



Department of Permitting Services
Division of Building Construction
 255 Rockville Pike, 2nd Floor, Rockville, Maryland 20850

CODE INTERPRETATION/POLICY

Code/Year	Section of Code	Title of Code Section/Subsection/Policy
2015 International Building Code	IBC Section 108	Temporary Structures and Uses
Montgomery County Code	Chapter 8-28	Certificate of Use & Occupancy

Statement/Background of Issue:

It is home builder industry practice to provide temporary sales offices in the model homes for their residential developments.

This policy provides the requirements for these installations. It also provides consistency in processing the applications for residential temporary sales offices. The policy limits the use sales office in the same subdivision, once the construction of all houses in the subdivision is completed, the commercial use and occupancy will be terminated.

Division Interpretation/Policy:

Temporary conversion of a portion of single-family dwelling (SFD), usually the garage, into a sales office for a new residential subdivision shall be permitted as described below. SFD includes single-family detached homes, townhomes, four-story townhomes, and duplexes.

SFDs constructed under a residential building permit

1. All residential permits (original permits) must be inspected and receive a partial final inspection - excluding the sales office.
2. A residential building permit and trade permits as appropriate are required to convert the garage of the SFD to a sales office. This building permit is exempt from energy conservation requirements. Applicant must indicate on the plans that the alterations comply with the Maryland Accessibility Code and the 2010 ADAAG.
3. A commercial use & occupancy certificate is required to convert the garage of the SFD to a sales office.
4. Applicant must apply for residential building permit and use & occupancy certificate at the same time.
5. Prior to using the sales office, residential inspectors will inspect the alterations approved under the residential building permit and issue a final inspection approval. Commercial inspectors will complete all applicable inspections for the use & occupancy certificate.
6. Prior to sale of the SFD, the altered areas will be restored to the conditions shown in the original permits.
7. Residential inspectors will approve the final inspections.
8. The Department issues the use and occupancy certificate for the SFD.

SFDs constructed under a commercial building permit

1. The commercial permits (original permits) for constructing the SFD unit must be inspected for the dwelling unit and receive a partial final inspection (excluding the sales office).
2. Alterations to convert any portion of the SFD to a sales office will require a commercial building permit, and other commercial trade permits as appropriate.
3. A Commercial Use & Occupancy Certificate shall be applied for to convert any portion of the SFD to a sales office.
4. Alterations are subject to inspection by DPS commercial inspectors as applicable to the scope of work.
5. Prior to sale and occupancy of the SFD, the altered areas will be restored to the conditions shown in the commercial Building Permit. DPS Commercial Building Inspectors shall perform all applicable inspections.

Interpretation/Policy No.

BCP 02-2018

Date: 0518-2018

Division Chief



Steve Thomas



Gaj Lucas



Hemal Mustafa