

## GENERAL FIRE PERMIT APPLICATIONS

1. All users **MUST** have an account to use DPS eServices. Use the following URL to access eServices <https://permittingservices.montgomerycountymd.gov/account/Login.aspx>
2. To create an account please click on “*Create an Account*” and follow the screen prompts. If you already have a DPS eServices account, log in and go to Step 4. Be sure to use a general or business email address for easy access and renewal.

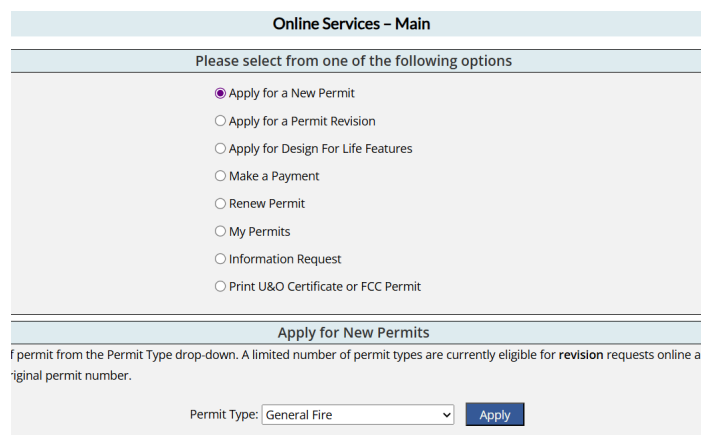
[Log In or Create Account](#)



Please log in below or create an account using this link: [Create an Account](#) All users must provide a valid email user account to log in. The program will send all electronic communications to the user's email address.

Once logged in, the system will automatically log you off if your session is idle for more than 60 minutes. You will be re-directed to this log in page and all unfinished work will be lost.

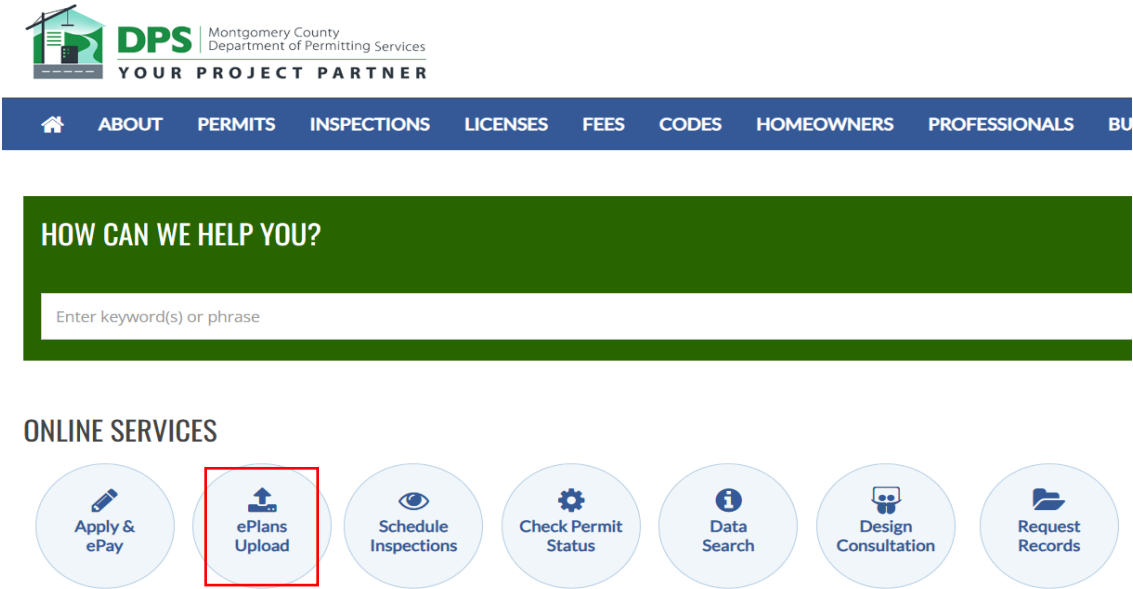
3. After you have created your account, you may log into eServices.
4. On the Main page please select “Apply for a New Permit” and then select “General Fire”.



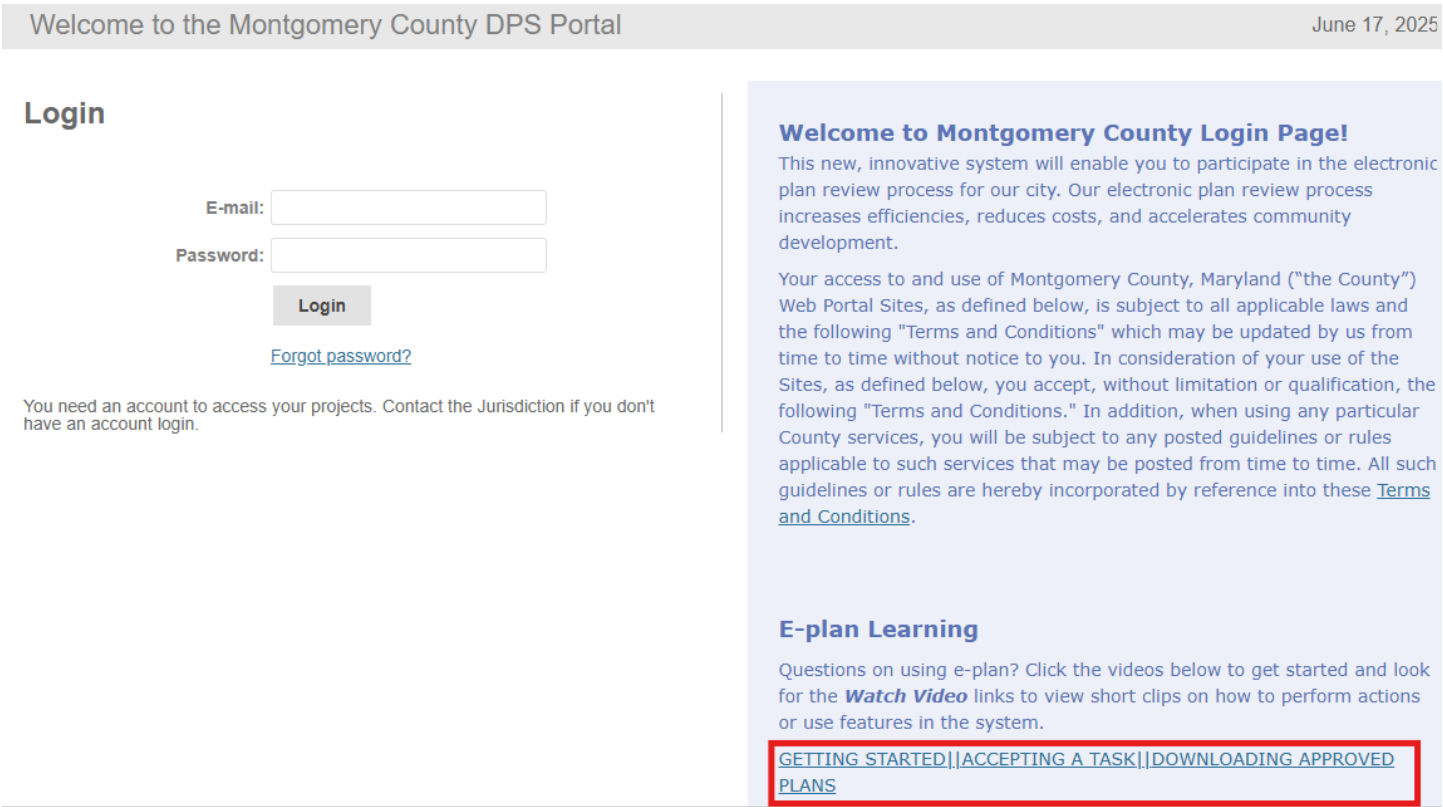
5. The Applicant Information screen will load. Enter the address where the work or event will be occurring. Enter your contact information or verify that your loaded information is correct. Add yourself to the permit, then click on “Check and Continue”. Ensure that you selected the Primary applicant box and choose a Role.
6. The next screen is for adding a description of the permit. Choose a permit type from the dropdown list and add a start date. General permits are valid for 30 days except for blasting quarries. Add a description of the work or event and continue.
7. You will come to a summary screen. Review your information and select “Agree and Submit”. When you click the Electronic Signature box you will be taken to the fee page where you may pay the application fee. You may pay these fees with a credit card or electronic check.
8. You will receive an email with the “task” to upload documents into ePlans. Upload the appropriate General Fire permit application and any required documentation.
9. Once your application is received you will be contacted by DPS staff to schedule your fire and life safety inspection, if required.
10. When the application review has been completed by Fire Code Compliance staff, you will receive your permit from the eServices portal for download. Contact a permit technician and reference your permit number with questions if you have not received a response after five business days.

# USING ePlans TO UPLOAD DOCUMENTS

1. Go to the DPS website at [www.montgomerycountymd.gov/dps](http://www.montgomerycountymd.gov/dps). Click on “ePlans Upload” to access the DPS Portal.



2. You will be re-directed to the login page. Login to begin or review the video tutorials on the right-hand side of the page. Your login information will be sent to the email address used to apply for the permit.



3. After accepting the task, upload the application and any required documents into the “Documents” folder. Documents must be in pdf format. Once you have finished, return the task to DPS. FCC staff will review the submitted items and return the task to you if there are missing items or corrections are needed.
4. All approved documents and a copy of your approved permit will be in ePlans available for download in the “Approved” folder.