



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/dps>



Residential Intermediate Walk-Through Permit Process

This service is offered to customers whose projects do not qualify for same day service but can be reviewed within 5 business days. The projects noted below may be combined with same day eligible projects (see Residential Permit Walk-Thru Permit Process) and will be handled as *intermediate* walk-thru service. If the property is served by **private well or private septic system**, your project may not qualify for this process.

Zoning and Land Development related reviews will be handled while you wait. DPS will complete the construction plan reviews within **(5) five business days**. If the plans are not approved, they will be returned to you with comments for correction. Once all reviews are approved, you will be notified by staff that the permit is ready for pick up. If the project is not eligible, it will be taken in for the regular review process. **Customers must check in at the Information Counter no later than 2:30 PM to receive intermediate walk-through service.**

Eligible Projects

- One-story above grade additions with a footprint of 400 square feet or less
- Adding egress windows with plans sealed and signed by a registered design professional
- Retaining walls with plans sealed and signed by a registered design professional
- Spas and Hot Tubs with plans sealed and signed by a registered design professional if they are not installed on concrete floor on ground.