



**DPS**

**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  
www.montgomerycountymd.gov/dps



**RESIDENTIAL\* SPECIAL INSPECTIONS PROGRAM**

**PURPOSE**

- 1.0 To establish a uniform procedure under which the Department of Permitting Services (DPS), Division of Residential Construction and Intake (RCI), may allow specific types of inspections to be performed by approved Architects, Engineers and Inspection Services in lieu of DPS inspectors.

**DEFINITIONS**

- 2.0 County Ordinances as used herein shall mean those portions of Montgomery County Laws, Ordinances, Rules and Regulations for which DPS is responsible including, but not limited to the following chapters of the Montgomery County Code, 1972 as amended:
  - 8 Building
  - 17 Electricity
  - 19 Erosion and Sediment Control
- 2.1 **Architect:** An architect approved by DPS, licensed by and under provisions of the State of Maryland and qualified in structural and foundation design.
- 2.2 **Engineer:** An engineer approved by DPS, licensed by and under provisions of the State of Maryland and qualified in structural and foundation design.
- 2.3 **Inspection Service:** A firm approved by DPS, qualified to perform various construction inspection services and testing to ensure construction is in accordance with code requirements and engineering practice standards; and the firm employs an **Engineer** who will be designated the “Approved Individual” and assume the responsibility of construction certification.
- 2.4 **Residential Special Inspection Report/Certification (Certification):** Is to be made on a document furnished by DPS. The certificate is to be fully completed by an **Architect, Engineer, or Approved Individual** and it becomes part of the

\* Applies to the construction, alteration, movement, enlargement, replacement, repair 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 or structures



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project record. The certification is combined on one form with the Special Inspection Report.

The construction certification when completed will constitute an authorized individual's certification that he/she has personally visited the site or a qualified agent under direct supervision has visited the site and made the inspection(s) indicated and that all the work was in full compliance with the DPS approved plans and County Ordinances.

- 2.5 **Approved Individual:** The licensed individual who applied as required in Sec. 4.1 and was approved by DPS to make inspections in accordance with these procedures. Authorized individuals maintain their authorization until revoked by DPS Director.
- 2.6 **Qualified Agent:** An employee of an Approved Individual who is qualified to perform inspections and is under the supervision of an approved individual.

#### AUTHORITY

- 3.0 DPS Director acting under authority of Chapter 8, Art. II Sec. 8-12(c) Inspections, and Sec. 8-17(b), Accredited Inspection Services, and (d) Inspection Reports, of the Montgomery County Code 1972 as amended, establishes this program covering specific areas of building construction by approved individuals, in lieu of inspection by County personnel.
- 3.1 **Scope of Program:** Residential footing, foundation waterproofing or backfill, and concrete slab-on-ground inspections.
- 3.2 **Program Duration:** Acceptance of certifications shall become effective on September 1, 1983 and continue until amended by DPS Director.

#### PROCEDURE

- 4.1 Architects, Engineers or Inspection Services, prior to undertaking any inspections, must apply for approval by DPS. Approvals will be issued in writing at which time the individual will be assigned a unique "Inspector Number" for identification purposes. Approved individuals may service multiple owners/permittees.
- 4.2 Architects, Engineers or Inspection Services shall provide to DPS any changes in address, phone numbers, emails, and license. Failure to provide this information annually by December 31 will result in the revocation of the DPS authorization.
- 4.3. An approved individual or his qualified agent, upon request by the owner/permittee shall make a thorough inspection per approved plans and, if not specifically noted, in accordance with Montgomery County Building Code, of one or all:
- footings
  - the waterproofing/foundation drainage;
  - concrete slab-on-ground.

- 4.4 The description of inspections is detailed in [ER 4-15AMII](#)
- 4.5 The Residential Special Inspection Report/Certification shall be filled out and signed and sealed by the approved individual. This report includes the certification of **compliance** of the construction with approved plans and the Montgomery County Building Code. It shall only be completed where full compliance has been achieved. Where deficiencies are apparent upon inspection, the required corrections must be made and re-verification of compliance made prior to certification. No duplication or substitution of reports will be allowed.
- 4.6 The Residential Special Inspection Report/Certifications are to be handed on site to DPS inspectors. DPS inspectors shall verify the completeness of the report and record approved inspections in the DPS permitting system. No subsequent inspections will be made until inspection results are captured in the permitting system.
- 4.7 The field inspector delivers the Residential Special Inspection Report/ Certification to DPS office for the project record.