



Community Planning and Development Services
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Inspection Services Division - Review Timeframes

Completion Check Timeframe

- a. Intake and Completeness check of all applications except for trade applications and contractor licenses
- b. Intake and Completeness check of bulk applications (7 or more)
- c. Intake and Completeness check of Fire Protection - walk thrus permits - Fire Alarm Devices 3 or less & Sprinkler Heads 9 or less

Review Timeframe

7 calendar days
10 calendar days
1 calendar day

Intake and Acceptance of document(s) uploaded to MGO Project(s)

- a. Extension Requests
- b. Revisions/Amendments
- c. Wall checks
- d. Height Certifications
- e. Site grading
- f. Contractor Trade letters
- g. Any Miscellaneous document uploaded
- h. Set Review Deadline (once fees are paid and verified)
- i. All comments addressed

3 calendar days
3 calendar days
3 calendar days
3 calendar days
3 calendar days
3 calendar days
3 calendar days
1 calendar day
2 calendar days
2 calendar days

Manual Issuance of Trade projects associated with a building permit

Trade Applications/Contractor Licenses

- a. Stand alone or associated with a building permit
- b. Bulk Trade Applications (7 or more)
- c. Contractor Licenses

Review Timeframe

2 calendar days
3 calendar days
3 calendar days

Express Permits

- a. Express Fence
- b. Express Plumbing - Water Heater
- c. Express Mechanical - HVAC and Furnace
- d. Accessory Structures <200 square feet
- e. Accessory Structures>200 no greater than 500 square feet

Review Timeframe

Tuesdays, same day if program parameters are met
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General Building Review - Residential

Type of Permit

- a. New Single Family Dwelling (-SFD) or Townhouse (-TH) - not associated with Masterfile
- b. Alterations, Additions, Repairs
- c. Accessory Structures subject to building permit
- d. Revisions/Amendments

Review Timeframe

28 calendar Days
28 calendar Days
28 calendar Days
14 calendar days

Masterfiles (SFM)

- a. Initial review of Masterfile
- b. Option sheet review for individual units

Review Timeframe

28 calendar Days
14 calendar days

General Building Review - Commercial

- a. General building review
- a.1. Fire Code Review of Plans (Concurrent with Building Review)
- b. Revisions/Amendments - Building and Fire Code Review
- c. Systems Furniture - under 2,500 square feet
- d. Tenant Layout - under 2,500 square feet
- e. Revisions/Amendments related to items c-d
- f. Tents
- g. Antennas
- h. Temporary Trailers
- i. Quick Start Review * rest of the building review falls under the general buidling review period.

Review Timeframe

28 calendar days
28 calendar Days
14 calendar days
14 calendar days
14 calendar days
7 calendar days
7 calendar days
28 calendar Days
28 calendar days
2 calendar days

Fire Protection Systems Reviews

- a. Fire Protection Systems - General Review
- b. Fire Protection Systems - walk thrus permits - Fire Alarm Devices 3 or less & Sprinkler Heads 9 or less Revisions/Amendments

Review Timeframe

- 14 calendar days
- 1 calendar day
- 7 calendar days

Demolition

- a. Interior Demolition Review
- b. Entire Demolition
 - b.1. HDC Review Period (separate application/process)
 - b.2. ISD Demolition Permit Review
- C. Operation Maintence Review - To confirm meter has been removed & returned to the City

Review Timeframe

- 7 calendar days
- 35 calendar days
- 7 calendar days
- 2 calendar days

Administrative Reviews

- Code Modification Request Review
- Permit Extension Request Review
- Occupancy Permit Review
 - a. Stand-alone (OCC)

Review Timeframe

- 14 calendar days
- 3 calendar days

- b. Associated with a tenant Layout (TEN)

- 14 calendar days (includes Health Review)
- 28 calendar days (includes Health Review)
- 2 calendar days
- 7 calendar days
- 2 calendar days

- QC Reviews - Review of Water & Sewer Calculations
- QC Reviews Bulk (7 or more) - Review of Water and Sewer Calculations
- Meter Availability Review (Inventory Services Team) - To verify meters are available

Zoning/Planning Reviews

- Sign Permit Review
- Sign Review Amendments
- Mechanical HVAC Reviews
- Fence (Residential) - revision/amemdments follow the same time frame.
- Fence (Commercial) -revision/amemdments follow the same time frame.
- Accessory Structures not subject to building permit i.e. residential sheds less than 200 square feet.
- TODA(outdoor dining)
- Wall checks
- Wall Check Bulk (7 or more)
- Building Height Certifications
- Building Height Certification Bulk (7 or more)
- *Please note the review of your application will begin once all fees are paid and cleared

Review Timeframe

- 14 calendar days
- 7 calendar days
- 3 calendar days
- 2 calendar days
- 3 calendar days
- 3 calendar days
- 2 calendar days
- 2 calendar days
- 7 calendar days
- 2 calendar days
- 7 calendar days

Miscellanous separate groups/process that require approval before the issuance of a buidling permit

Development Applications (separate applications/processes)

For timeframe information visit - <https://www.rockvillemd.gov/DocumentCenter/View/52884/CPDS-Application-Target-Review-Timeframes>

Review Timeframes

Various based on the project

Code Enforcement Division- Public Event license (separate application/process)

120 days

[Public Event Application](#)

Department of Public Works

- a. Sediment Control Permit | Rockville, MD - Official Website (separate application/process)
- b. Stormwater Management (separate application/process)
- c. Single Family Development Projects (separate application/process)

- Initial review 35 calendar days
- Initial review 35 calendar days
- Typical 4 weeks

[Visit the Department of Public Works website for updates and additional timeframe information - https://www.rockvillemd.gov/283/Public-Works](https://www.rockvillemd.gov/283/Public-Works)

Outside Jurisdiction Reviews

Health Department (separate application/process)

Review Timeframes

14 days initial review

[Visit the Health Departments website for updates and additional information https://www.montgomerycountymd.gov/HHS/LandR/FoodServiceFacility.html](https://www.montgomerycountymd.gov/HHS/LandR/FoodServiceFacility.html)

*Please note that separate process could cause a delay in the issuance of your permit.