



City of **Rockville**

Community Planning & Development Services

Express Accessory Structures

This application is limited to accessory structures greater (>) than 200 square feet and less (<) than 500 square feet in residential zones. This application requires building review. Applicants should use the “Express” Residential Application.

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 submitted during this time will be checked for completeness upon receipt. If the application is complete and fees paid prior to 12:30 pm. the project will be reviewed on the same day. If program parameters are met, the permit will be issued. Standard application fees apply. There is currently no additional charge for this program. Applications not meeting the criteria for express permits will be placed in the regular review queue and be subject to regular timeframes.

- Accessory Structures are regulated by [Section 25.09.03](#) of the Zoning Ordinance and [Chapter 5](#) of the City Code
- Article 10 includes the zoning information for each zone to assist with the accessory structure's requirements. [ARTICLE 10](#).
- Accessory dwelling units (ADU's) are not eligible for the "Express" Permits process. If it is determined during the review this is an ADU the permit will be returned, and the applicant should apply via the residential building permit application.

Application and Supporting Documents

- ALL applications are submitted online via MGO Connect [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

Owner: Can apply for this permit and list themselves as the contractor if they are building the shed or the shed is prefabricated and does not require a contractor.

Property owner name must match Maryland State Department Assessments and Taxation (SDAT) records or proof of ownership must be submitted. For recent changes in ownership that are not reflected on the [SDAT website](#), you can provide a deed and/or title to confirm the change in ownership.

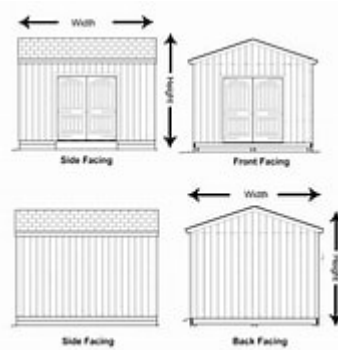
Contractor: Must have a Maryland Home Improvement Commission (MHIC) license.

Agent: Applicants that are not the property owner or MHIC contractor shall attest on the permit application that the proposed work is authorized by the owner and that the applicant is authorized to make such application. Please use the homeowner's authorization form and include with your application. [Homeowner Authorization](#)

Plans and Drawings Requirements

- Drawings of the shed combined into one PDF.

- Architectural/Structural Drawings are not required to be signed and sealed.
- If structure is prefabricated, the brochure/documents provided by the company showing the materials, size, and what the structure is going to look like is sufficient.
- Show both the location of the structure **and** indicate the height on the elevation sheet.

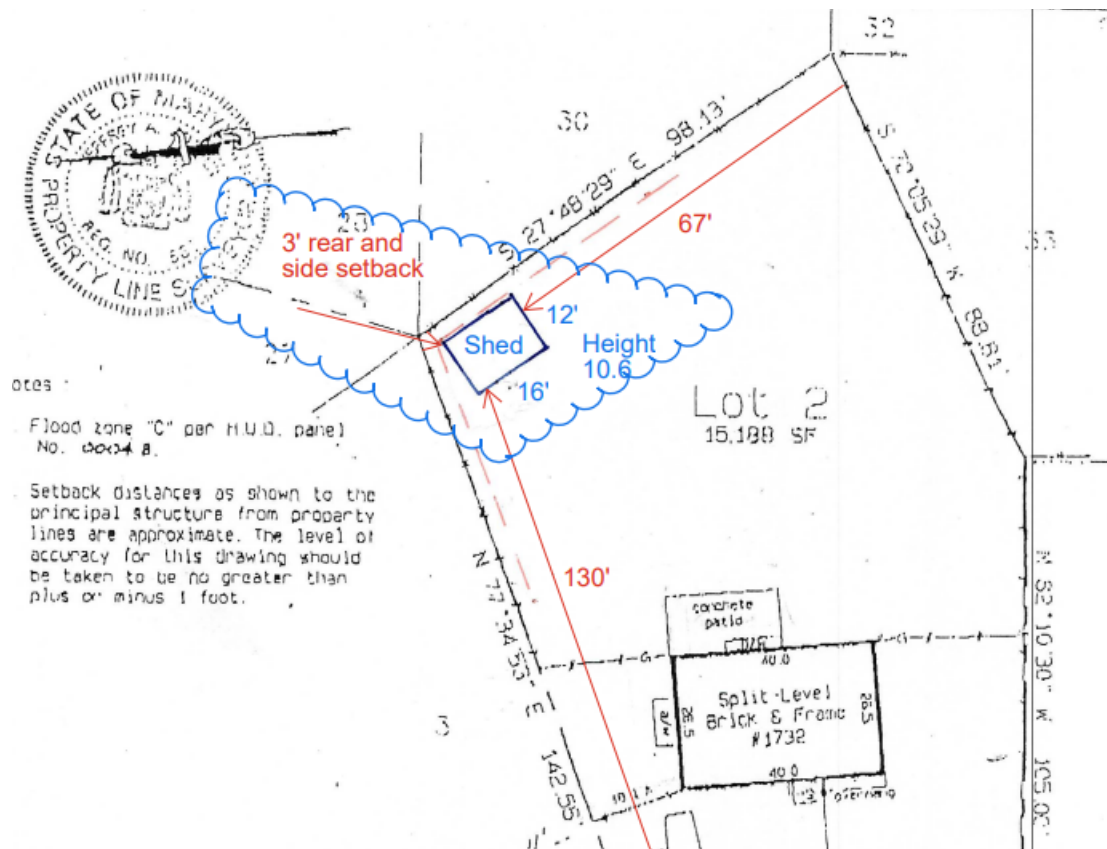


Examples of how to measure the height of an accessory building

The height of an accessory building or structure is measured from the lowest point of the finished grade at the front of the building to the highest point of the roof, as defined in subsection 25.03.03.c.3.a. Additional height may be allowed in conformance with subsection 25.09.03.a.2(a), below.

- **Survey**

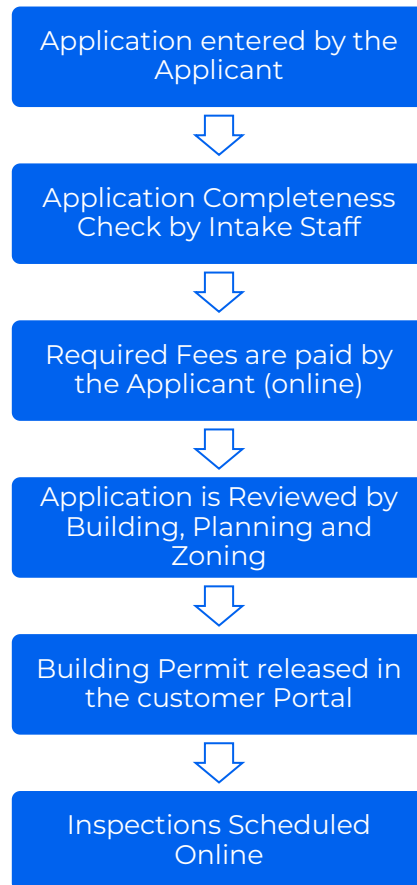
- Must be legible.
- A certified survey is required and should show all existing and proposed improvements drawn to scale, property setbacks, and the distances from the edge of the proposed structure(s) to the property lines.



Example of structure with setbacks and dimensions

- ALL Files must in PDF format
- HOA Approval - King Farm Residents Only!

Processing and Reviewing Agencies



Ineligible Projects

- Any application that requires an additional review outside of Community Planning and Development Services i.e. Department of Public (DPW), City Forestry (Rec & Parks), or outside agencies will not be processed through Express Permits. Common examples include structures near drainage/utility easements, in flood plain zones, require building review and Historic District review.
- Applications associated with a building permit will not be processed via this program.

- Applications associated with a Compliant and Violation (CAV) case.

Important

- You must continue to monitor your MGOC/email account for items such 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 be subject to standard review timeframes.
- 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 standard review process.
- In-person applications and payments will not be accepted.

Fees

- Based on the current fees adopted at the time of submittal.
- 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 processed 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.