

CATEGORY	ITEM REVIEW TYPE	REVIEW TIMEFRAME	NOTES
Completion Check Timeframe			
	Intake and Completeness check of all applications except for trade applications and contractor licenses	7 calendar days	
	Intake and Completeness check of bulk applications (7 or more)	10 calendar days	
	Intake and Completeness check of Fire Protection - walk thrus permits - Fire Alarm Devices 3 or less & Sprinkler Heads 9 or less	1 calendar day	
	Inake and Completeness check of Fireworks Permits	3 calendar days	
	Intake and Completeness of Administrative Change Request	3 calendar days	
Intake and Acceptance of document(s) uploaded to MGO Project(s)			
	Extension Requests	3 calendar days	
	Revisions/Amendments	3 calendar days	
	Wall checks	3 calendar days	
	Height Certifications	3 calendar days	
	Site grading	3 calendar days	
	Contractor Trade letters	3 calendar days	
	Any Miscellaneous document uploaded	3 calendar days	
	Set Review Deadline (once fees are paid and verified)	1 calendar day	
	All comments addressed	2 calendar days	
	Manual Issuance of Trade projects associated with a building permit	2 calendar days	
Trade Applications/Contractor Licenses			
	Stand alone or associated with a building permit	2 calendar days	
	Bulk Trade Applications (7 or more)	3 calendar days	
	Contractor Licenses	3 calendar days	
Express Permits			
	Express Fence	Tuesdays, same day if program parameters are met	
	Express Plumbing - Water Heater	Tuesdays, same day if program parameters are met	
	Express Mechanical - HVAC and Furnace	Tuesdays, same day if program parameters are met	
	Accessory Structures <200 square feet	Tuesdays, same day if program parameters are met	
	Accessory Structures >200 no greater than 500 square feet	Tuesdays, same day if program parameters are met	
General Building Review - Residential			
	New Single Family Dwelling (-SFD) or Townhouse (-TH) - not associated with Masterfile	28 calendar days	
	Alterations, Additions, Repairs	28 calendar days	
	Accessory Structures subject to building permit	28 calendar days	
	Revisions/Amendments	14 calendar days	
Masterfiles (SFM)			
	Initial review of Masterfile	28 calendar days	
	Option sheet review for individual units	14 calendar days	
General Building Review - Commercial			
	a. General building review	28 calendar days	
	a.1. Fire Code Review of Plans (Concurrent with Building Review)	28 calendar days	
	b. Revisions/Amendments - Building and Fire Code Review	14 calendar days	
	c. Systems Furniture - under 2,500 square feet	14 calendar days	
	d. Tenant Layout - under 2,500 square feet	14 calendar days	
	Revisions/Amendments related to items c-d	7 calendar days	
	Tents	7 calendar days	
	Antennas	28 calendar days	
	Temporary Trailers	28 calendar days	
	Quick Start Review	2 calendar days	
Fire Protection Systems Reviews			
	Fire Protection Systems - General Review	14 calendar days	
	Fire Protection Systems - walk thrus permits - Fire Alarm Devices 3 or less & Sprinkler Heads 9 or less	1 calendar day	

Revisions/Amendments		7 calendar days	
Fire Works Reviews			
	Fire Inspectors Review	3 calendar days	
Demolition			
	Interior Demolition Review	7 calendar days	
	Entire Demolition - HDC Review Period (separate application/process)	35 calendar days	
	Entire Demolition - ISD Demolition Permit Review	7 calendar days	
	Operation Maintenance Review - To confirm meter has been removed & returned to the City	2 calendar days	
Administrative Reviews			
	Code Modification Request Review	14 calendar days	
	Permit Extension Request Review	3 calendar days	
	Occupancy Permit Review - Stand-alone (OCC)	14 calendar days	
	Occupancy Permit Review - Associated with a tenant Layout (TEN)	28 calendar days	
	Request for Records		
	a. Surveys	10 business days	
	b. All Other	30 business days	
	Administrative Changes to Existing Projects	4 calendar days	
	Meter Availability Review (Inventory Services Team) - To verify meters are available	2 calendar days	
Zoning Planning Reviews			
	Sign Permit Review	14 calendar days	
	Sign Review Amendments	7 calendar days	
	Mechanical HVAC Reviews	3 calendar days	
	Fence (Residential) - revision/amendments follow the same time frame.	2 calendar days	
	Fence (Commercial) - revision/amendments follow the same time frame.	3 calendar days	
	Accessory Structures not subject to building permit i.e. residential sheds less than 200 square feet.	3 calendar days	
	TODA (outdoor dining)	2 calendar days	
	Wall checks	2 calendar days	
	Wall Check Bulk (7 or more)	7 calendar days	
	Building Height Certifications	2 calendar days	
	Building Height Certification Bulk (7 or more)	7 calendar days	
	Fire Safety License Review	5 calendar days	
	<i>*Please note the review of your application will begin once all fees are paid and cleared.</i>		
	Miscellaneous separate groups/process that require approval before the issuance of a buidling permit		
Development Applications (separate applications/processes)			
	Development Applications (separate applications/processes)	Various based on the project	
	<i>For timeframe information visit - https://www.rockvillemd.gov/DocumentCenter/View/52884/CPDS-Application-Target-Review-Timeframes</i>		
	Code Enforcement Division- Public Event license (separate application/process)	120 days	
	Public Event Application		
Department of Public Works			
	Public Works Permit (separate application/process)		
	a. Major	35 calendar days (initial), 25 calendar days (subsequent)	https://www.rockvillemd.gov/services/apply-for-a-public-works-permit-public-improvements/
	b. Minor	14 calendar days (initial), 7 calendar days (subsequent)	
	c. Protection of ROW	14 calendar days (initial), 7 calendar days (subsequent)	
	d. Single-Family Development	28 calendar days (initial), 14 calendar days (subsequent)	
	Sediment Control Permit (separate application/process)		
	a. Major or Minor Development	35 calendar days (initial), 25 calendar days (subsequent)	https://www.rockvillemd.gov/services/apply-for-a-sediment-control-permit/
	b. Single-Family Development	28 calendar days (initial), 14 calendar days (subsequent)	

Stormwater Management (separate application/process) a. Major b. Minor c. Single-Family Development	35 calendar days (initial), 25 calendar days (subsequent) 14 calendar days (initial), 7 calendar days (subsequent) 28 calendar days (initial), 14 calendar days (subsequent)	https://www.rockvillemd.gov/services/apply-for-a-stormwater-management-permit/
Floodplain Variance and Floodplain Permit (separate application/process) a. Major or Minor Development b. Single-Family Development	35 calendar days (initial), 25 calendar days (subsequent) 28 calendar days (initial), 14 calendar days (subsequent)	https://www.rockvillemd.gov/services/apply-for-a-floodplain-permit/

Review timeframes depend on the type of project and the round of review (initial submission and subsequent resubmissions). Visit the Department of Public Works website for updates and additional information

Outside Jurisdiction Reviews

Health Department (separate application/process)		
a. Food Facilities	14 business days intital review	
b. Public Swimming Pool	30 business days intital review	

Visit the Health Departments website for updates and additional information <https://www.montgomerycountymd.gov/HHS/LandR/FoodServiceFacility.html>

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

Updated 10/05/26