



<http://www.montgomerycountymd.gov/permittingservices/>

## Commercial Canopies and Awnings Checklist

- [Building Permit Application](#)
- 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](#):  
See page 3 (site address is located in the Maryland National Capital Park and Planning Commission plan review area-\$825)  
See page 8 (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.
  - If canopy is advertising a business, then a separate [sign application](#) must be submitted to DPS.