

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 schedule your sign verification inspection. The instructions are attached. **Please note Per 105.1.3, City Amendments - SFD Permit application notification. Before a permit is issued for construction of a new single-family dwelling, the owner, applicant, or their agent shall post and maintain a notice furnished by the code official at the front lot line facing the street of the proposed structure. The placard shall be conspicuously posted so as to be visible from the public way. The SFD permit shall not be issued by the code official until at least 30 calendar days after the date the notice is posted on the site and verified through an inspection performed by the code official.**

To request an inspection:

1. Log into www.mgoconnect.org
2. Click Dashboard
3. Find your project and click Open
4. Click Tasks and Inspection
5. Click New Request
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://mygovernmentonline.atlassian.net/wiki/spaces/MGOCCPPUB/pages/402391189/Request+an+Inspection>.

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. The day of the inspection, the Building Inspection Supervisor or designee 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



City of Rockville, Maryland
111 Maryland Avenue, Rockville, MD 20850-2364
Planning and Development Services 240-314-8240
Email: permits@rockvillemd.gov

Sign Posting Procedures - Single Family

When an applicant applies for a Single-Family Dwelling (SFD) permit, City Amendments require them to post a notification sign that a single-family dwelling application has been submitted. Below are the general procedures to be followed at time of application to permit issuance.

- Permit Technician will provide the applicant a sign (with information filled in), sign posting requirements and a blank ***Affidavit of Sign Posting*** form once the application has been accepted and fees paid and verified. You can also visit www.rockvillemd.gov/permit-inspections to obtain a copy of the sign posting form.
- Permit Technician will provide the applicant with the sign. While the office is closed and for after-hours pick-up of signs, see instructions below.



Single Family Sign Posting Procedures

- The applicant will receive a email with instructions on how to pick up the sign and how to schedule the sign inspection once the application has been accepted and the fees are paid and verified for a SFD permit.
- The applicant will schedule a "sign verification" inspection via mygovernmentonline.
- The applicant must post the sign.
- Posting location is on the rear of the sign.
- The applicant must provide any material needed to post the sign.
- Signs may not be attached to trees.
- An inspector will verify the sign has been posted on the third day after the permit application has been accepted and then sign and date sign. Inspector will complete the inspection in MGO.
- If the "sign verification" inspection fails, the applicant must reschedule an inspection via mygovernmentonline.
- All SFD permits will have "sign posting affidavit received" priority listed. Permit Technicians will determine based on scope the need for this priority.
- Applicant will upload a copy of the "affidavit of sign posting" to mygovernmentonline through the customer portal no less than 30 days after verification inspection is completed.
- Permit Technician will verify compliance of the affidavit, and if acceptable mark completed.
- New subdivisions (in excess of 5 homes) will be exempt from posting these signs. Permit Technician can remove this requirement from the priorities if exempt.



**City of Rockville Permitting and
Inspection Services AFFIDAVIT OF
SIGN POSTING**

I hereby certify that I properly posted a Notice of *Single-Family Dwelling Application* sign upon the property, which is the subject of Project # _____. The sign furnished by the City of Rockville was conspicuously posted within three days after application was made; its posting was inspected and approved by the Permitting and Inspection Services; that I inspected the property at least once a week; and that on each and every occasion through the date of permit issuance, the sign was in place, or if the sign was damaged, destroyed, or removed, that such sign was repaired or replaced within three days of the inspection, which resulted in the discovery of the damage to, or destruction or removal of the sign. I understand that the sign is to be maintained in the same condition for no less than 30 days after posting verification by the City of Rockville.

_____	_____	11/04/2024
Project #	Applicant (signature)	(date)

1. AFFIDAVIT IS TO BE SIGNED BY THE APPLICANT.
2. PLEASE CALL THE PERMITTING AND INSPECTION SERVICES DIVISION AT 240-314-8240. IF YOU HAVE QUESTIONS ABOUT THE REQUIREMENTS. YOU CAN ALSO SEND YOUR QUESTIONS TO PERMITS@ROCKVILLEMD.GOV

Sign Posting Verification Inspection Date _____