

**DPS**Montgomery County
Department of Permitting Services2425 Reedie Drive, 7th Floor
Wheaton, MD 20902
240-777-0311
montgomerycountymd.gov/dps

Model House Program

The Department of Permitting Services (DPS) has updated its Model House (MH) Program to expedite the issuance of new townhouse unit building permits. This program establishes a site-specific building permit application process valid for an unlimited number of permits in the current building code cycle. Furthermore, it creates more efficient, cost saving procedures by reducing plan reviews.

The program is limited to Montgomery County Home Builder licensed contractors. MH approved plans cannot be bought, traded, or transferred from one contractor/developer to another.

The program consists of two parts:

- 1) MH application review and permit issuance and,
- 2) Refer-back (RB) application review and permit issuance.

The MH application, consisting of construction documents only, is submitted, reviewed for building code requirements and once approved, assigned a specific MH permit number for future reference. A MH permit is only valid for the building code cycle under which it was approved. When the County adopts new building codes, existing MH permits are voided, and builders will need to reapply for new MH permits.

RB application, consisting of a limited number of construction documents and site plan, is submitted and reviewed for building code, zoning, land development and other applicable legislation. The MH approved plans will be used for the construction on an individual parcel.

After you obtain the permits, you must request mandatory inspections to ensure that permitted work on the project is approved and the building or structure is ready for use or occupancy. Work is inspected in the sequence described for [new homes](#).

The permit must be on site at the project. Be certain that your project is clearly marked with a lot number or address.

For all inspections, a set of approved plans must be on the job site for inspector's review.

Program Details

MH Permit Application

The following are required:

1. A completed online Residential Building Permit Application. Location of Work section shall be left blank.
 - Compliance with [requirements](#) for submitting plans electronically.
 - Compliance with [guidelines](#) for plan submissions for new homes and townhouses.
2. Payment of permit fees (filing fee) at the time of application.
3. Separate plans required for end and interior units
4. Left- or right-hand orientation plans are allowed on one set
5. Construction documents including:
 - a. Maximum three elevations facades - each elevation facades set of drawings with same floor area. Up to 200 total square feet of conditioned space may be added to floor areas. All configurations and options must be included on the cover page.
 - b. Necessary braced wall plans, floor plans, structural plans, etc. to show compliance for each of the different configurations proposed.
 - c. Fuel source and Energy Compliance Path
 - d. Building thermal envelope depicted with insulation materials and their R-values, fenestration U-factors and SHGC, and area-weighted U-factors and SHGC calculations (if applicable)
 - e. Air sealing details depicted
 - f. Duct sealing, duct and pipe insulation, and location
 - g. Documentation for mechanical ventilation, type of ventilation, CFM and efficiency
 - h. Solar-ready and energy-storage systems details
 - i. Electrification details: infrastructure (interconnection pathways: conduits, electrical service panel)

MH Permit Application Review

1. Building Plan Reviewers will conduct reviews for compliance with current building

Permit Issuance

1. Once approved, the MH Permit and the approved MH construction documents are returned to the applicant.
2. The MH permit number is to be referenced on the refer-back application.

Revisions

1. Revisions to a MH permit are not allowed.

Program Details

RB Permit Application

The following are required:

1. RB permit applications will not be accepted until the MH permit is issued.
 - Compliance with [requirements](#) for submitting plans electronically.
 - Compliance with [guidelines](#) for plan submissions for new homes and townhouses.
2. A completed online Residential Building Permit Application. The application must indicate the MH permit number and name. Location of Work section shall not be left blank.
3. Right-of-Way and Sediment Control application or permit numbers.
4. Permission letter from developer to use paving permit, if applicable.
5. Payment of permit fees (filing fee) at the time of application.
6. [Cover page](#) indicating what options from MH permit are proposed.
7. Site plan.
8. Mechanical system and equipment types, sized and efficiencies
 - Provide [ACCA Form](#)
9. Documentation for energy conservation measures for service water heating
10. Documentation that shows all lighting is high efficacy and interior and exterior lighting controls

RB Permit Application Review

1. Building Plan Reviewers will conduct reviews for compliance with building and energy code
2. Zoning, Land Development Plan Reviewers will conduct their reviews
3. MNCPPC will conduct their reviews

Permit Issuance

1. Payment of the permit fee balance is required before RB permit is issued
2. RB permit and approved RB documents are available for download

Revisions to an RB permit

1. Any modification from the RB approved plans, including site-specific – such as additional exterior stairs due to grading, fire-rated exterior walls and/or soffits due to proximity to plot lines, etc.- needs to be approved under a revision to the RB permit