Commercial Retaining Walls Checklist

For Commercial Retaining Walls

☐ Building Permit Application

☐ Sediment control Permit Number written at the top of the application (if applicable).

☐ Two (2) sets of constructions drawings to include, code analysis and scope of work.

☐ Original seal and signature of Maryland registered Architect or Engineer, including titleblock requirements, on each page.

☐ Four (4) complete site plans, additional site plan if on well and/or septic or if Right-of-Way permit required.

☐ Completed, signed revocable letter if the structure extends into or over right of way.

☐ Fees - Check made payable to 'Montgomery County, MD':

  • Building permit filing fee:
    Site address is located in the Maryland National Capital Park and Planning Commission plan review area-$825
    Site address is located in the Department of Permitting Services plan review area-$515
  • Add an additional 10% automation enhancement fee to all fees shown above.

☐ Miscellaneous Information:

  • If the address is within certain municipalities, such as Poolesville, Barnesville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required with application.

  • If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy.