



DPS

Montgomery County
Department of Permitting Services



2425 Reedie Drive, 7th Floor, Wheaton, MD 20902
Phone: 311 in Montgomery County or (240)777-0311
<https://www.montgomerycountymd.gov/DPS/index.html>

Residential Walk Thru/Fast Track Permit Process

This process was developed to obtain building permits for **eligible** projects while you wait. If the application meets these guidelines and all applicable legislation, in most cases, you will leave with the permit after a single visit in a timely manner. If the application cannot be completely processed, it will be returned to your team with partial approvals. If the application is for a complex design, structural modifications, or unusual design, it will be taken in for regular review process. **Applications must be in the Residential Walk-Thru Fast Track Queue before 2:30 PM - otherwise applications may not be reviewed by the building plan reviewers while you wait, and applications would be taken in for regular review process.**

Eligible Projects*

- Single level decks, including those designed in accordance with "Montgomery County Deck Details"
- Finishing basements (no kitchen) or existing attics**. (without structural changes)
- Sheds, gazebos, or other detached non-habitable accessory structures under 200 square feet.
- Alterations not exceeding 400 square feet and not involving a load-bearing wall
- Remodeling kitchens or bathrooms**.
- Minor non-structural fire damage repairs**.
- Handicap ramp
- Revisions to permits issued at fast track if scope of work is not expanded

* In order to be eligible, a property must not be served by private well or private septic system.

** Floor area must not exceed 400 square feet

Submittal Requirements

1. Completed Building Permit application. Application is available online <http://permittingervices.montgomerycountymd.gov/DPS/pdf/ApplicationForResidentialBuildingPermit.pdf>
2. Two (2) complete sets of construction plans, legible, with dimensions, drawn to scale (1/4=1'-0") on a minimum 11x17 in sheet size. Do not use grid lined paper.
3. Two (2) copies of the site plan.
4. Checks and credit cards are accepted (fees apply to all credit card and debit card transactions). Checks should be made out to Montgomery County.