

Sign Posting Verification Inspection Letter

Dear Applicant,

Your Single-Family Dwelling application has been accepted for processing. You can pick up your sign from the City of Rockville and scheduled your sign verification inspection. The instructions are attached. **Please note - You must post and schedule your inspection within three days of the application being accepted.**

To request an inspection:

1. Log into MGO
2. Go to my Account
3. Scroll to the Permits Section
4. Find your permit
5. Click the Request button in the Req. Inspection
6. Fill out the inspection request
7. Submit the inspection request.

If you need further instructions on how to request an inspection, please review the Customer Help Guide located under the Help menu or at <https://www.mygovernmentonline.org/MyGovernmentOnlineCustomerPortalInstructions.pdf>.

If you don't see the inspection type that you need in the project, email us at Permits@rockvillemd.gov. Include the project number and the missing inspection types in the body of the email. The subject of the email should say Missing Inspection Types.

The applicant will receive an email when the inspection request has been submitted. A day before the requested date, the Building Inspection Supervisor will assign the inspection to an inspector. The applicant will receive an email with the inspector's name and contact information when the inspection has been assigned.

If the applicant is not responsible for anything related to inspections (such as scheduling inspections, needing inspector's name and contact info, etc.), they will need to forward the emails (including this one!) to the person responsible for the inspections.

PDF Attachments

1. Sign Posting Procedure
2. Sign posting affidavit