

Building Permit Notice Sign

Related to Permits For: Residential building permits for new construction and additions.

When is the Building Permit Notice sign required?

When a permit has been issued to construct a new dwelling or an addition to a dwelling on residentially or agriculturally zoned land.

What information does the sign provide?

The sign will have the “Permit Release Date” (date the permit was picked up from DPS by the applicant) and information to appeal the permit.

When must the sign be posted?

The sign must be posted on the property within 3 days after the release date, and must remain posted on the property for 30 days after the release date.

Where must the sign be posted?

The sign must be located on the side of the lot/parcel, which provides principal access to the street or right-of-way. It must be conspicuously posted not more than 5 feet from the front property line and mounted at least 30 inches, but not more than 60 inches, above the ground. A subdivision of more than five (5) homes at a single site may utilize a central sign, located at the public entrance to the subdivision or construction area. The central sign must not exceed ten (10) square feet in area and must meet the posting requirements above.

How will DPS know that the sign has been posted?

Within three days after the release date, a DPS inspector will inspect the site to ensure the sign is posted and in the correct location. If it is not posted or in the wrong location the DPS inspector will notify the applicant to post the sign, reschedule an inspection and no further inspections will be scheduled until the inspector observes and approves the posting of the sign. Prior to the third re-inspection and each subsequent re-inspection the applicant must pay an additional fee for each inspection.

How can I find out what work was approved by the permit?

Call 311 in Montgomery County or 240-777-0311 outside of Montgomery County and provide the customer service representative with the permit number on the Building Permit Notice.

