractor, declare and affirm that the residential building design/construction plan of this residential building construction application for which I am applying is either approved by the homeowners/civic association or in compliance with the deed restrictions and covenants.

Upon approval of all reviews and before issuance, you must pay all fees in full either at DPS' Rockville office or online.



- 7. Fill out the "Location of Work." section. Fill out the following:
 - Street No.
 - Street Name
- 8. Click "Search."
- 9. A window will load with your address and should populate. Select the circle next to your address and click "Select."

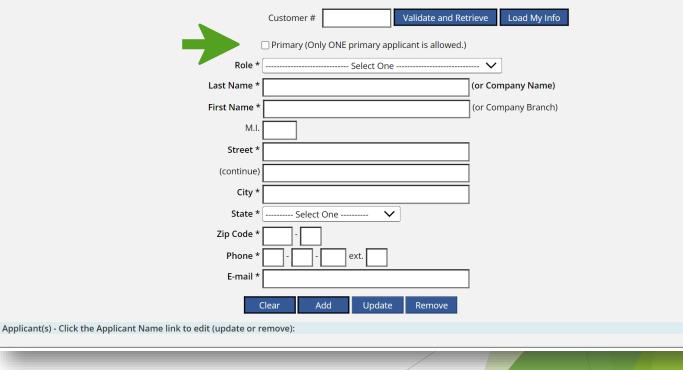
				Mode	el House				
	Model House (Is this application for model house)								
Location of Work									
Is the location given as an address or description? Address Description						1			
Add	ress (must be a valio		Montgomery County): t No* Pre-Dir	Street Name*		Post-Dir Apt./Suite	Search Clear		
				Locat	ion of Wor	k			
D C	StreetNo 1 9100	Pre-Dir	Street Name BOBWHITE	Street Type CIR	Post-Dir	Apt./Suite	City GAITHERSBURG	State Zip MD 20	oCo 0879

Apply Online - Residential Building Construction Permit (Basic Info)

- 10. In the "Applicant Information," the primary applicant will be designated along with any additional contacts that may need to be added.
- 11. All the areas that have an asterisk must be filled out.
- 12. The "Primary" Box **MUST** be checked off and the appropriate role chosen.

Applicant Information

Contact information fields should <u>only</u> be manually entered for individuals or entities that have not previously conducted DPS business. The system can retrieve existing customer information to facilitate data entry. Doing so will allow customers access to all their permitting activity via the ePermits program. Please enter the customer# and click the **Validate and Retrieve** button. Then, set the appropriate Role (Property Owner, Contractor or Other) before adding to the applicant list. If you do not know the customer number, you may contact DPS at dps.eservices@montgomerycountymd.gov. You will be contacted within one business day of your request.



Property Owner Example

 If the application is to be in the name of the Property Owner, the applicant section should be completed as such.

14. Click "Add."



Contact information fields should <u>only</u> be manually entered for individuals or entities that have not previously conducted DPS business. The system can retrieve existing customer information to facilitate data entry. Doing so will allow customers access to all their permitting activity via the ePermits program. Please enter the customer# and click the *Validate and Retrieve* button. Then, set the appropriate Role (Property Owner, Contractor or Other) before adding to the applicant list. If you do not know the customer number, you may contact DPS at dps.eservices@montgomerycountymd.gov. You will be contacted within one business day of your request. (1)

Applicant(s)	Click the Applicant Name lii		Clear Add Update Remove			
		E-mail *	john.smith@gmail.com			
		Phone *				
		Zip Code *				
			Maryland V			
			Gaithersburg			
		(continue)				
			9100 Bobwhite Circle			
		M.I.				
		First Name *	John	(or Cor	mpany Branch)	
					npany Name)	
			·	~		
			Primary (Only ONE primary applicant is allow Property Owner or Homeowner Smith	~] npany Name)	

Once you click "Add" all your information will be placed under the "Applicants" section.

MHIC Contractor Example

13. If the application is to be in the name of the **MHIC Licensed Contractor**, the applicant section should be completed as such.

14. Click 'Add'

Applicant Information

Contact information fields should <u>only</u> be manually entered for individuals or entities that have not previously conducted DPS business. The system can retrieve existing customer information to facilitate data entry. Doing so will allow customers access to all their permitting activity via the ePermits program. Please enter the customer# and click the *Validate and Retrieve* button. Then, set the appropriate Role (Property Owner, Contractor or Other) before adding to the applicant list. If you do not know the customer number, you may contact DPS at <u>dps.eservices@montgomerycountymd.gov</u>. You will be contacted within one business day of your request. ()

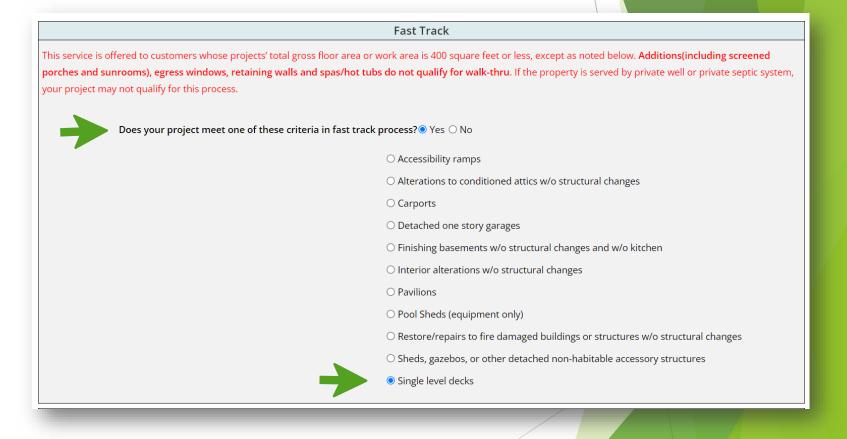
		ontractor (with valid MHIC licens 30 CONTRACTORS		ງ npany Name)	
	First Name *			npany Branch)	
	M.I.				
	Street * 12	23 INDUSTRIAL BLVD			
	(continue)				
	City * SI	LVER SPRING			
	State * M	aryland 🗸			
	Zip Code * 20	0901 -			
	Phone * 30	01 - 123 - 4567 ext.			
	E-mail * IN	FO@ABCCONTRACTORS.COM			
	Clea	ar Add Update	Remove		
plicant(s) - Click the Applicant Name	link to edit (update or rem	nove):			

Once you click 'Add' all your information will be placed under the 'Applicants' section

- The next part of the application requires the details of the project.
- ► For a deck permit, the following areas need to be completed:
 - Fast Track;
 - Construction Details;
 - Brief Description/Scope of Work; and
 - Property Water and Sewage.

Fast Track Section

- 15. Choose "Yes" or "No."
 - Yes, if it is a Single Level Deck and Unenclosed.
- 16. If you click "Yes," please choose "Single Level Decks."



- 17. Construction Details Fill out the following
 - Work Type: Construct
 - Use Code: Deck
 - Sq. Ft. Work Area: Size of deck
 - Estimated Cost: Cost of project
- 18. Brief Description- Scope of Work
 - In a few words state what your project consists of, such as "Building a 10 x 20 single-level deck."
- 19. Property Water and Sewage
 - Choose the appropriate options based on your property.
- 20. Click "Check and Continue"

	uction Details		
Please enter 🖪 the fo	lowing construction information.		
	-		
Work Type * 🖸			
Use Code * D			
Sq. Ft. of Work Area * 20	D SQ. FT.		
Estimated Cost \$ * 5	00. 00.		
Priof Doccri	tion - Scope of Work		
Please provide additional notes about this application here (limited to 100 characters): *			
evel deck			
Property Water and Sewage			
Property	Please indicate the following water and sewage information.		
	ring water and sewage information.		
Please indicate the follo			

Please click the Check and Continue button to review and confirm the work information of your Residential Building Permit application. You may use the Change Basic Info button to go back to make changes.

Check and Continue Start Over (Clear All) Change Basic Info

- Application Summary recaps all the information that was entered in the previous sections.
- It also informs your project will be reviewed **electronically**. ePlans is the system used to upload all your plans/ drawings

	Application Summary
	Affidavit Acknowledgement
1. The Homeowner is the Primary applicant;	
2. This application does not violate any covenants and deed restrict	ions;
	Basic Information
Address:	9100 BOBWHITE CIR
	GAITHERSBURG, MD 20879
Homeowner:	smith (Primary)
	Worksheet Information
Fast Track:	
	Single level decks
Use Code:	
Work Type:	
Work Area: Estimated Cost \$:	
	building 10x20 deck
Type of Water Supply:	5
Sewage Disposal:	
Servage Dispositi	
	Comments
Please provide additional notes about this application here (limited to 3	300 characters):
	Plans Submission
email <u>dps.eservices@montgomerycountymd.gov</u> or call 240-777-0311 a	nts for review electronically. If you would like to attend a training session on using DPS ePlans please
email <u>ops.eservices@montgomerycountymd.gov</u> of call 240-777-0311 a	and a DFS start member will contact you within 24 business hours.
	Use DPS ePlans
	Special Notes
Please read the following notes before submitting the application:	
Please read the following notes before submitting the application: You will NOT be able to change basic (site and applicants) and workshe	et information of this application once submitted
You will NOT be able to apply online if you have an outstanding Notice	of Violation.

- 21. Check off the box at the bottom, to electronically sign the application.
- 22. Click "Agree and Submit"

Please select the checkbox option below before clicking the Agree and Submit button.

Checking this box signifies my electronic signature and I agree that my electronic signature is the legally binding equivalent to my handwritten signature with the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding for any matters relating to or resulting from the permit issued as a result of this on-line application. By checking this box and submitting this on-line permit application, I accept the conditions of this agreement and agree to comply with the terms of applicable state and County law and with the terms and conditions of the permit as may be amended. I hereby declare and affirm under the penalty of perjury that all matters and facts set forth in this application are true and correct to the best of my knowledge, information and belief. If any information has been omitted or is incorrect or inaccurate or any work is not in accordance with applicable law or this permit, my permit is subject to amendment, rescission or revocation.

You may use the Change Worksheet or Change Basic Info button to go back to make changes.

 Agree and Submit
 Change Worksheet
 Change Basic Info

 The Agree and Submit process may take up to 5 minutes to complete.
 Please be patient and do NOT click any buttons while waiting!

The next screen will contain your permit number and provide you instructions on how to pay for your permit.

Next Steps...

Now that the application has been submitted this is what happens next



Customer will receive a project invitation email from ProjectDox, this email will contain your login credentials to ProjectDox. This is the system we use to upload, review and issue the permit. You will be instructed to upload all your constructions drawings/ documentation necessary for the permit.



Customer Uploads drawings/construction plans for project and completes task in ePlans. If you need assistance uploading, please see YouTube tutorial in the resource links.



DPS Permit Technician reviews submissions and determines whether the submissions are acceptable to move forward or requests for additional information if needed.



Application undergoes review by various divisions, once completed an assigned Permit Technician will release approved permit in ePlans.

Resources

Deck Overview Page	https://www.montgomerycountymd.gov/DPS/Process/rci/residential-decks.html
Project Dox / ePlans	https://eplans.montgomerycountymd.gov/ProjectDox/index.aspx
eServices	https://permittingservices.montgomerycountymd.gov/account/Login.aspx
Montgomery County Deck Details Package	https://www.montgomerycountymd.gov/DPS/Resources/Files/RCI/MCResidentialDeckDetails.pdf
ProjectDox /ePlans User Guide	https://www.montgomerycountymd.gov/DPS/Resources/Files/eServices/ApplicantUserGuide.pdf
Residential Construction Fee Schedule	https://www.montgomerycountymd.gov/DPS/Resources/Files/Fees/AllFeesFY20.pdf
YouTube Tutorial Uploading to ePlans	https://youtu.be/CJOKF9WqTtc