



DPS

**Montgomery County
Department of Permitting Services**

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



NOTICE OF REQUIRED RESIDENTIAL BUILDING INSPECTIONS

BUILDING INSPECTION(S) must be performed for all issued building permits

You must arrange for the inspection(s) according to the procedures specified below. If you have questions regarding this procedure, please call 311 between the hours of 7:30 A.M. – 4:00 P.M. Monday to Friday. If you have job specific questions during construction, please call the inspector assigned to the area in which the project is located.

You should request your inspection at least 24 hours prior to the date the inspection is needed. To schedule inspections, except partial inspections, use the DPS website or call 311. Inspection requests must include the street address, permit number, and the type of inspection needed. Inspection requests made before 12 noon will be scheduled for the next working day, requests made after 12:00 noon will be scheduled within two working days. A specific time for an inspection cannot be given at the time that the inspection is scheduled.

The permit shall be kept on the site during the entire time the work is in progress and until its completion. If house numbers are not shown on the house or structure, the address must be posted in a visible location from the main road or entrance and must be displayed in large four-inch letters on a temporary card. FOR ALL INSPECTIONS, A SET OF APPROVED PLANS STAMPED BY MONTGOMERY COUNTY MUST BE ON THE JOB SITE FOR INSPECTOR'S REVIEW.

BEFORE YOU DIG call MISS UTILITY 1-800-257-7777 (2-day notice is required). Please note that the Maryland High Voltage Line Act prohibits any person or object from getting closer than 10 feet from high voltage power lines.

The following INSPECTIONS are required for your building permit number _____

- 555 SIGN – The sign must be posted on the property within 3 days after the permit issuance date and must remain posted on the property for 30 days. The sign must be located on the side of the lot/parcel, which provides principal access to the street or right-of-the-way. It must be conspicuously posted not more than 5 feet from the front property line and mounted at least 30 inches, but not more than 60 inches, above the ground. NO BUILDING INSPECTION WILL BE PERFORMED PRIOR TO THE APPROVAL OF THIS INSPECTION.
- 001⁽¹⁾ FOOTINGS –Conducted prior to concrete placement and after excavation for wall footings, retaining wall footing (sometimes), column/pier footings, or thickened slabs have been completed; after grade stakes, reinforcing steel, concrete-encased electrode (for new dwellings) are in place; and after sediment control measures are installed according to the approved sediment control plans.
- 402 REBAR, DEADMAN, GEOGRID PLACEMENT – Conducted prior to pouring/backfilling retaining walls.
- 002⁽¹⁾ WATERPROOFING/FOUNDATION DRAINAGE – Conducted after walls have been waterproofed and exterior foundation drainage system have been installed. Insulation, if used, shall be in place and protected as required. If interior drain tiles are to be used, weep holes (2 in. minimum diameter, 6 feet on center) must be installed. A second inspection may be required prior to backfilling the interior drainage system.
- 011⁽¹⁾ CONCRETE SLAB-ON-GROUND FLOOR – After the installation of the slab base, vapor retarder, slab edge insulation, and a minimum 3 in. schedule 40 PVC, or equivalent gas tight pipe inserted into a 3 in. tee embedded into the slab base for the venting of RADON GAS and labeled adequately. Where the sump crock is to be used for the venting of RADON GAS, it must be in place at the time of the inspection.
- 003⁽²⁾ WALL CHECK (HOUSE LOCATION SURVEY) – The owner must have a house location survey prepared and certified by a Maryland Registered Land Surveyor and must submit a copy to the building official for approval prior to erecting the framing. A wall check not identifies by a premise address and permit number will not be accepted. No wall shall be constructed on the foundation without an approved wall check.
- 006 MASONRY FIREPLACE/CHIMNEY – Conducted after the chimney/fireplace and the first flue liner section are completed.
- 042 WALL BRACING – Conducted prior to installation of weather-resistive barrier (house wrap).

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- 004 FRAMING (CLOSE-IN) – Conducted after the completion of all framing, air sealing, rough wiring, fire sprinkler system
- 041⁽³⁾ installation and testing, plumbing and mechanical distribution systems (as required) but prior to installing exterior finish, insulation and drywall. Roof is to be completed and weatherproof. The exterior finish is not to be installed until framing (close-in) has been approved. When plumbing work is part of the construction, a Washington Suburban Sanitary Commission (WSSC) plumbing inspection must be approved before requesting a framing inspection. The building, electrical and mechanical inspections must be requested at the same time. When floor framing is less than 48 in. above the surface below, a framing inspection must be requested prior to installation of any floor materials.
- 043 INSULATION – Conducted after the FRAMING (close-in) inspection has been approved to verify that the installed insulation R-values matches the approved plans or specifications for the building.
- 012 SWIMMING POOL BONDING – Conducted when the pool has been formed with the rebar installed and bonded prior to placement of concrete or backfill. During construction pool excavations must be completely enclosed by a 42 in. high safety fence AT ALL TIMES when work is not being performed in the pool.
- 251 FINAL – Final: Conducted after the building is completed and ready for occupancy, but prior to settlement on the house. For new construction, final electrical and mechanical inspections must be requested with the final building inspection. Note: A final approval from WSSC shall be obtained for all plumbing/gas installations prior to requesting final building inspections from the County. The final approval for sprinkler final inspection, duct blaster and blower door tests certifications, if required, shall be obtained prior to the request for a final inspection. Where a building is served by an on-site water system or an on-site sewage disposal system, any condition of the permits issued for those systems shall be satisfied prior to the final inspection. If an owner refuses access within a reasonable time after a house is completed, the building official may close the permit file, but this action will not relieve the owner from any obligation to comply with applicable codes. The final inspection must be requested and approved before a building (or portion thereof) is used or occupied.
- Partial Inspection – An inspection fee must be paid when scheduling this inspection ([Executive Regulation 9-15AMII](#)).

Reinspection Fee – A fee, as established in the Schedule of Fees for Permits, Licenses and Certifications ([Executive Regulation 9-15AMII](#)), must be paid before any further inspections will be performed at the building site, after a building, electrical or mechanical inspection has been disapproved twice for the same violation. To alert you of the re-inspection fee the inspector will leave a disapproval sticker indicating a fee is due and outlining the payment procedure. This fee must be paid prior to requesting any future inspections. Inspections which cannot be performed because the inspector cannot gain access to the construction site, or where work is incomplete, will be considered disapproved, counting toward the two allowed disapprovals. To avoid re-inspection fees, footing, waterproofing/foundation drainage and slab inspections not ready due to weather conditions, may be cancelled by phone or upon the inspector's arrival up to 8:30 a.m. on the scheduled day. All other inspections must be cancelled prior to inspector's arrival on the job site. To cancel an inspection, call 311 and provide the permit number, address and type of inspection.

Framing (CLOSE-IN) and FINAL building inspections must be requested at the same time with the electrical and mechanical inspections for the relevant Electrical and Mechanical Permits, if any of these permits is required. If all inspections are not properly requested, the inspector will disapprove the scheduled inspections.

For more information on scheduling inspections, please review the Residential Inspections Timing Checklist.

- (1) A [residential special inspector](#) may carry out the inspection.
- (2) Owner must have a house location survey prepared and certified by a Maryland Registered Land Surveyor or a Registered Professional Engineer (where the property lines and corners are already existing and determined on the ground) and must furnish a copy to the Zoning Enforcement Section for approval before any further inspections may be scheduled. For questions about wall checks please call 311.
- (3) For construction of new single-family dwellings and townhouses only.

