



## What is the 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 require extensive reviews. Therefore, the application will be taken in for regular review process. **Applications must be on 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 attics
- Sheds, gazebos, or other detached non-habitable accessory structures\*\* (sheds under 200 square feet require **only** zoning review)
- Covered or screened porches\*\*
- Swimming pool (no sediment permit required), hot tub, or pool house\*\* (equipment only)
- Retaining walls with engineered plans sealed and signed by a registered design professional
- Alterations not involving a load-bearing wall
- Remodeling kitchens or bathrooms
- Adding dormers
- Minor fire damage repairs
- One story additions with truss roof\*\*
- Pavilion\*\*
- Carport\*\*
- One story garages\*\*
- Handicap ramp

\* 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



**DPS**

**Montgomery County  
Department of Permitting Services**



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

## **Submittal Requirements**

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