



City of **Rockville**

Community Planning & Development Services

Express Water Heater

This application is exclusively for water heater installations in residential zones. Applicants are required to use the “Express” Plumbing application for this purpose. All other plumbing services must be submitted through the regular plumbing application.

Please see the [Water Service Provider](#) Map to see if the address is on WSSC or City Rockville water. Addresses on WSSC water are to get the permit from them. [WSSC Page](#)

The Department of Community Planning and Development Services (CPDS) is offering an on-line, same-day (express) process for eligible residential permits.

Hours of Operation

Tuesdays, 8:30 a.m. to 12:30 p.m.

Applications will be accepted from 8:30 a.m.-12:30 p.m. They will be checked for completeness on receipt. Those that are complete and have fees paid by 12:30 p.m. will be reviewed the same day.

If a project meets the program’s parameters, the permit will be issued. Standard application fees apply. There is no additional charge for the express service. Applications that do not qualify will be placed in the regular review queue.

Application and Supporting Documents

- ALL applications are submitted online via [MGO Connect](#)
- Click the Express Permits Button on the left-hand side to get to the list of applications. Then select. "Express Permits"

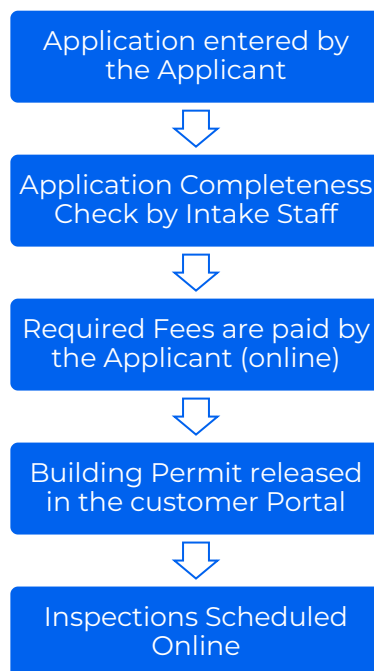
Who Can Apply

Licensed Plumber/Gas Fitter: Must have a current City of Rockville License and State of Maryland license. Owners can apply for the permit but cannot act as the contractor based on the scope of work.

Plans and Drawings Requirements

- Drawings are not required.

Processing and Reviewing Agencies



Ineligible Projects

- Applications associated with a Complaint and Violation (CAV) case
- Applications associated with a building permit (stand-alone applications only)
- Any application that requires an additional review outside of Community Planning and Development Services i.e. Department of Public (DPW), City

Forestry (Rec & Parks), Outside Agencies will not be processed through Express Permits.

Important

- You must continue to monitor your MGOC/email account for items as invoices, review comments, and any additional instructions. Failure to do so could result in your application not being processed during the express permit timeframe.
- Applications not processed within the offering period will be placed in the standard review queue and will be subject to standard review timeframes.
- CPDS staff reserves the right to change application from 'express' to 'regular' plan review.
- Only one resubmission to address staff comments is permitted. Resubmittals received before 12:30 p.m. will be processed the same day. Resubmissions received after 12:30 p.m. will be processed as time and workload allow. Any resubmittal not reviewed during express hours will be moved to the regular review process.
- In-person applications and payments will not be accepted.

Fees

- Based on the current fees adopted at the time of submittal. [Fee schedule](#)
- Fees are paid via your on-line customer account. Fees must be paid before plans are reviewed and the permit is issued. Applications will only be process during the express permit window if fees are paid.

Inspections

Inspections must be scheduled within 6 months from issuance, or the permit will expire. Inspections must be scheduled via MGO connect via your portal.

8/19/25