



DPS

Montgomery County
Department of Permitting Services

DATE: April 4, 2023
MEMO TO: Montgomery County Mobile Crane Operators
FROM: Linda Kobylski, Land Development Division Chief *lk*
RE: New Procedures for Mobile Crane Permits

To streamline our permitting process for operating a mobile crane in Montgomery County's public rights-of-way, please note the following new procedures:

1. Apply and pay for a crane permit via the DPS [Apply Online](#) application. The permit **MUST** be issued to the crane company, it will not be issued to a permit expeditor.
2. When prompted, upload a copy of the crane company's *Certificate of Liability Insurance* to the Documents folder of [ePlans](#) and complete the task. The "Insured Name" on the certificate of liability insurance, **MUST** match the name on the permit.

The Certificate Holder should be shown as:

Montgomery County Department of Permitting Services
2425 Reedie Drive, 7th Floor
Wheaton MD 20902

3. Email the crane package to Montgomery County's Department of Transportation, including the proposed date(s), location, crane details and traffic control plans to:

TrafficOps@montgomerycountymd.gov

The package **MUST** reference the DPS Public Right-of-Way Application Number. If this number is not included, MCDOT – Traffic Division will not review the crane package.

4. Once approved, MCDOT – Traffic Division will email the approved package to DPS for permit issuance.
5. The applicant will be notified via the ePlans system once the permit has been issued and is available, along with the approved crane memo package, in the "Approved" folder of ePlans.