



## Procedures for Scheduling an Occupancy Inspection

Your application for occupancy will go through a review process to verify that the Zoning Ordinance allows you to operate in a specific zone. This process will take, at a minimum, three working days.

The following occupancies must have a fire code inspection:

- All new buildings
- Existing restaurants with fire protection systems.
- Occupancies that have permits issued for alterations, additions or other renovations.

To schedule a fire inspection call the Fire Code Enforcement Section inspection request line at (240) 314-5041. Please allow at least one (1) week in advance for the fire inspection.

**NOTICE:** All fire protection systems permits are inspected by the City of Rockville Fire Code Enforcement Section. To schedule a systems inspection you must call (240) 314-5041. Please allow at least one (1) week in advance for your inspection.

All restaurants require a health department inspection approval from the Montgomery County Health Department prior to scheduling your occupancy inspection. To schedule a health inspection call 240-777-3986.

If a Fire Code inspection or Health Department inspection was required, please have a copy of the inspection report on-site for the City inspector's review.

Please be advised that this office may require other agencies to perform additional inspections as requested by the City.

**NOTICE:** NO STRUCTURE OR LAND SHALL BE OCCUPIED UNTIL AN OCCUPANCY PERMIT FOR SUCH USE AND OCCUPANCY, IF REQUIRED, SHALL HAVE BEEN ISSUED PURSUANT TO THE PROVISIONS OF THE ROCKVILLE CITY CODE CHAPTER 25, DIVISION, SECTION 25-206. FAILURE TO COMPLY CAN RESULT IN CLOSURE OF YOUR BUSINESS AND CIVIL CITATIONS ISSUED EACH DAY UNTIL YOUR BUSINESS IS IN COMPLIANCE WITH THE CITY CODE.

Inspections requests for occupancy will be made the following business day. Please note that the time frames outlined above do not apply to Fire Code inspections.

**Please follow the procedures listed below to schedule your occupancy inspection:**

The inspection request line number is **240-314-5040**. You will be prompted to enter information by the system. At the end of the process the system will provide you with a confirmation number indicating that the scheduling of the inspection was successful. Please record this number for future reference.

- OCC Permit reference number # is required. (SEE BELOW)
- Enter IVR Code # 600

OCCUPANCY PERMIT REFERENCE NUMBER: **OCC20**\_\_\_\_\_