



## 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  
Fax: (240)777-6262  
<http://www.montgomerycountymd.gov/dps>



### Residential Walk-Through Permit Process

This service is offered to customers whose projects' total gross floor area or work area is 400 square feet or less, except as noted below. **Additions (including screened porches and sunrooms), egress windows, retaining walls and spas/hot tubs no longer qualify.** If the property is served by private well or private septic system, your project may not qualify for this process.

In most cases, you will leave with the permit after a single visit and in a timely manner. If the permit application is not approved, it will be returned to you with comments for correction. 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 walk-through service.**

#### Eligible Projects

- Accessibility ramps – indicate project complies with the Maryland Accessibility Code and the 2010 ADAAG.
- Alterations to conditioned attics without structural changes
- Carports
- Detached one story garages
- Finishing basements without structural changes and without a kitchen. **No area limits.**
- Interior alterations without structural changes. **No area limits.**
- Pavilions
- Pool Sheds (equipment only)
- Restore/repairs to fire damaged buildings or structures without structural changes
- Revisions to permits issued through residential walk-through permit process **if scope of work is not expanded**
- Sheds, gazebos, or other detached non-habitable accessory structures
- Single level decks, including those designed in accordance with Montgomery County Deck Details. **No area limits.**