



Montgomery County
Department of Permitting Services

DPS

YOUR PROJECT PARTNER





Department of Permitting Services Stakeholders Forum Wednesday, March 5, 2025 9 a.m. – noon Meeting Agenda

- I. Meet & Greet/Breakfast
- II. County Executive Marc Elrich,
Opening Remarks
- III. DPS Director Rabbiah Sabbakhan,
“State of Permitting Address”
- IV. DPS Deputy Director Ehsan Motazed, Operational
Updates
- V.
 - i. Small Business & Special Events
 - ii. Sustainability Program & Energy Updates
 - iii. 2021 Code Adoption Highlights
 - iv. Customer Service

- Residential Design & Construction
- Commercial Design & Construction
- Sustainability & Energy
- Fire Code Compliance

- VI. Q&A Session – Open Mic & 10 min Break
- VII. Updates from County Departments and Agencies:
 - i. Maryland-National Capital Park and Planning.
 - ii. Department of Health and Human Services
 - iii. Department of Housing and Community Affairs
 - iv. Department of Environmental Protection
- VIII. Countywide Q&A
- IX. Depart for Breakout Sessions

Breakout Sessions

- Customer Support & Outreach
- Land Development Updates
- Zoning & Site Plan Compliance

Welcome to the DPS Stakeholders Forum!

- ❑ Introduction
- ❑ Thank You
- ❑ Shout Outs
- ❑ Today's Objectives
 - ❑ Mutual Success – We want to equip you, as our partners, with knowledge of the county's regulations, policies and systems;
 - ❑ Plus, provide you with the staff connections needed to successfully navigate the permitting process in Montgomery County;
 - ❑ We also aim to listen and capture feedback that can enable DPS to provide you with outstanding service in every aspect of our permitting operation.

OPENING REMARKS

Marc Elrich
County Executive



STATE OF PERMITTING ADDRESS

Rabbiah Sabbakhan
Director



DPS Mission & Vision Statement

Mission statement

The Department of Permitting Services (DPS) primary mission is to ensure the health, safety, sustainability and economic vitality of residents, businesses, communities and the built environment in Montgomery County. This is accomplished by accurate, consistent and timely review of submittal documents, issuance of permits, and outreach. DPS conducts prompt and thorough inspections for residential, commercial, land development, zoning and code compliance, and responds to service requests and emergencies.

Vision statement

The Department of Permitting Services strives to be a world-class permitting department by establishing strong stakeholder partnerships, exemplifying exceptional customer service and responsiveness, and achieving accurate regulatory compliance, high performance and flexibility. DPS will take solution-oriented approaches to problem-solving and continuously improve.



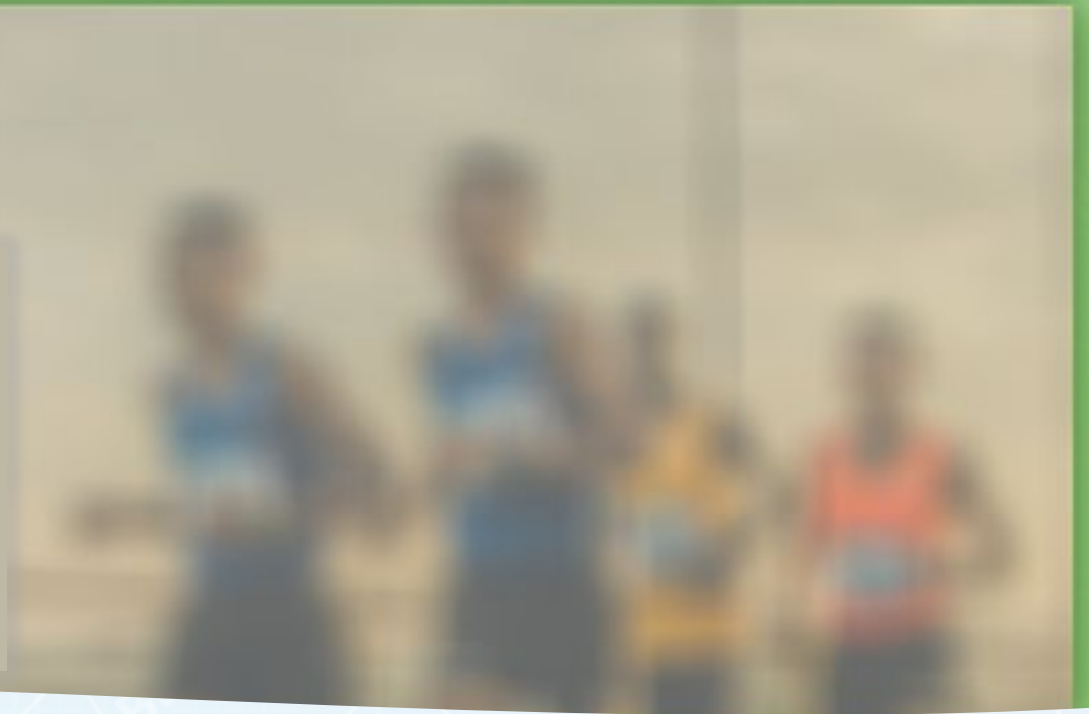


Are We
There Yet?

**DPS
Progress**



DPS Progress- Marathon or Sprint?



In DPS' case, it's neither a
marathon nor a sprint. More
like a 5k!

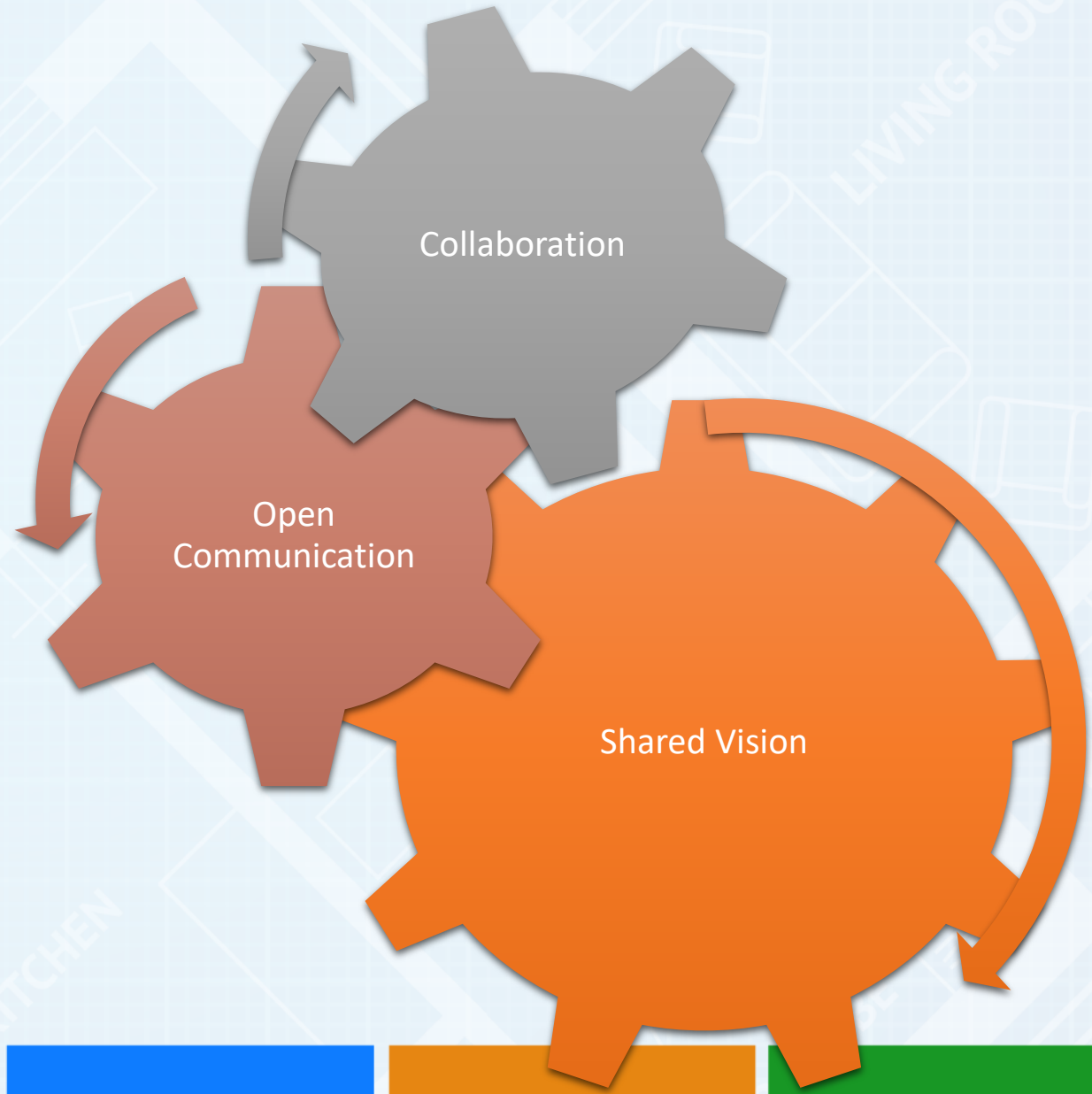
DPS – WORLD CLASS VISION

"A **world-class organization** is characterized by a strong focus on customer service, continuous improvement, adaptability, innovation, employee empowerment, approachable leadership, quality control, research and development, and a commitment to learning and best practices across all levels of the organization. Essentially, it consistently strives to be the best in its field by prioritizing excellence in every aspect of operations."

According to CoPilot AI

DPS – A LEARNING ORGANIZATION

ProjectDox Outage(s) occurred due to upgrades involving data migration to the cloud. Two times, we had system outages lasting multiple days, causing review delays.



To join, go to: ahaslides.com/ONPDY



Scan this QR code
to join →



Building departments play a vital role in ensuring the safety, integrity, and compliance of construction projects within their jurisdiction. Here are some of their key responsibilities:

- 1. Permit Issuance:** Reviewing construction plans and issuing permits for building, demolition, electrical, plumbing, and other related projects.
- 2. Code Enforcement:** Ensuring that all construction projects comply with local, state, and national building codes and regulations.
- 3. Inspections:** Inspections are conducted at various stages of construction to verify that the work meets approved plans and codes.
- 4. Plan Review:** Evaluating architectural and engineering plans for new constructions, renovations, and additions to ensure they comply with building codes.
- 5. Occupancy Certificates:** Issuing certificates of occupancy, which indicate that a building is safe and compliant for use.
- 6. Records Management:** Maintaining records of permits, inspections, and compliance for future reference and legal purposes.
- 7. Zoning Compliance:** Ensuring that land use and development projects comply with zoning laws and ordinances.



AI
PERMITTING
RESPONSIBILITIES

DPS Permitting Responsibilities

In a nutshell, permitting is an AHJ authorizing design and construction for the built environment which includes:

- ✓ **New Construction**
- ✓ **Alteration**
- ✓ **Demolition**
- ✓ **Zoning**
- ✓ **Stormwater**
- ✓ **Sediment control**
- ✓ **ROW**
- ✓ **Fire code compliance and operational permits**
- ✓ **Use & Occupancy**
- ✓ **Licenses**
- ✓ **Special events**
- ✓ **Enforcement (illegal construction, responses to various complaints, be it zoning, building or land development)**
- ✓ **Outreach and engagement**
- ✓ **Emergency response (structure damage assessment)**

PERMITTING IN THE NEWS

Governor Moore Signs Executive Order to Bolster Maryland's Economic Competitiveness

The executive order includes:

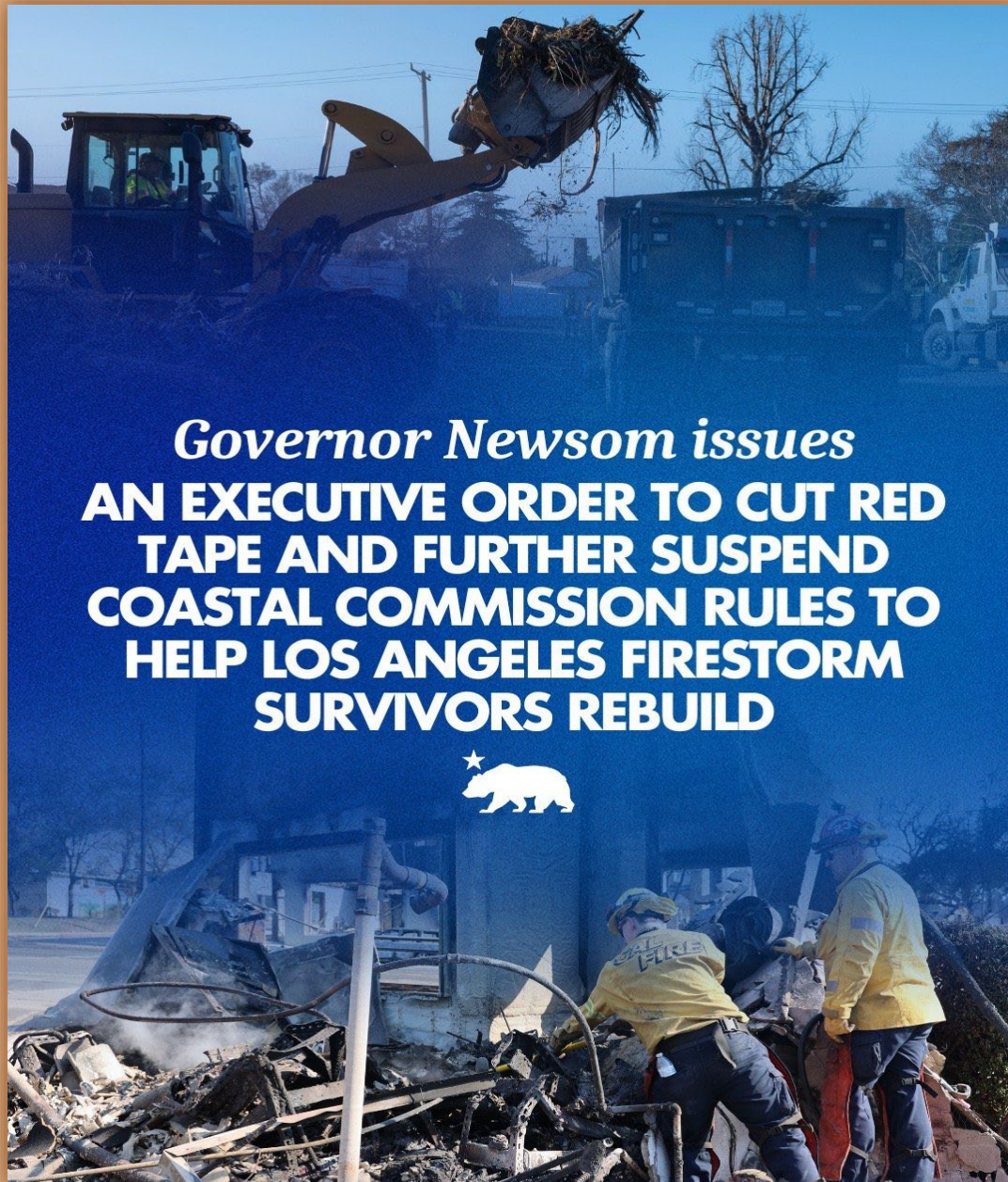


Establishment of the Maryland Coordinated Permitting Review Council. The order establishes the Maryland Coordinated Permitting Review Council. The council will mirror the very successful federal [FAST-41 Permitting Council](#), which seeks to streamline permitting processes for major projects by bringing together relevant agencies that have a permitting or environmental review role.



In Maryland's case, the relevant agencies that could potentially play a role in covered projects will be permanent members of the council, along with the relevant local government agencies that will likely play a role at the local level.





Governor Newsom issues
**AN EXECUTIVE ORDER TO CUT RED
TAPE AND FURTHER SUSPEND
COASTAL COMMISSION RULES TO
HELP LOS ANGELES FIRESTORM
SURVIVORS REBUILD**



PERMITTING IN THE NEWS

“When the fires are extinguished, victims who have lost their homes and businesses must be able to rebuild quickly and without roadblocks. The executive order I signed today will help cut permitting delays, an important first step in allowing our communities to recover faster and stronger. I’ve also ordered our state agencies to identify additional ways to streamline the rebuilding and recovery process.”

Governor Gavin Newsom



FROM GOVERNMENT TECHNOLOGY FEBRUARY 14, 2024

DPS PROGRESS- AI TECHNOLOGY FOR PLAN REVIEW?? What about BIM, Augmented Reality, Drones?

The tedious parts of city planning could be turned over to AI

A New Hampshire city joins a growing list of local governments that are turning over some of the more time-intensive tasks of planning operations to artificial intelligence technologies.





PERMITTING PROCESS IMPROVEMENT

It's the *HOW* in permitting that makes the difference.

- ❑ How streamlined is the process?
- ❑ How transparent are we with our processes, policies and regulations?
- ❑ How smart and efficient are our processes and systems?
- ❑ How reliable are we?
- ❑ How is our technology?

The *HOW* is the determining factor and what sets you apart.

DPS by the Numbers

Permits Issued

Application Type	2023	2024
ELECTRICAL	13,240	13,631
MECHANICAL	7,486	7,787
RESIDENTIAL	6,170	6,442
PUBLIC RIGHT-OF-WAY	3,186	2,924
FENCE	1,926	1,691
COMMERCIAL	1,701	1,508
FIRE PROTECTION	1,552	1,622
USE & OCCUPANCY	614	588
FIRE ALARM	584	607
SEDIMENT CONTROL	511	506
STORMWATER CONCEPTS	77	77
ALL OTHER	1,695	1,629
Total	38,742	39,012

Inspections Completed

Application Type	2023	2024
RESIDENTIAL	31,457	30,766
ELECTRICAL	29,721	29,133
SEDIMENT CONTROL	19,787	20,481
FIRE CODE COMPLIANCE	18,289	20,131
MECHANICAL	14,629	14,517
COMMERCIAL	13,822	13,985
PUBLIC RIGHT-OF-WAY	11,869	17,025
COMPLAINT INVESTIGATION	7,163	6,074
FIRE PROTECTION	5,758	6,038
SITE PLAN	5,280	3,871
USE & OCCUPANCY	3,355	3,771
ALL OTHER	4,609	4,063
Total	165,739	169,855

Licenses Issued & Renewed

License Type	2023	2024
FIRE CODE COMPLIANCE	2,627	6,783
BUILDING CONTRACTORS	224	238
SEWAGE SLUDGE UTILIZATION	65	152
FIRE SYSTEM	100	104
ALL OTHER	116	132
Total	3,132	7,409

EXCEPTIONAL CUSTOMER SERVICE

- Expectations of gov't services: prompt, efficient, simple, value based on taxes and fees paid
- Accessible
- Empathy
- Outstanding communication (including listening)
- Technology
- Fiscally responsible
- Contrary to beliefs, our customers do have other options (other jurisdictions, private sector)

DPS 2024 INITIATIVES

Peer Review
Program
(launched)

Customer Bill of
Rights
(September)

Racial Equity /
DEI Working
Group
(underway)

Commercial
Small Business
Permit Concierge
(Fall)

Recipe for
Success 2.0
(completed)

DPS Strategic
Plan (Consultant
selected;
completion end
of calendar year)

Fast-tracking
Residential
Projects (In
place)

ProjectDox
upgrade v9.2
(completed)

RFP new permit
system
(completed)

Comprehensive
fee study
(completed)

Simplifile
(completed)

2021 building &
fire code
adoption
(completed)

Permit process
streamlining &
reduce review
timeframes
(ongoing)

DPS public
dashboard
(completed)

e-Solar
(completed)

GIS mapping
(completed)

DPS 2025 INITIATIVES

- 5-year strategic plan completion and implementation
 - Deeper dive into operation
 - Culture-telework, workplace morale, diversity, equity and inclusion
 - Process optimization
 - Data
 - Performance measures
 - Customer service
 - Technology (systems and website)
 - Stakeholder engagement
- Administer & ensure compliance new 2021 codes
- Adopt 2023 NEC, land development admin regs, bill 7-24 regs (apt bldgs.)
- New permit system implementation
- ePlan (ProjectDox) upgrade to v9.4
- Increased community engagement & outreach
- Continued permit process streamlining
 - Reducing review turnaround times
 - Modifying workflows to create better efficiency
- FY'26 Proposed Budget 3 additional full-time employees to enhance services
 - Commercial Building Program Manager
 - Electrical Plans Examiner
 - Outreach Assistant

DPS TECHNOLOGY

New features

- ❑ Consolidated workflows into 4 repeatable, reusable, and better-streamlined processes.
- ❑ Improved communication and corroboration between plan reviewers and applicants.
- ❑ The new upgrade is very user-friendly and easy to use.
- ❑ The latest release of the 9.4 upgrade scheduled for March 27 will place the DPS ahead of the curve.

Permitting system upgrade

- ❑ The contract for the permitting upgrade is wrapping up. The upgrade, which includes SAAS migration and system upgrade, is expected to begin in Summer 2025.
- ❑ New features include the implementation of a customer portal, Permit tracking, and better communication with third-party software, including updated ProjectDox.
- ❑ Improved integration of software, primarily ProjectDox and Infor, to reduce duplicative administrative tasks.
- ❑ Enhancement of existing processes to take advantage of new system features.
- ❑ Consolidation of existing Document Management System.
- ❑ Improved reporting and transparency.

DPS Public Dashboards

- DPS released public dashboards displaying plan review and permit issuance turnaround times for the most popular permit types issued by DPS.
- The purpose of the dashboards is to manage customers' expectations, help them plan accordingly, and promote transparency on DPS performance.



DPS Advisory Committee

Purpose

Advises the Department of Permitting Services on the performance of its functions and recommends to the Director, the Executive, and the Council any steps necessary to improve the Department's performance.

Membership

The DPS Advisory Committee is comprised of 17 members (11 voting members) from civic, environmental and land use organizations, as well as representatives from the five regional Citizens Advisory Boards, and six nonvoting members nominated by the directors from the Department of Environmental Protection, Department of Housing and Community Affairs, Department of Transportation, Montgomery County Fire & Rescue Service, the Planning Board, and the Washington Suburban Sanitary Commission. The County Executive designates one voting member each as chair and vice chair.



[Link to the Advisory Committee website](#)

May Is Building Safety Month

Weekly Themes and Icons

The 2025 campaign theme is **"Game On!"** and includes these special weekly themes.

Week 1: The Warm Up (May 1–3)

Discover how building safety impacts our daily lives including the places where we work, learn and play.

Week 2: Build Your Offense (May 4–10)

Create a plan to actively support building safety programs in your community.

Week 3: Build Your Defense (May 11–17)

Stay prepared for natural hazards such as severe weather, wildfires, earthquakes and more with our disaster toolkits.

Week 4: The Starting Lineup (May 18–24)

Meet building safety professionals and learn about rewarding careers in building safety.

Week 5: Going Into Overtime (May 25–31)

See what's next for the building safety industry, including global trends, artificial intelligence and more.



DPS Progress

The answer to the question “Are we there yet?” is no; however, we are making steady progress. Continuous improvement is a constant mindset and an integral part of **“how”** which becomes the primary driver on the journey to becoming “world-class” in permitting.



PHOTO COURTESY ROBERT DYER BETHESDA ROW 7340 WISCONSIN AVE

DIRECTOR'S CONTACT

➤ **RABBIAH SABBAKHAN**

➤ **DPS DIRECTOR**

➤ **240-777-6363 (O)**

➤ **202-961-0625 (C)**

➤  ► [Subscribe \(and listen\) to the DPS podcast.](#)

 → [Stay connected with the DPS newsletter.](#)



Montgomery County
Department of Permitting Services

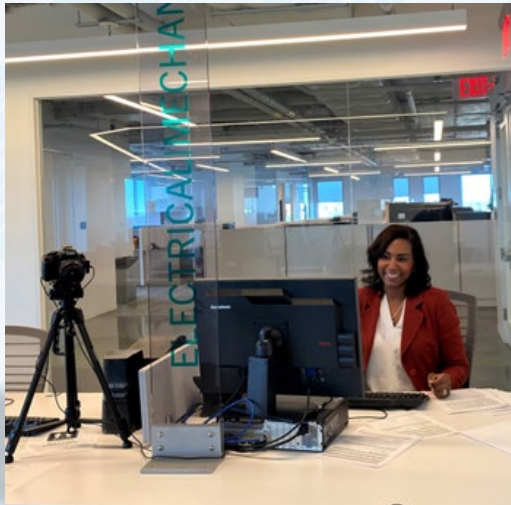
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DPS OPERATIONS: 2025 UPDATE

Ehsan Motazed
Deputy Director



Agenda

- ❖ DPS by the Numbers | Calendar Year 2024
- ❖ *Percent of Plan Reviews Completed Within Target by DPS:*
 - ❖ Commercial Construction
 - ❖ Residential Construction
 - ❖ Public Right-of-Way & Sediment Control
- ❖ DPS Accomplishments 2024
- ❖ DPS Outlook for 2025

DPS by the Numbers | Calendar Year 2024



169,855 Inspections
Completed



39,012 Permits
Issued



8,132 Trade and Business
Licenses Issued & Renewed



52,230 Service Requests*
Resolved



1,687 Complaints
Resolved



7,128 Information Requests
Fulfilled

*Including inspection scheduling requests, complaints, and service requests received through Montgomery County's 311 service and the DPS website.

Commercial Construction

Percent of Plan Reviews Completed Within Target by DPS

NEW CONSTRUCTION

All Types of Buildings and Structures

Review Task	2023	2024	Direction of Change
SCREENING	77%	76%	↓
INITIAL REVIEW*	88%	77%	↓
SUBSEQUENT REVIEWS*	100%	100%	=
PERMITS ISSUED	256	364	↑

ALTERATIONS

All Types of Buildings and Structures

Review Task	2023	2024	Direction of Change
SCREENING	85%	87%	↑
INITIAL REVIEW*	80%	73%	↓
SUBSEQUENT REVIEWS*	100%	99%	↓
PERMITS ISSUED	860	738	↓

DPS PLAN REVIEW TARGETS BY REVIEW TASK

SCREENING
2 business days

INITIAL REVIEW*
22 business days

SUBSEQUENT REVIEWS*
10 business days

*Initial and subsequent DPS reviews include plan assignment and all reviews completed by DPS Commercial division: architectural, structural, electric, mechanical, and green building.

Residential Construction

Percent of Plan Reviews Completed Within Target by DPS

NEW CONSTRUCTION*

Review Task	2023	2024	Direction of Change
SCREENING	88%	91%	↑
INITIAL REVIEW	93%	98%	↑
SUBSEQUENT REVIEWS	92%	95%	↑
PERMITS ISSUED	818	873	↑

ADDITIONS & ALTERATIONS

Review Task	2023	2024	Direction of Change
SCREENING	47%	76%	↑
INITIAL REVIEW	99%	100%	↑
SUBSEQUENT REVIEWS	90%	94%	↑
PERMITS ISSUED	1,887	1,977	↑

DPS PLAN REVIEW TARGETS BY REVIEW TASK

SCREENING
2 business days

INITIAL REVIEW
5 business days (New Construction)
7 business days (Additions & Alterations)

SUBSEQUENT REVIEWS
5 business days (New Construction)
7 business days (Additions & Alterations)

*Includes only modular, duplexes, townhouses (3 stories and under), and single-family dwellings.

Public Right-of-Way & Sediment Control

Percent of Plan Reviews Completed Within Target by DPS

PUBLIC RIGHT-OF-WAY

Review Task	2023	2024	Direction of Change
SCREENING	97%	96%	↓
INITIAL REVIEW	98%	98%	=
SUBSEQUENT REVIEWS	100%	100%	=
PERMITS ISSUED	3,186	2,926	↓

SEDIMENT CONTROL

Review Task	2023	2024	Direction of Change
SCREENING	73%	82%	↑
INITIAL REVIEW	81%	95%	↑
SUBSEQUENT REVIEWS	100%	100%	=
PERMITS ISSUED	512	506	↓

DPS PLAN REVIEW TARGETS BY REVIEW TASK

SCREENING
2 business days

INITIAL REVIEW
20 business days

SUBSEQUENT REVIEW
20 business days

DPS Accomplishments in 2024

- **Permitting Dashboard:** Debuted a public dashboard showing turnaround times and plan review performance.
- **New GIS Maps:** Unveiled new maps, which received the 2024 NACo award.
- **DPS Podcast:** Awarded the 2024 NACo award for public information and civic education. The podcast has transitioned to video in addition to audio. This trendsetter podcast has inspired other department podcasts.
- **eSolar Program:** Introduced of a third-party app for applying for residential rooftop solar.
- **“Recipe for Success” Guide.**
- **Customer Bill of Rights.**
- **Homeowner’s Guide:** Unveiled a new guide on when permits are needed and when they are not, available in both English and Spanish.
- **System Upgrade:** ePlans and INFOR updates.
- **2023 Code Adoption.**
- **Sign Sweep.**
- **Customer Satisfaction Survey.**
- **Public ROW Permits:** All plans and documents associated with public ROW permits are being reviewed and approved by DPS.
- **Fee Study:** As part of our commitment to transparency and efficiency, we recently conducted a comprehensive fee study to evaluate how we charge for various services associated with issuing building permits.



DPS **Permitting Dashboard**

Plan Review and Permit Issuance Turnaround Times

Department of Permitting Services (DPS) Dashboards | Plan Review and Permit Issuance Turnaround Times

INTRODUCTION

COMMERCIAL NEW
CONSTRUCTION

COMMERCIAL
ALTERATION

RESIDENTIAL NEW
CONSTRUCTION

RESIDENTIAL ADDITION
& ALTERATION

PUBLIC RIGHT-OF-WAY

SEDIMENT CONTROL

STORMWATER
MANAGEMENT



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Montgomery County
Department of Permitting Services

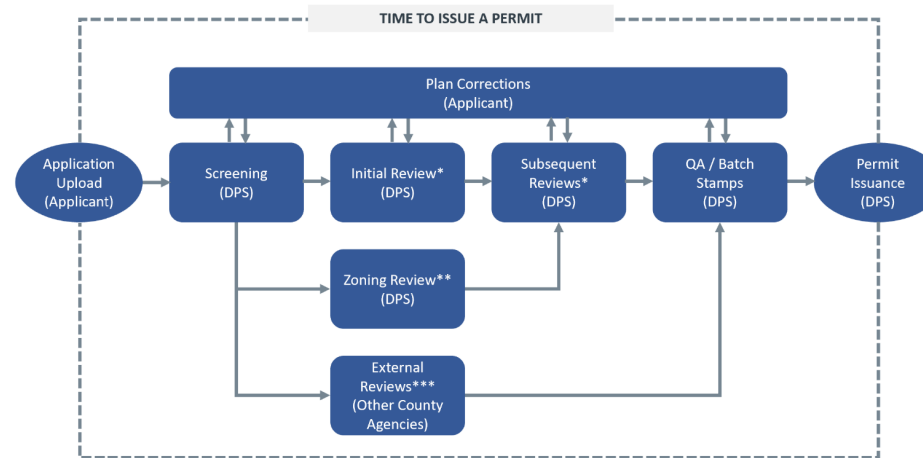
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Data current as of:
01/24/2025

DPS Plan Review & Permit Issuance Process

This dashboard displays DPS plan review and permit issuance turnaround times. Data is refreshed daily.

Plan review is a collaborative process among applicants, DPS divisions, other Montgomery County Government departments, and outside agencies. The flowchart depicts an overview of the plan review process from application upload through permit issuance.



DPS | GIS

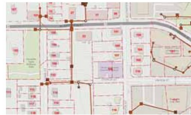
GEOGRAPHIC INFORMATION SYSTEMS



Montgomery County
Department of Permitting Services

DPS GIS: A Gamechanger

DPS GIS Maps



Floodplain and Storm Drain

The DPS floodplain map shows floodplains and other relevant drainage-related information over a Geographic Information System (GIS) map. The goal of this map is to provide engineers, planners, and property owners with useful information regarding floodplains and drainage. The map collates federal and local floodplain maps in a single resource to enhance public awareness and understanding of flood-prone areas, potential flood risks, and associated hazards within a specific region.



My Inspector and Property

The My Inspector and Property Map provides DPS customers information about upcoming inspections, property details, and contact information for the inspector. Additionally, the GIS map allows stakeholders to find recent permit applications near their home or within a bounding box. The GIS Inspector and Property map is designed to improve transparency and construction awareness near your home or property.



Neighborhood Construction Activities Map

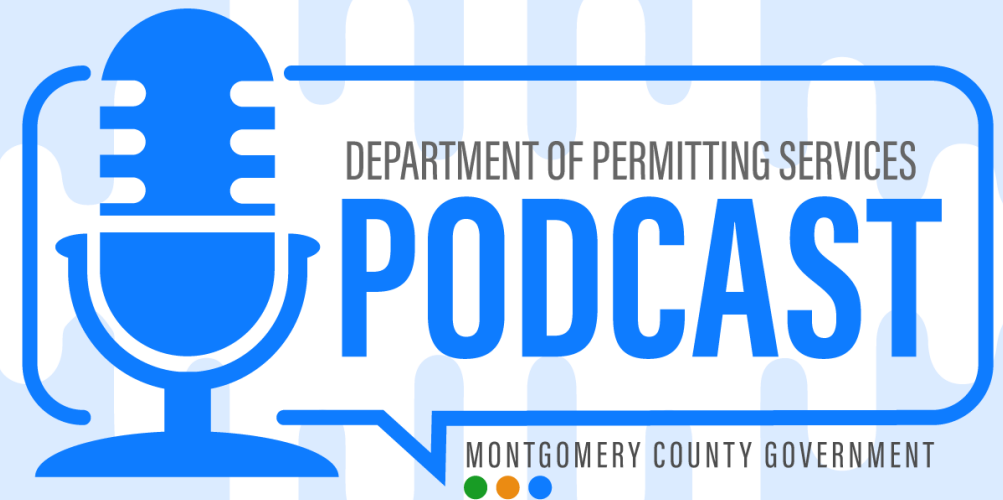
The map below shows construction activity in Montgomery County. Permits included are active Commercial Building, Commercial Demolition and Public Right of Way. Map data is updated daily. All three permit types are shown by default. You may remove a permit type by clicking on the permit name found in the upper left corner of the map.



Use and Occupancy

The Use and Occupancy research map allows stakeholders to find a commercial Use and Occupancy (U & O) certificate by a parcel. This is useful if you are opening a business or changing the use type of a business. The most recent issued U & O for a building, floor or suite is the current U & O certificate. The Use and Occupancy Research Map contains data going back to 1999. Searches for U & O certificates issued before 1999 must be made to DPS via MC 311.

Dept. of Permitting Services Podcast



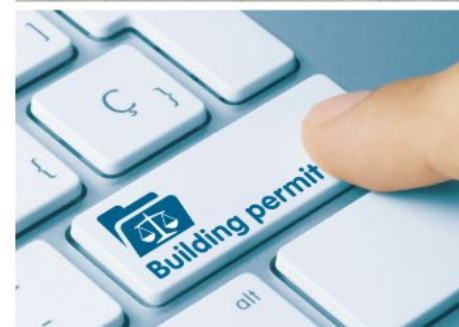


Award Winner

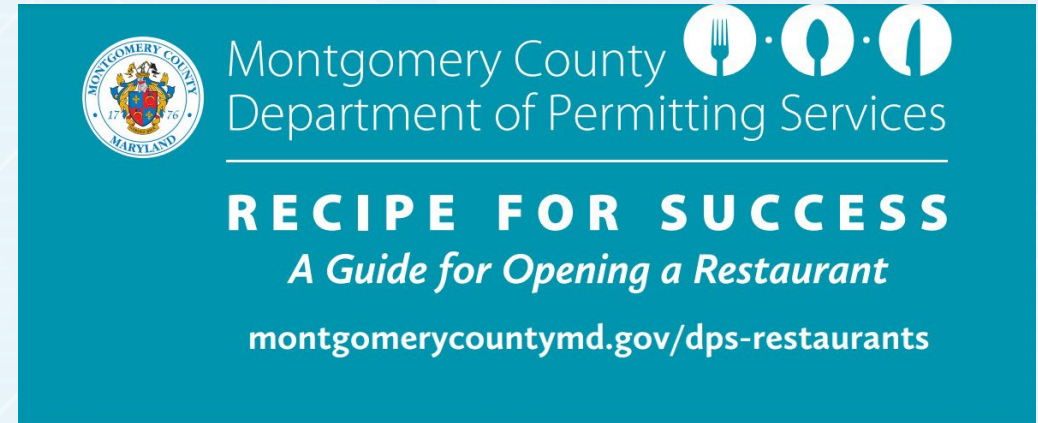
- The DPS Podcast was recognized with a 2024 NACo achievement award.
- Subscribe to the DPS Podcast wherever you listen to your favorite podcasts and connect with local experts about the permitting process for commercial and residential projects. The podcast series has received more than 5,300 audio downloads since its launch. More than 21 episodes have been recorded to date.
- The most popular episodes to date are Use and Occupancy Certificates, ADUs and Residential Fast Track.
- An archive of previous episodes is available on the DPS website. Watch newer episodes on YouTube. Got an idea for a podcast episode? Email dps.podcast@montgomerycountymd.gov.



Getting Solar on Residential Rooftops Faster



Guidance for Restaurants Owners



RESEARCH HIRE SCHEDULE APPLY LICENSES INSPECTIONS OPTIONS





Montgomery County
Department of Permitting Services

DPS ePlans

Electronic Plan Review System



DPS

Code Adoption Update



Montgomery County
Department of Permitting Services

montgomerycountymd.gov/dps

DPS

CUSTOMER SATISFACTION SURVEY

Take the Survey



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CONSTRUCTIVE COMMENTS



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MontgomeryCountyMD



@MontgomeryCountyInfo



Montgomery County Government

DPS Outreach and Communications

- DPS is committed to providing you with information and outreach about DPS programs, resources and services.
- Got a permitting question? Call MC 311 or visit our offices in Wheaton. No appointment is necessary. We are here to help.
- Want to schedule a DPS outreach presentation? Email DPS Community Outreach Manager Sonya Burke at sonya.burke@montgomerycountymd.gov and let her know what topic(s) you would like to see covered.
- Remember, DPS is your project partner!





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DPS

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SMALL BUSINESS & SPECIAL EVENTS

Chris Allen, Manager III

Special Assistant to the Director

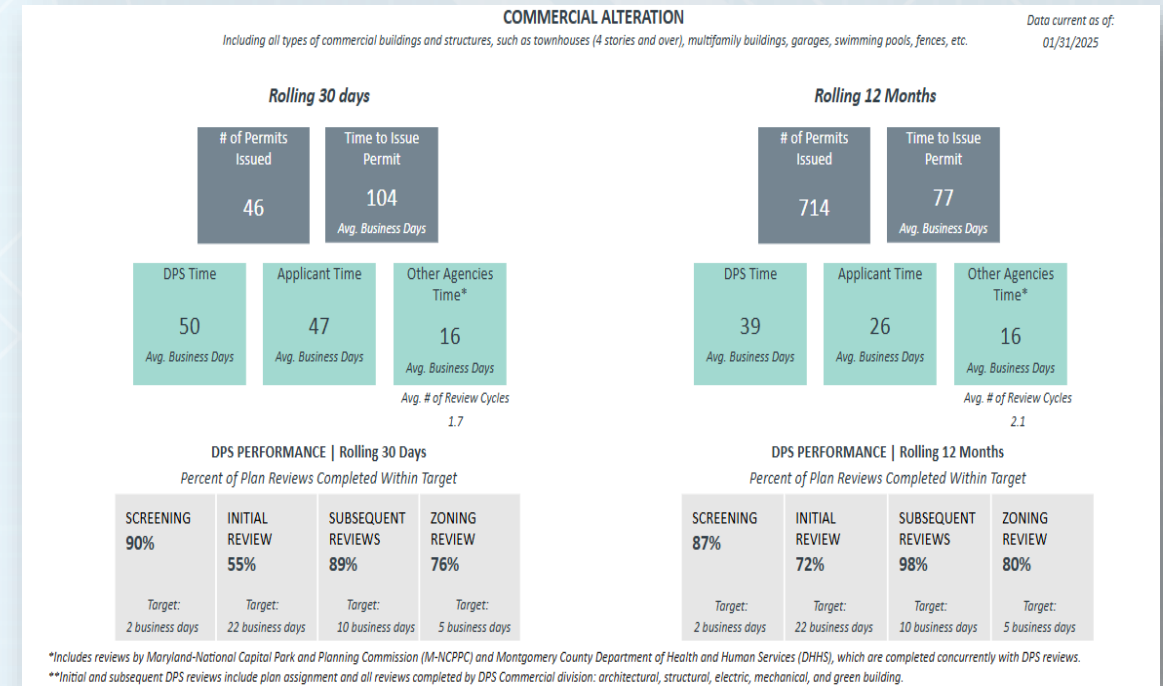
Christopher.Allen@montgomerycountymd.gov

240-447-0488

The Department of Permitting Services (DPS) primary mission is to ensure the health, safety, sustainability and economic vitality of residents, businesses, communities and the built environment in Montgomery County. To accomplish our mission, DPS offers the following services in addition to the permits we review and inspect:

Pre-Design Consultations for Residential, Commercial, and Agricultural projects.

Transparent review times for permit reviews.



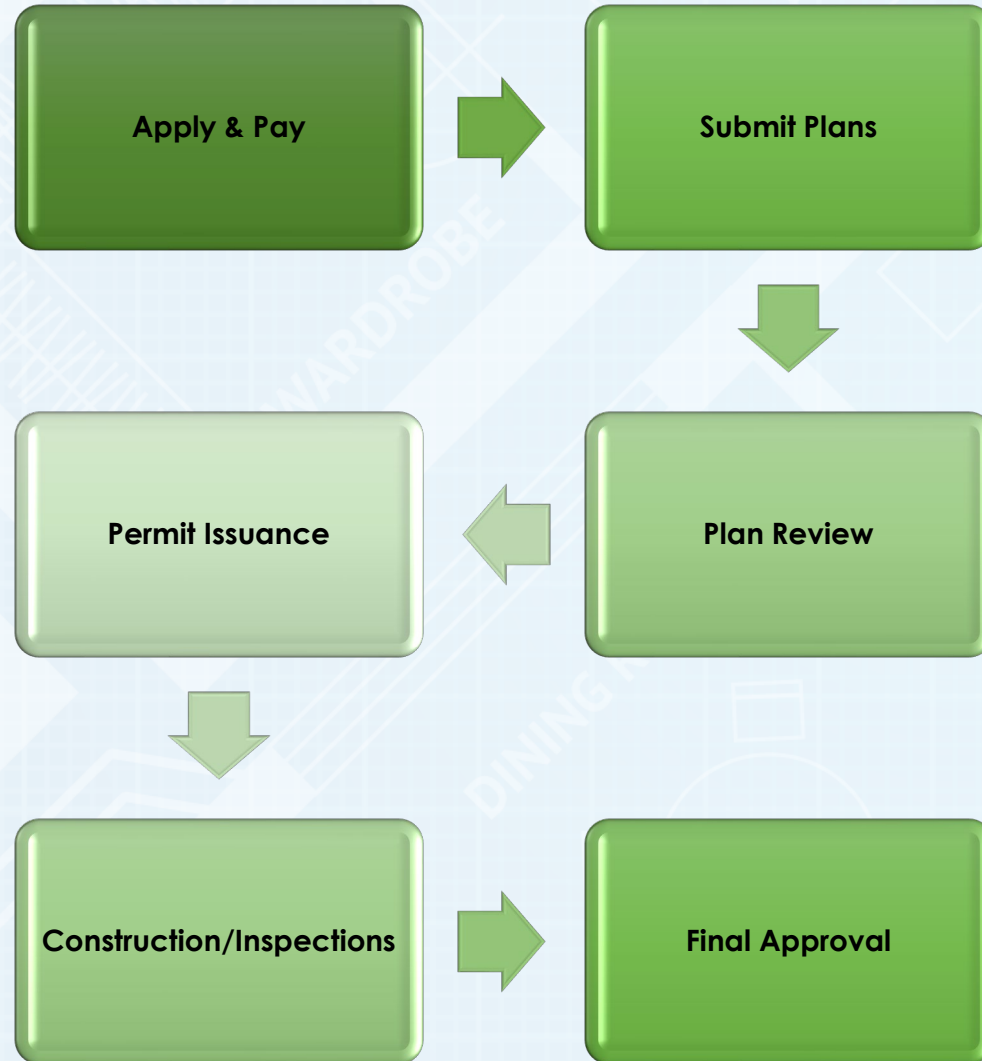
Meet with DPS staff, WSSC & more!

Discuss preliminary design drawings before submitting them for permit review during a free Pre-design consultation.

COMMERCIAL BUILDING DESIGN CONSULTATION

Feb	March 2025					Apr
Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

CERTIFICATE OF USE & OCCUPANCY



DPS | Montgomery County
Department of Permitting Services
2425 Reede Drive, 7th floor
Wheaton, MD 20902
240-777-0311 or 311 in Montgomery County
montgomerycountymd.gov/dps

Application for Use and Occupancy/Capacity Certificate

Certificate AP# _____ Building AP# _____

A. Type of Application

☐ Use and Occupancy
☐ Open Land Use
☐ Home Health Practitioner
☐ Home Child Care Provider < 12 Children
☐ Shell and Core
☐ Change of Use
☐ Capacity Certificate
☐ Other _____

Principle Use: (Check one)

☐ Assembly
☐ Educational
☐ Mercantile
☐ Place of Worship
☐ Storage
☐ Multi-Family -OR-
☐ Boarding House
☐ Hotel
☐ Misc. Structure
☐ Public Utility
☐ Restaurant
☐ Industrial
☐ Motel
☐ Townhouse
☐ Multi-Family Senior Building: # of Units _____
☐ Construction Trailer
☐ Other _____

B. Location of Building Premise

Street Number: _____
Town/City: _____ Street: _____
Lot: _____ Block: _____
Floor: _____ Suite: _____

C. Owner's Information

Property Owner's Name: _____ Parcel: _____ Zip: _____
Unit/Bay/Store#: _____

D. Tenant's Information

Owner's Representative: _____ Email: _____
Tenant's Company Name: _____ City: _____ State: _____ Zip Code: _____
Telephone No.: _____ Fax No.: _____
Tenant's Name: _____
(Person connected with Trade Company)
Mailing Address: _____ Telephone No.: _____ Email: _____
(For Lessee, if other than premise address) Address: _____ City: _____ State: _____ Zip Code: _____
Fax No.: _____

E. Description of Occupancy

HAZARDOUS MATERIALS? ☐ YES ☐ NO

Existing Use: _____
Square Footage to be Occupied: _____
The PRIMARY use will be: _____
The SECONDARY use will be: _____
Is this space ready for inspection now? ☐ YES ☐ NO

Person to contact to gain entry to space _____
Applicant's Signature _____ Print Name _____
For Office Use Only

ZONING USE ONLY

Floor No (s): _____ Building & Use Information
Max. Live Load: _____
Construction Type: _____
IBC Use Group: _____
Occupancy Load: _____
Code/Edition: _____
Conditions: _____
Fully Sprinkled & Monitored: _____

Zoning Use Category: _____
Zoning Type: _____
Special Required: _____
Secondary Use: _____
Reason for Disapproval: _____
[] Approved [] Disapproved

Number of Employees: _____
Proposed Use: _____
Number of Company Vehicles: _____
which is: _____ % of the space.
which is: _____ % of the space.
NO, I WILL CALL WHEN READY
Daytime Phone No _____
Date _____

Businesses - DPS Fire Code Compliance Permit

Inspection elements for existing businesses

Life Safety systems such as exit doors, emergency lights, & fire rated assemblies

Ensuring proper maintenance of fire protection systems such as sprinklers, fire alarms, fire extinguishers, and chemical suppression systems

Electrical safety inspection hazards

Annual inspections of MCPS and private schools

Regular cleaning of kitchen cooking & exhaust equipment

Biannual inspections of state-licensed daycare facilities

Special Events

Are you organizing a special event?

If your event:

- ✓ Generates or invites public participation or spectators and;
- ✓ Has an impact on public streets, sidewalks and adjacent private properties
- ✓ Organized by a community association, nonprofit or other type of organization
- ✓ Will serve food or alcohol

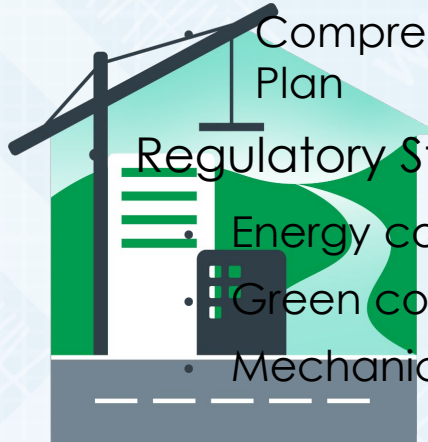
What is DPS reviewing a Special Event application for?

- ✓ Zoning review of the proposed event to make sure it is allowable on the proposed property
- ✓ Inspections of stages, tents, and electrical generators
- ✓ Ensuring the event operator has all necessary licensing to serve alcohol and food onsite from our sister agencies at ABS and DHHS.
- ✓ Ensuring public safety by working with the Police and DOT for necessary road closures.

The Path to Net Zero Energy

Presented by: Bryan Bomer

- Regulations and Commitments
 - Bill 13-22 Decarbonization
 - Comprehensive Climate Action Plan



- Regulatory Structure
 - Energy code
 - Green code
 - Mechanical code

DPS

Montgomery County
Department of Permitting Services

- Amendment Assistance
 - National Labs
 - DPS Advisory Committee
- Support (*grant*)

- Technical Assistance Program
- Outreach
 - Interactive tools

YOUR PROJECT PARTNER

- Looking Ahead
 - Sustainability permit
 - Advancing the green code

**Code
Amendments**

2021 Code Cycle

- Step one of NZE – 33% renewables
- Electrification ready new construction
- Advanced Electric Vehicle charging ready
- Additional supporting amendments

2024 Code Cycle

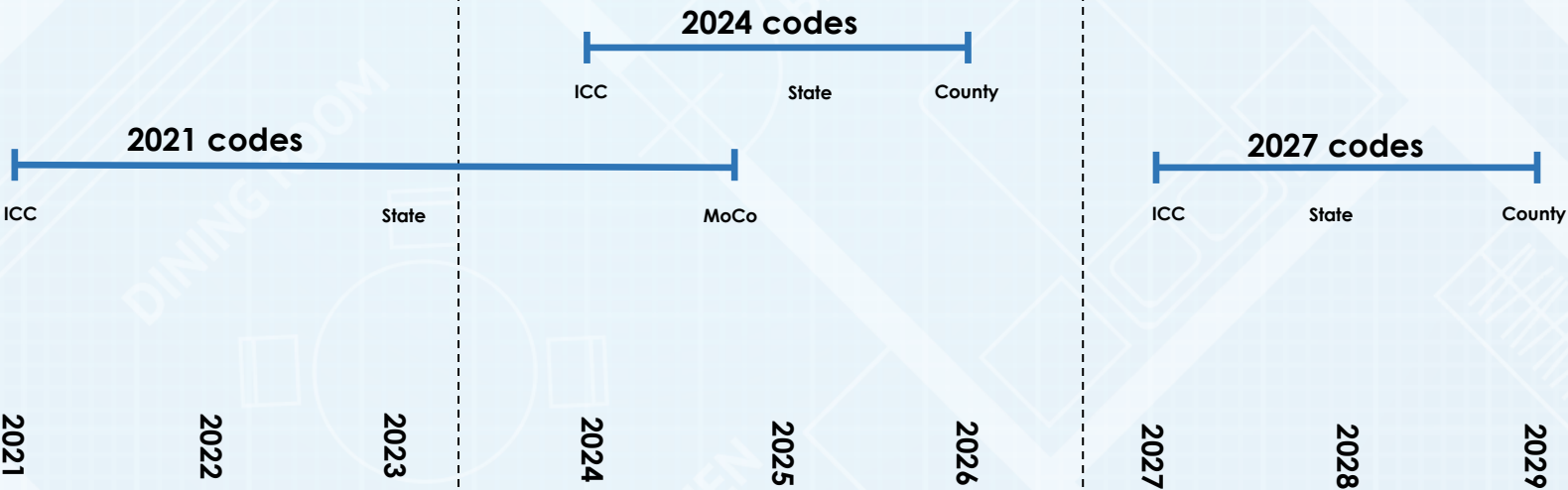
- Step two of NZE – 66% renewables
- Explore electrification ready in level 3 alteration

2027 Code Cycle

- Step three of NZE – 100% renewables
- Supporting amendments

Refinement
Cycle

**Adoption
Timelines**

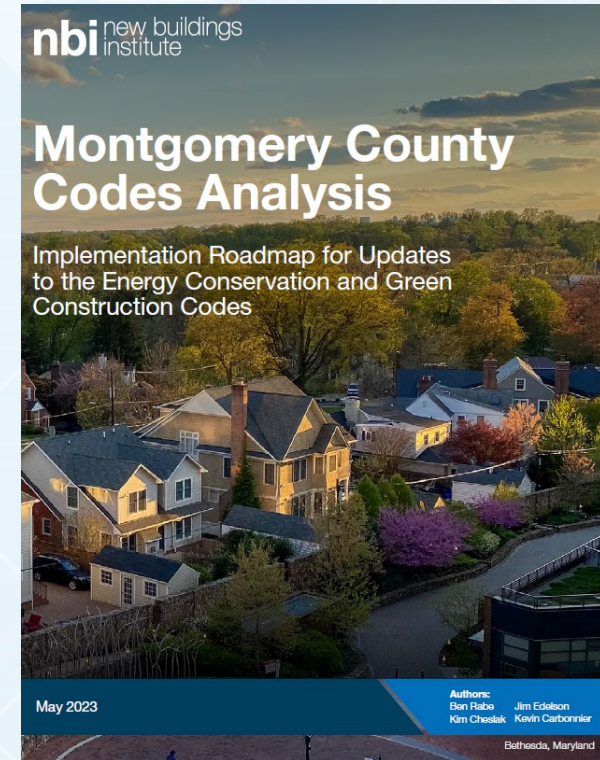


Energy Code Amendment Recommendations

- Based on Climate Action Plan and Bill 13-22
- Looks out two code cycles
- Key Points:
 - **Energy Efficiency:** NZE modeling, TSPR, additional energy measures, cool roofs
 - **Renewable Energy:** onsite and offsite
 - **Electrification:** infrastructure and NZE modeling

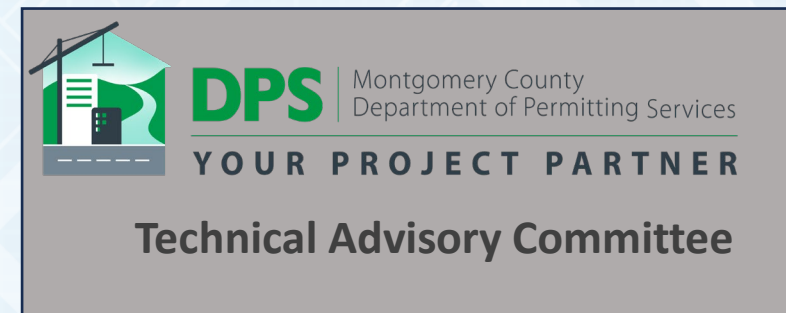
TSPR: total system performance ratio (mechanical systems)

NZE modeling: 90.1 appendix G modified to a step to zero approach



Energy and Green Code Amendments

- Energy Efficiency with DOE support:
 - energy modeling (e)
 - total system performance ratio (TSPR) (g)
 - elective energy measures (e)
 - cool roofs (e)
- Transportation, Renewables and Energy Storage: onsite and ready language
 - EV (g)
 - PV (e)
 - ESS (g)
- Electrification:
 - Elective energy measures (e)
 - energy modeling (e)
 - Infrastructure (g)
 - TSPR for prescriptive requirement (g)
- Grid Integration:
 - demand response controls as an elective (e)
- Other Key Items:
 - Commissioning (e)



Planning for the Future


Code Compliance Support Features

- Technical Assistance Program: direct access to premium design professionals
 - 1-million-dollar Pilot to 5-million-dollar grant funded
- Outreach
 - Cyclical training materials focused on plan review failure rates
- Interactive tools
 - Code compliance worksheet
 - More thorough data collection
 - Renewable energy data tracking

Looking Ahead

- Sustainability permit: beyond Use and Occupancy
 - Sustainability Permit
- Advancing the green code to focus on non-energy items
 - Dark Sky, Biophilic design, Resiliency design
- Advanced commissioning and code compliance analysis


2021 Code Adoption Highlights

 MONTGOMERY COUNTY EXECUTIVE REGULATION Offices of the County Executive, 101 Monroe Street, Rockville, Maryland 20850	
Subject: Adoption of the 2021 IBC, IECC, IgCC, IMC, IFGC, IRC, ISPSC, and IEBC	Number: 13-24
Originating Department: Department of Permitting Services	Effective Date: December 10, 2024
Montgomery County Regulation on: ADOPTION OF THE 2021 INTERNATIONAL BUILDING, ENERGY CONSERVATION, GREEN CONSTRUCTION, MECHANICAL, FUEL-GAS, RESIDENTIAL, SWIMMING POOL AND SPA AND INTERNATIONAL EXISTING BUILDING CODES DEPARTMENT OF PERMITTING SERVICES Issued by: County Executive Regulation No. 13-24 Authority: Code Sections 8-13, 8-14 and 51-12 Supersedes: Regulation Nos. 31-19 and 12-20 Council Review: Method 2 under Code Section 2A-15 Register Vol. 41, Issue 9 Comment Deadline: September 30, 2024 Effective Date: December 10, 2024 Sunset Date: None	
SUMMARY: This regulation adopts the 2021 editions of the International Building Code (IBC), the International Energy Conservation Code (IECC), the International Green Construction Code (IgCC), the International Mechanical Code (IMC), the International Fuel Gas Code (IFGC), the International Residential Code (IRC), the International Swimming Pool and Spa Code (ISPSC), and the International Existing Building Code (IEBC), with amendments. It governs all buildings and structures within Montgomery County.	
ADDRESS: Department of Permitting Services 2425 Reedie Drive, 7th Floor Wheaton, Maryland 20902	
STAFF CONTACT: Richard Merck, Chief, Division of Commercial Building Construction 240-777-2470 George Muste, Chief, Division of Residential Construction & FCC Compliance 240-777-6232	

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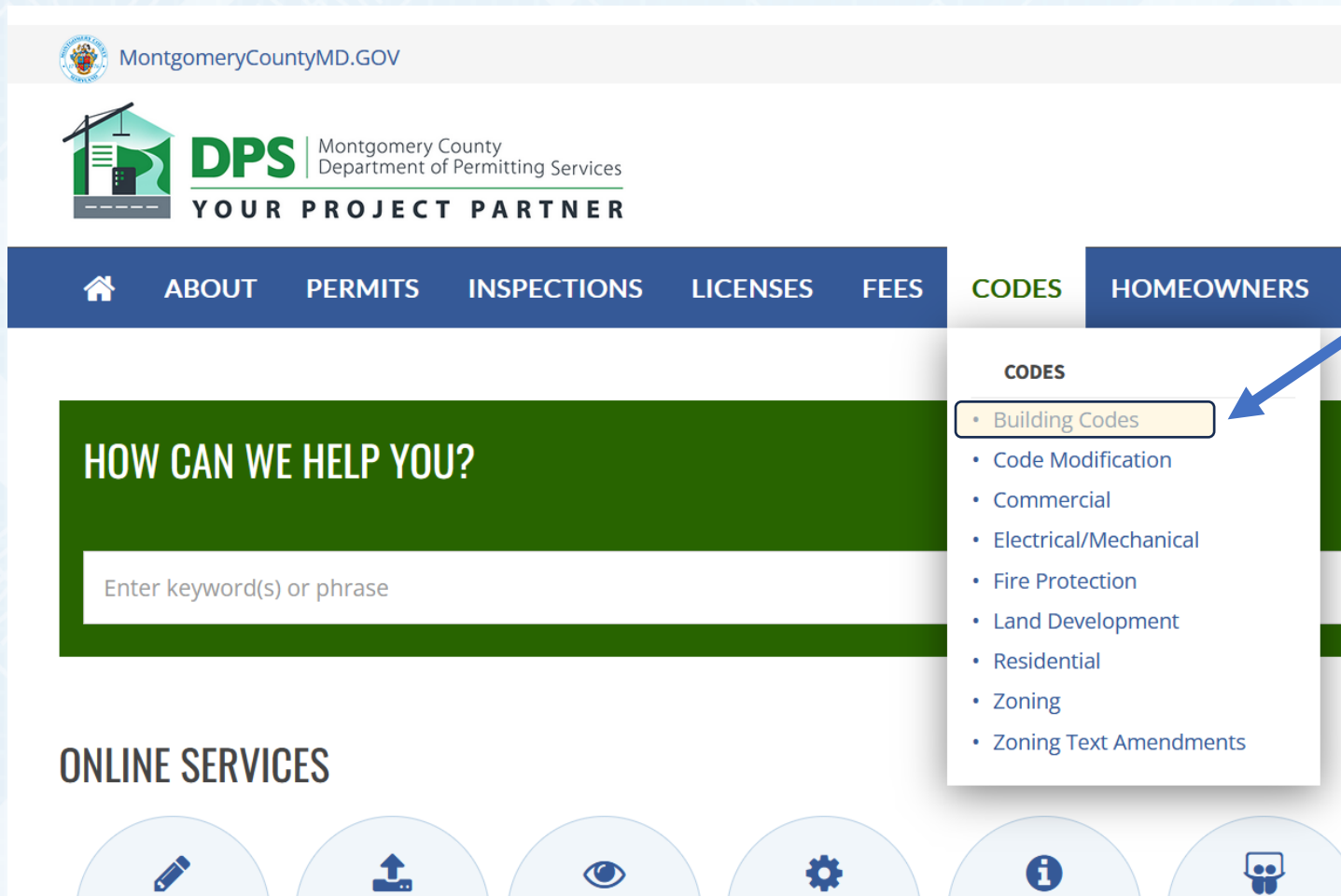
ER 13-24 Building Codes
2021 editions of ICC Codes

- Effective December 10, 2024
- GRACE PERIOD ENDS 03/30/25
- Applications received March 31st and after must comply with 2021 Code Adoptions
- Code Update Webinar Sessions February – March
- *NEC Adoption forthcoming*

 MONTGOMERY COUNTY EXECUTIVE REGULATION Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850	
Subject Fire Safety Code – Building Construction	Number 14-24
Originating Department Department of Permitting Services	Effective Date December 10, 2024
Department of Permitting Services Montgomery County Regulation on: FIRE SAFETY CODE – BUILDING CONSTRUCTION Issued by: County Executive COMCOR 22.00.07 Authority: Code Section 22-13 and 22-14 Supersedes: Executive Regulation 8-16 Council Review Method (2) Under Code Section 2A-15 Register Vol. 41, No. 9 Comment Deadline: September 30, 2024 Effective Date: December 10, 2024 Sunset Date: None	
SUMMARY:	This regulation amends Executive Regulation 8-16 and adopts and modifies the applicable editions of various National Fire Protection Association (NFPA) standards – most notably NFPA 1, The Fire Code, and NFPA 101, Life Safety Code – as adopted by the Maryland State Fire Prevention Code. These codes and the associated codes and standards incorporated by reference are adopted to set the minimum requirements to establish a reasonable level of safety from the hazards created by fire, explosion, and dangerous conditions. New buildings, new systems, or new conditions are subject to this Regulation. Existing buildings, existing systems, or existing conditions which are altered are subject to this Regulation to the extent required by the Maryland Building Fire Prevention Code. Unaltered existing building, existing systems, or existing conditions are subject to this Regulation only when an imminent or distinct hazard exists. This Regulation also incorporates the provisions of Executive Regulation 7-16, which amends NFPA standards for fire protection systems.
ADDRESS:	Department of Permitting Services 2425 Reedie Drive, 7th Floor Wheaton, Maryland 20902
STAFF CONTACTS: For further information, contact Pastora Warnick, Manager Fire Code Compliance, 240-773-8906	

ER 14-24 Fire Safety Codes
2021 editions of Fire & Life Safety Codes

2021 Code Adoption Highlights



- **Building Codes**
(Master Code List)
- Our new Executive Regulations are on our website
- Schedule a **Preliminary Design Consultation** to discuss your project

<https://www.montgomerycountymd.gov/DPS/Resources/Files/Code%20Policies/BuildingCodesMasterList.pdf>



Montgomery County
Department of Permitting Services

DPS

YOUR PROJECT PARTNER



Questions and Answers



DPS Director Contact Information

Rabbiah Sabbakhan

DPS Director

240-777-6363 (office)

202-961-0625 (cell)

Rabbiah.Sabbakhan@MontgomeryCountyMD.gov

Department of Permitting Services

STAKEHOLDERS FORUM

Guest Speakers:

Jon Monger

Director

Department of Environmental Protection

Robert Kronenberg

Director

M-NCPPC

Kenneth Welch

Administrative Manager

Department of Health & Human Services

Robert Love

Manager III

Department of Housing & Community Affairs



The Development Review Process

Montgomery Planning

January 2025

Development Review Process

- Montgomery Planning's role
- The Development Review Process
- Connect
- Questions + comments



Development Review



Development Review Process

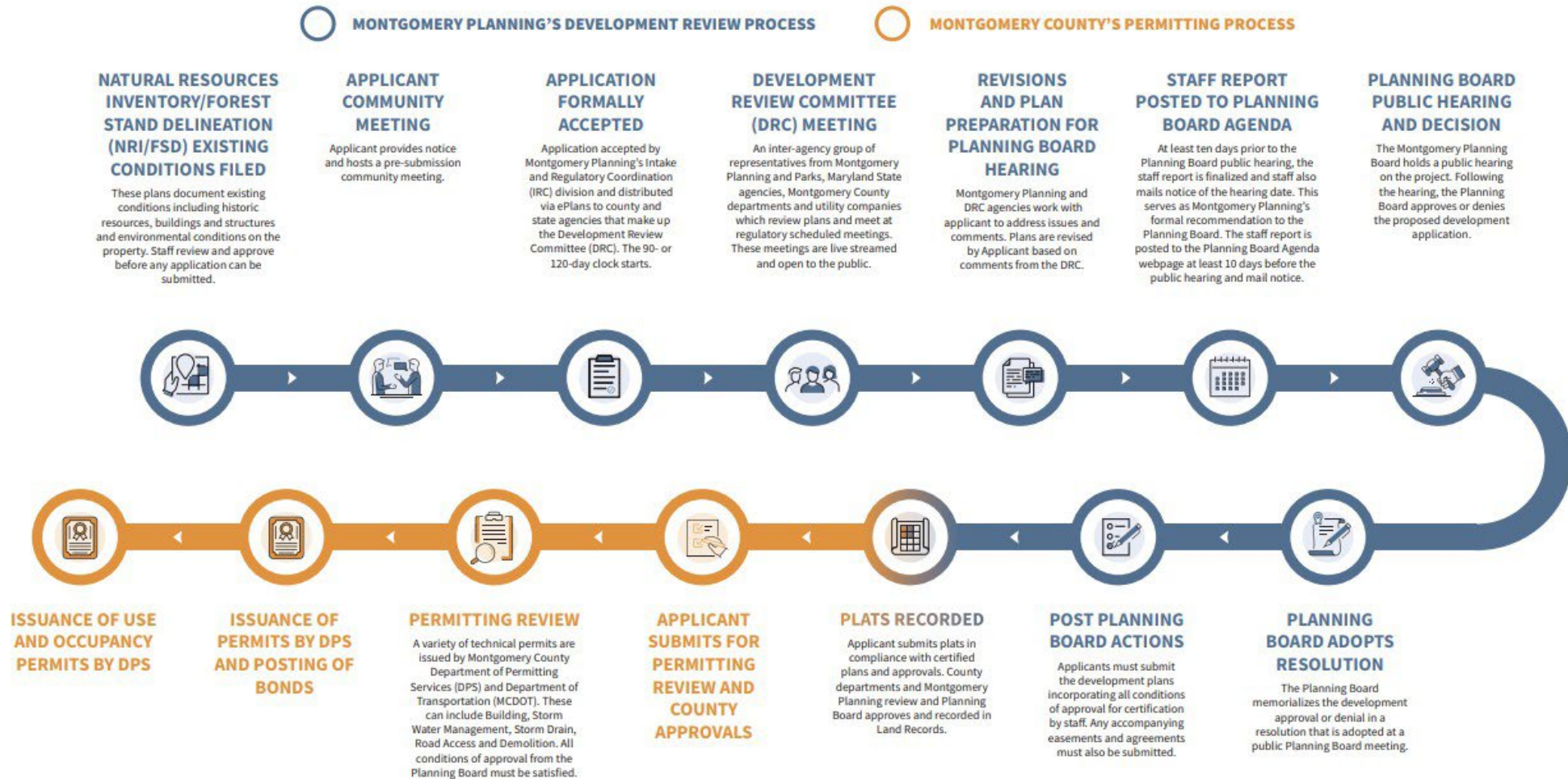
Planning teams:

- Downcounty
 - Midcounty
 - Upcounty
-
- Intake and Regulatory Coordination (IRC)
 - Information Counter



Development Review Process

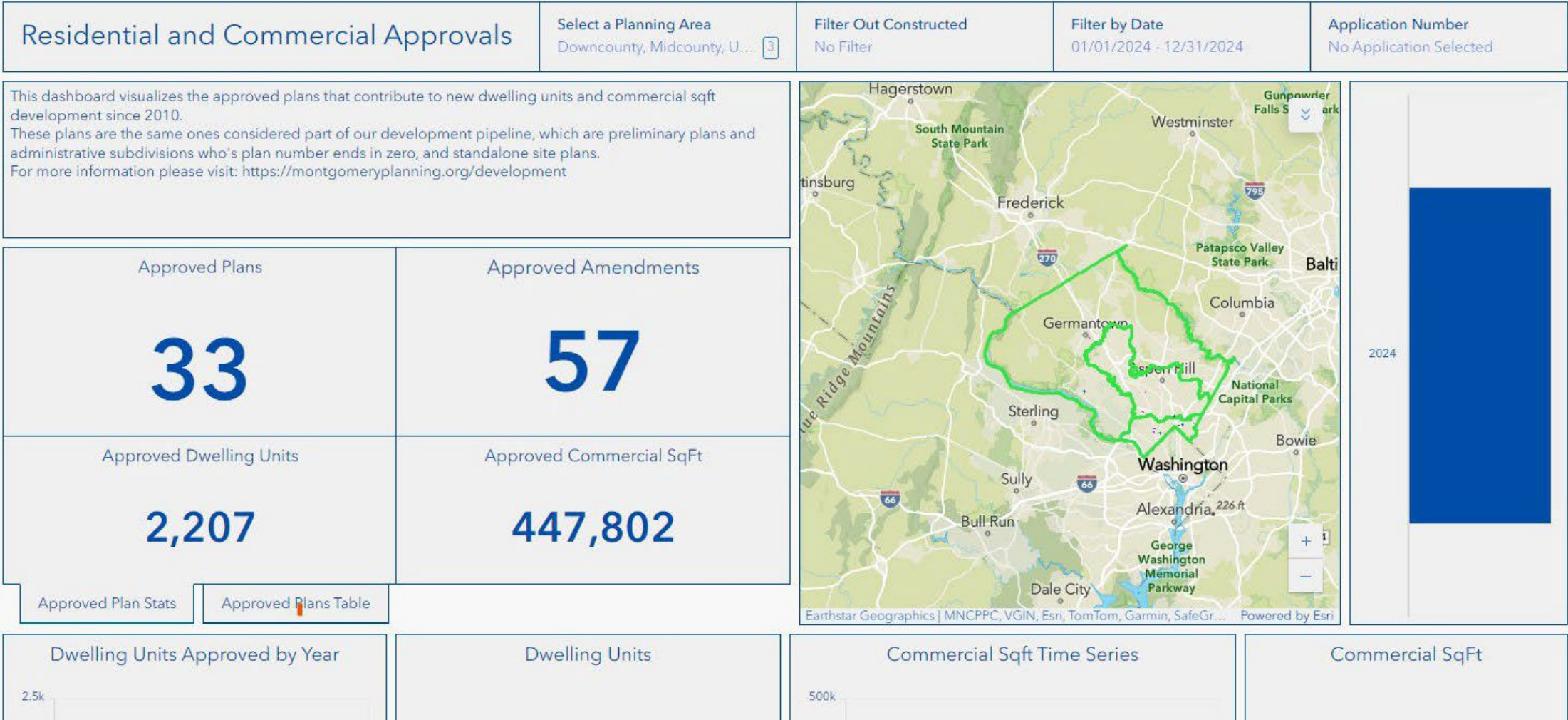
DEVELOPING LAND IN MONTGOMERY COUNTY



Montgomery Planning

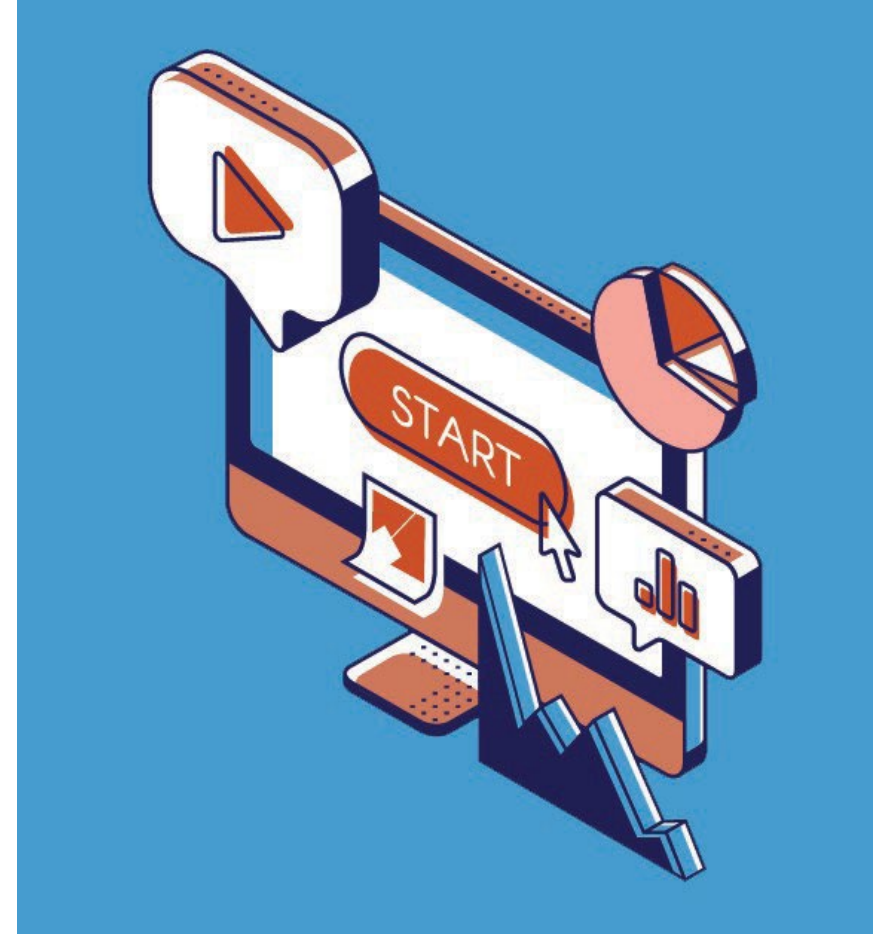
Development Approvals in 2024

MontgomeryPlanning.org/development



The Development Review Process Workgroup Recommendations

- Formed by Montgomery County Delegation chaired by Del. Lesley Lopez (D-39) in February 2023
- 28 recommendations originally proposed; 22 recommendations sent to the delegation
- Three (3) recommendations for state legislation



The Development Review Process Workgroup Recommendations

Montgomery Planning
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Development Application

ADMINISTRATIVE APPROVAL

PLAN VIEW

Test Development

PLAN NUMBER: 1111
PLAN TYPE: test
SITE ZONING: test
SITE SIZE: test
PROPOSED DEVELOPMENT:
• PROPOSED USE:
This is a sample development
• PROPOSED DENSITY:
This is a sample development

For process and hearing information please contact:
The Maryland-National Capital Park & Planning Commission
2425 Reedy Drive, Wheaton, MD 20902
www.montgomeryplanning.org/development
(301) 495-4610



Respond to stakeholders whose comments were not reviewed by the workgroup due to insufficient time.



Create an opt-in email list for notice of all projects.



Update the sign at the site of pending developments for clarity and include a QR code linked to the project for ease of access.

Community Planning Academy

- Launching June 2025
- Intended to provide education to diverse stakeholders from across the county with the knowledge and resources to fully engage and advocate for themselves and their communities throughout the planning process.
- Focus on population groups historically under-represented in the zoning, planning, and development processes.



Next steps

- Continue to work with State Archives to provide a system for digital plats.
- Implement the Planning Academy
- Finalize the Lead Agency MOU
- Continue to research and evaluate representation of East County.



Latest Plans + Projects

Master Plans

- Award for [*Fairland and Briggs Chaney Plan*](#)
- [University Boulevard Corridor Plan](#)
- [Eastern Silver Spring Communities Plan](#)
- Burtonsville Minor Master Plan – requested for FY26 Budget

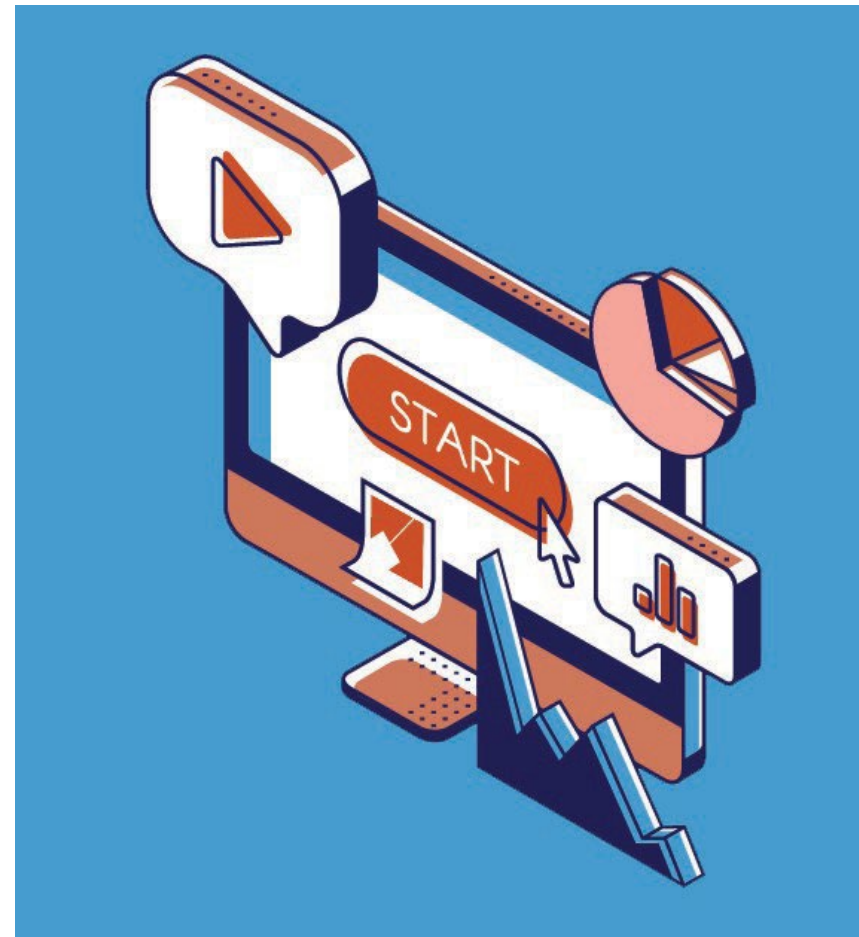
Development Projects

- [8676 Georgia Avenue](#) redevelopment (including Taste Diner Site)
- [Viva White Oak](#) Sketch Plan, Preliminary Plan
- [Hillandale Gateway](#) under construction
- [The Logic](#) townhouse and multifamily



How to get involved

- Tune in + attend DRC and Planning Board meetings
- Learn about the development review process
- Sign up to testify
- Subscribe to our eletters
- Participate in Community Planning Academy



Connect with us

- Robert.Kronenberg@montgomeryplanning.org
- Christina.Sorrento@montgomeryplanning.org
- MontgomeryPlanning.org/development
- **Information Counter:**
Hours: 9 a.m. to 3:30 p.m. Monday through Friday
Phone: 301-495-4610
MCP-InfoCounter@mncppc-mc.org



Updated Montgomery County HHS Plan Review Submittal Guidelines.

The Office of Licensure and Regulatory Services has updated the process for **Food Service Facility Plan Review**.

The current process for Mobile Unit Plan Review and Public Swimming Pool Plan Review has not changed:

- For Mobile Unit Plan Review, please submit all plans to the Office of Licensure and Regulatory Services (2425 Reedie Drive, 9th Floor, Wheaton MD 20902) and all fees to the Department of Permitting Services (2425 Reedie Drive, 7th Floor, Wheaton MD 20902).
- For Public Swimming Pool Plan Review, please submit all plans and fees to the Office of Licensure and Regulatory Services (2425 Reedie Drive, 9th Floor, Wheaton, MD 20902).

Food Service Facility HHS Plan Review is required for all **New Construction**, **Facility Renovations**, and **Equipment Replacements** to ensure that:

- Food establishments are built or renovated according to current State of Maryland Regulations (COMAR 10.15.03) and local Montgomery County Codes (COMCOR Chapter 15).
- Proper food safety and sanitation by promoting an efficient layout and flow of food based on the menu and food preparation processes.
- Future code violations are prevented by addressing any potential layout & design concerns prior to construction or renovation beginning.

Procedure for Submitting Plans for all County locations (apart from the **City of Rockville** and **City of Gaithersburg Permitting Jurisdictions**) :

- All plans and required documents are to be submitted via the Department of Permitting Services (DPS) online.
- DPS Guidelines for Food Service Facility Plan Review can be found online at:
<https://www.montgomerycountymd.gov/DPS/Process/combuild/restaurant-int-alteration.html>

Procedure for Submitting Plans for locations within the **City of Rockville** and **City of Gaithersburg Permitting Jurisdictions**:

- Plans and required documents must be submitted directly to Montgomery County DPS in one of two ways.
 - In-Person at DPS Office: DPS Main Office, 2425 Reedie Drive, 7th Floor, Wheaton MD 20902.
 - Submission Request by Email: DPS.eservices@montgomerycountymd.gov.
 - Subject Line must include: **"FOODSRVS Application for HHS Plan Review."**
 - DPS staff will then manually create your permit, and you will receive an "invitation" to your project from the DPS ePlans system to upload plans and required documents.

Updated Montgomery County HHS Plan Review Submittal Guidelines.

DPS ProjectDox and HHS Required Documents:

- Once the Applicant is provided access to ProjectDox, this is where **All Required Documentation** is to be uploaded for the food facility project
 - All files must be uploaded in **PDF format** and placed into the correct folder for their type (e.g., the Menu, HACCP Plan and Equipment Specification Sheets should be placed into the Supplemental Documents folder).
- **Documentation Required for Submission:**
 - One set of complete to-scale drawings including:
 - General facility layout showing all equipment locations, restrooms and location of any detached units or auxiliary areas.
 - A finish schedule listing all surface materials used for floors, walls, ceilings and base coves in food-handling locations throughout the facility.
 - Mechanical plans showing all ventilation fans, HVAC ductwork and Exhaust Hoods within the facility.
 - Plumbing Schedule and Sanitary Riser showing the location of all floor sinks, water supply lines, overhead wastewater lines, grease trap units, and food-service equipment wastewater discharge connections (when applicable).
 - Menu & HACCP Plan including:
 - A Menu listing all food items and beverages the facility plans to offer. If facility has an unplanned or rotating menu; then a representative list of the general food items and beverages you plan to offer is acceptable.
 - A Hazard Analysis and Critical Control Point (HACCP) plan for all Moderate and High Priority facilities outlining the required procedures for the listed menu items.
 - HACCP Template Guidelines online at: <https://www.montgomerycountymd.gov/HHS/LandR/FoodServiceFacility.html>
 - Manufacturer specification sheets confirming:
 - All equipment meets minimum commercial requirements.
 - Commonly observed approved certifications include NSF, ETL-Intertek Sanitation, UL-Sanitation, CSA Sanitation, and BISSC.
 - HHS Application Form (for the **City of Rockville** and **City of Gaithersburg jurisdictions** only):
 - Applicant must include the City of Rockville/Gaithersburg Building Permit Number on this form.
 - **DO NOT include any Payment information on this form.**

Updated Montgomery County HHS Plan Review Submittal Guidelines.

HHS Plan Review Process:

- Once the DPS plans tasks have been routed to the HHS Queue and assigned to a Reviewer, the HHS Review will be performed within **14 Business days or less.**
 - All review comments will be entered into the eplans system and then returned to the Applicant for revisions or clarification, as necessary.
- After HHS approves the plans, the Applicant will be notified to pay the HHS Review fee to DPS directly to receive a copy of the stamped/approved plans.
- The Applicant will receive a **separate email with a PDF Letter of HHS Approval**, providing instructions for submitting the Food Service Facility License application and requesting the **Final Health Inspection.**
 - An inspection is required before stocking products on-premises and/or public operation.

If you have any questions, please feel free to contact the Health Department, and an HHS Reviewer will be happy to assist you:

- HHS Plan Review Phone: 240-777-3175.
- HHS Plan Review Email: hhs1&rplanreview@montgomerycountymd.gov.

MONTGOMERY COUNTY'S AFFORDABLE HOUSING

DHCA MPDU Team

Marc Elrich
County Executive



Scott Bruton
Director, DHCA

Affordable Housing Goals

1. Have a full range of housing choices, including low- and moderate-income housing
2. Disperse moderately priced housing throughout the County.



MPDU Numbers

- ▶ Average 300 new units a year
- ▶ 50th year of the program
- ▶ Over 8,300 MPDUs under control:
 - More than 3,600 homeownership MPDUs
 - More than 3,100 rental MPDUs in 84 apartment buildings
 - Additional 1,600+ owned by HOC and non-profits



What are MPDUs?

- ▶ **Moderately** Priced Dwelling Units
 - ▶ 70% AMI or below
 - ▶ DC AMI = \$154,700
 - ▶ Sale or Rental
 - ▶ Any type of dwelling unit
 - Condo / Apartment
 - Townhouse
 - Single Family

Household Size	Maximum Income
1	\$76,000
2	\$86,500
3	\$97,500
4	\$108,500
5	\$117,000
6	\$125,500

How MPDUs Are Created

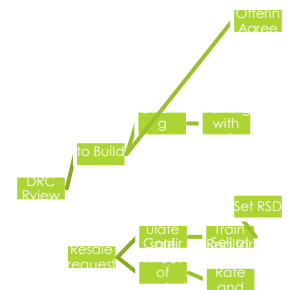
- ▶ Set during development review:
 - Subdivision with 20+ units
 - Require 12.5% - 15%
- ▶ Located in all parts of the County
- ▶ Sale or Rental – up to developer
- ▶ Stay in program by Covenants
 - Sales – 30 Years (older units less)
 - Rental - 99 Years



Chelsea Heights, Silver Spring
A down-county infill development

Development Process

- Development Review Committee
 - Agreement to Build
 - Offering Agreement



Questions?

Robert Love, MPDU/Affordable Housing Manger

Robert.Love@montgomerycountymd.gov





DPS | Montgomery County
Department of Permitting Services

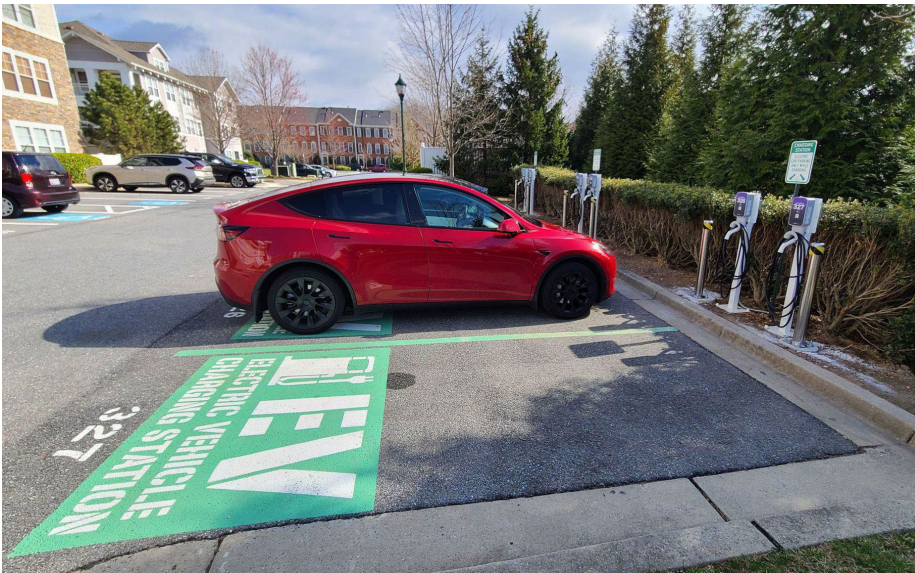
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DEPARTMENT OF
**ENVIRONMENTAL
PROTECTION**

MONTGOMERY COUNTY • MARYLAND

DEP Partners with DPS to Help YOU!



- **Building Energy Performance Standards (BEPS)** - Energy Performance Support
- **EV Charging** – Explaining and Supporting the Switch
- **Stormwater Management** - Coordination and Efficiency

BEPS - Energy Performance Support



- **Assist energy code development** – Provide benchmarking data from DPS permitted buildings
- **Cross Check** energy-efficient property tax credit applications for compliance
- **Explain** BEPS and energy code policies to the public

EV Charging – Helping With the Switch

- **Simplify understanding** of EV charging in homes, apartments, condos and townhouses.
- **Develop guides** for EV charging.
- **Provide guidance** to residents and stakeholders.
- **Answer resident questions** and connect residents to DPS staff
- **Share information** about permitting best practices from peer jurisdictions and organizations.





Stormwater Management- Coordination & Efficiency



- **Critical link** DEP and DPS shared role in protecting water quality and stream health
- **Collaborate** with DPS's Land Development Sections on Stormwater Management
- **Focus** on enhancing customer service and efficiency



Montgomery County Energy Summit



BEYOND BENCHMARKING
NAVIGATING ENERGY PERFORMANCE



DEPARTMENT OF
ENVIRONMENTAL PROTECTION
MONTGOMERY COUNTY • MARYLAND



Questions and Answers



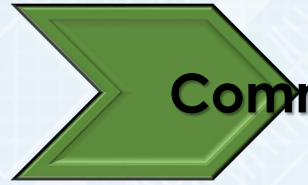
Stakeholders' Forum Evaluation Form

Thank you for your participation. This questionnaire collects your feedback, which will help us improve this event in the future. All information will remain confidential.

<https://forms.office.com/g/Ki1qhT2S9X>



Breakout Session Meeting Rooms



Commercial Design & Construction
Room 2-302



Residential Design & Construction
Room 2-303



Customer Support & Outreach
Room 7-401b



Sustainability & Energy
Room 6-202



Fire Code Compliance
Room 8-202



Zoning & Site Plan Compliance
Room 8-203







Land Development
Room 7-405





Stay Connected.

-  @MontgomeryCoMD
-  MontgomeryCountyMD
-  @MontgomeryCountyInfo
-  Montgomery County Government



Montgomery County
Department of Permitting Services

DPS

YOUR PROJECT PARTNER

