

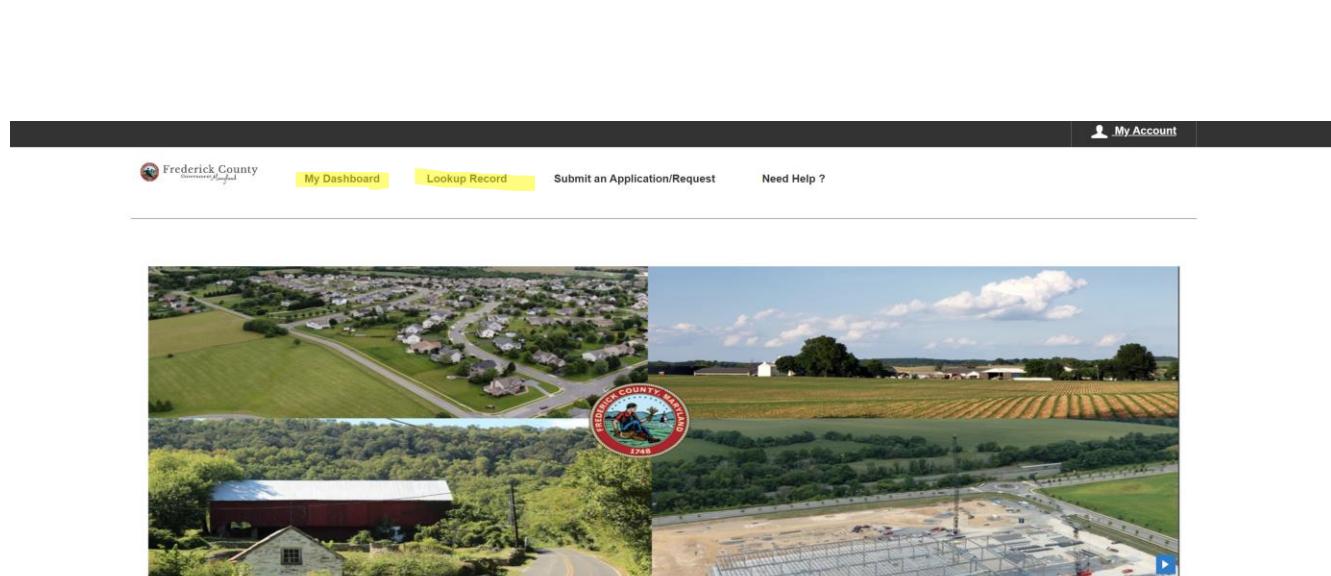
FCG Permits & Inspections

Requesting Inspections

First, log in to your portal account. You do not need to be logged into your account to request an inspection. However, inspection comments can only be viewed if you are logged into your portal account, and your account is linked to the permit.

Online Permit Portal link: <https://planningandpermitting.frederickcountymd.gov/>

You can then find your permit via the “Lookup Record” option at the top of the page OR from your dashboard under “My Projects”. If you are using the mobile version of the website, click the menu option on the top left via the 3 bars first, then click on “Look up record”



My Dashboard Lookup Record Submit an Application/Request Need Help ?

Frederick County Government Maryland

My Account

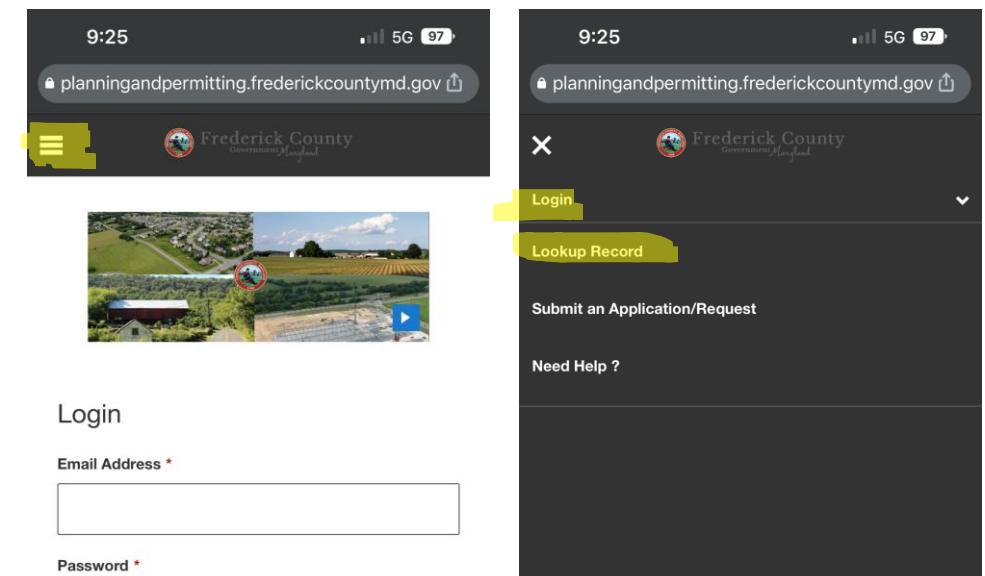
>Login

Email Address *

Password *

Remember Me

DESKTOP WEBSITE



9:25 5G 97%

planningandpermitting.frederickcountymd.gov

Frederick County Government Maryland

☰

>Login Lookup Record Submit an Application/Request Need Help ?

Forgot Password?

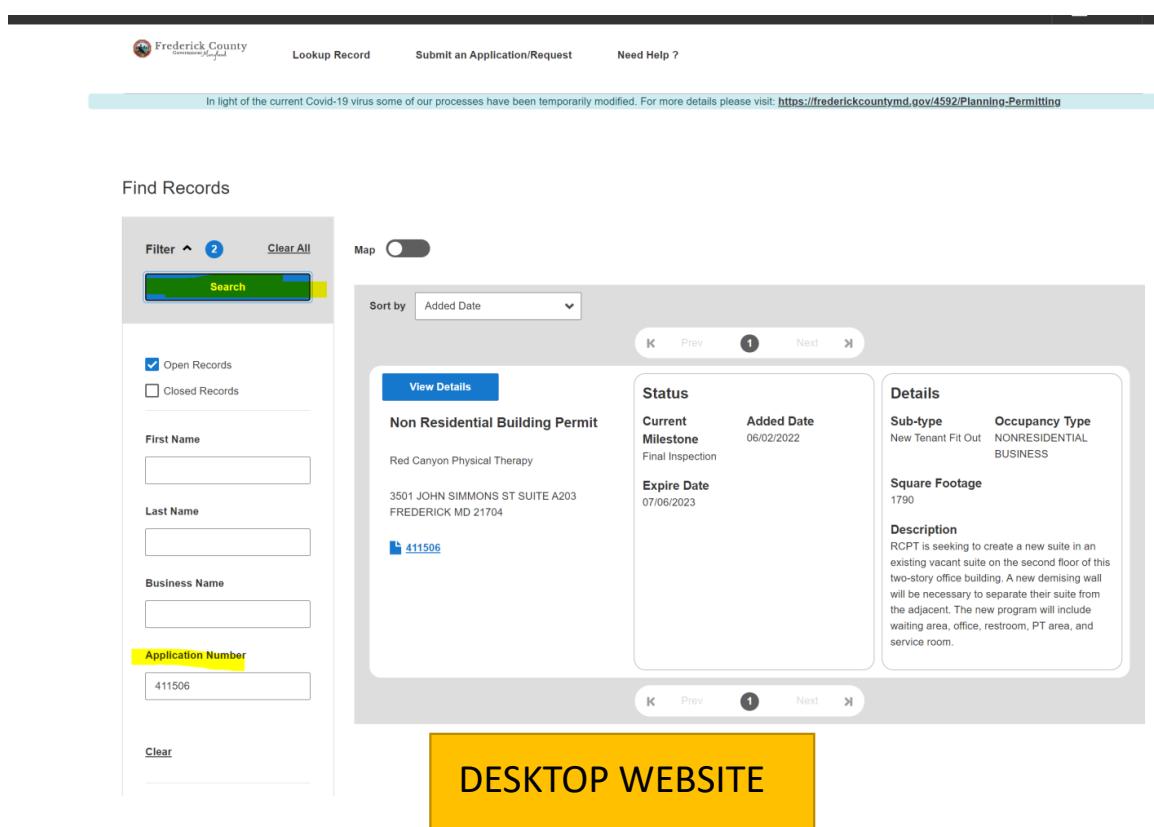
Would you like to register as a new user?
[Create a Profile](#)

← →

MOBILE WEBSITE

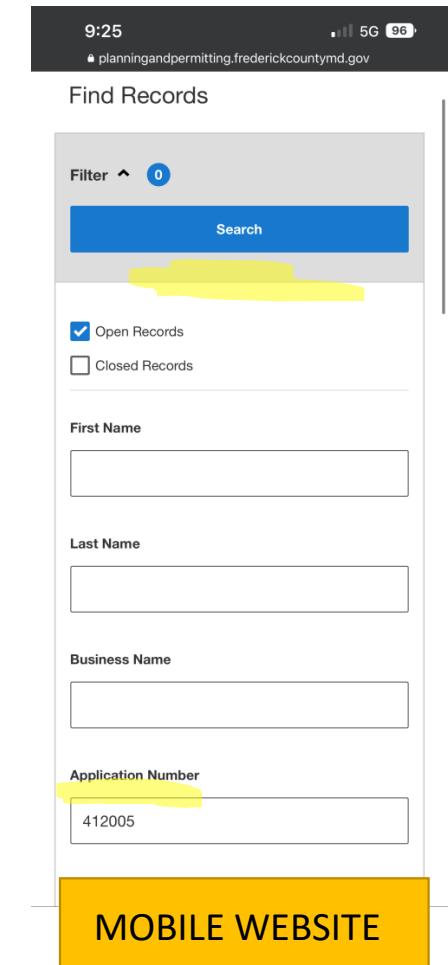
Under the “Lookup Record” page, use the Search Bar on the left side to search for your permit. You can search via Permit number and/or address.

If you are searching by address, sometimes less information is better. If you are unable to find your property try using less information. For example; if your address is 11015 Coppermine Road Woodsboro MD, only type in 11015 Coppermine.



The screenshot shows the 'Find Records' page of the desktop website. At the top, there are buttons for 'Lookup Record', 'Submit an Application/Request', and 'Need Help ?'. A message about Covid-19 modifications is displayed. The search interface includes a 'Search' button, a 'Filter' button with a dropdown showing '2' results, and checkboxes for 'Open Records' (checked) and 'Closed Records'. Below the search bar are fields for 'First Name', 'Last Name', 'Business Name', and 'Application Number'. The 'Application Number' field contains the value '411506', which is highlighted with a yellow box. The main content area shows a single search result for a 'Non Residential Building Permit' for 'Red Canyon Physical Therapy' at '3501 JOHN SIMMONS ST SUITE A203 FREDERICK MD 21704'. The result includes a thumbnail image (411506), 'View Details' and 'Status' sections, and a large 'Details' section with sub-fields for 'Sub-type', 'Occupancy Type', 'Square Footage', and 'Description'.

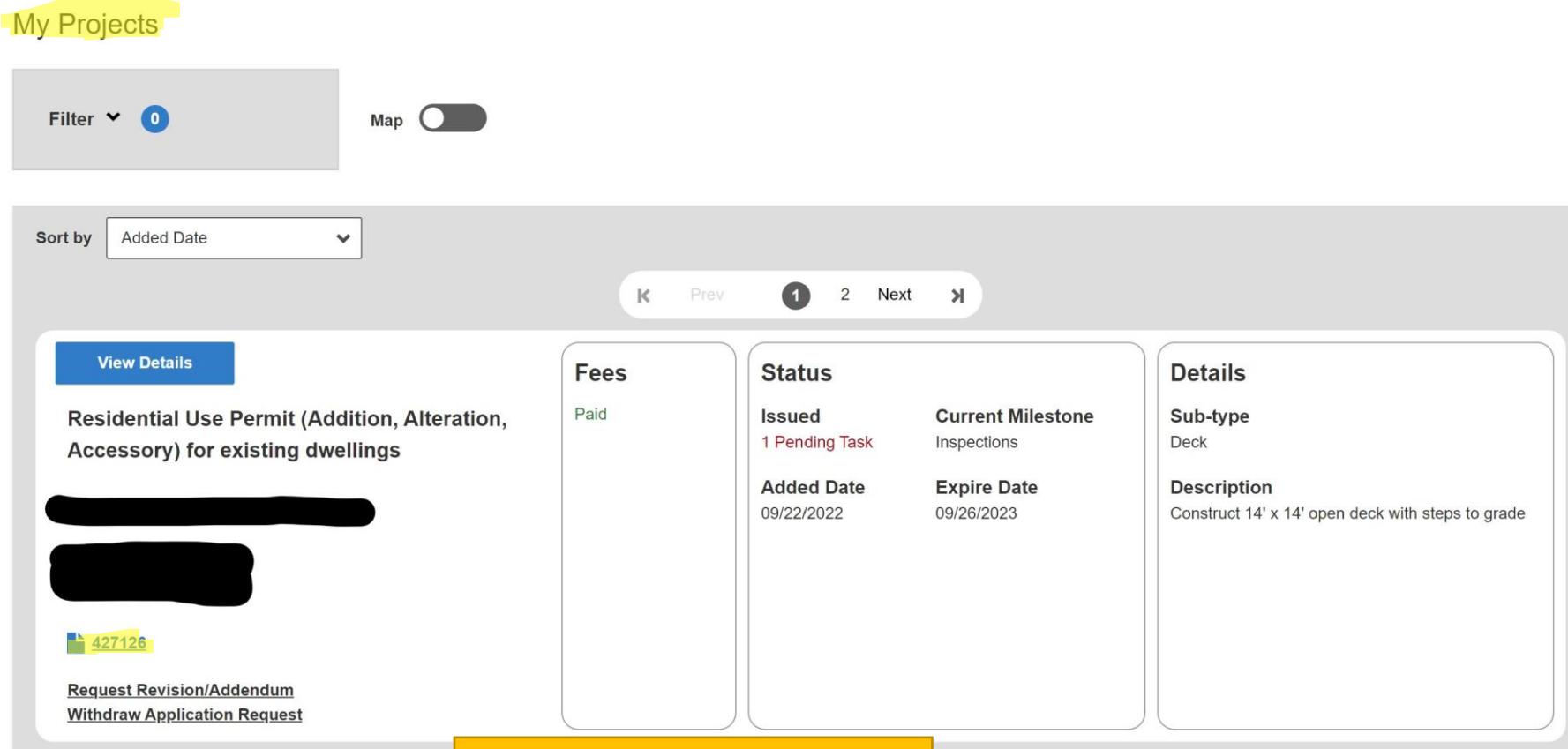
DESKTOP WEBSITE



The screenshot shows the 'Find Records' page of the mobile website. At the top, it displays the time (9:25), signal strength, 5G connectivity, and the URL 'planningandpermitting.frederickcountymd.gov'. The search interface is similar to the desktop version, with a 'Search' button, a 'Filter' button with '0' results, and checkboxes for 'Open Records' (checked) and 'Closed Records'. The search results show a single entry for a 'Non Residential Building Permit' with the application number '412005', which is highlighted with a yellow box. The result includes sections for 'Status', 'Details', and 'Description'.

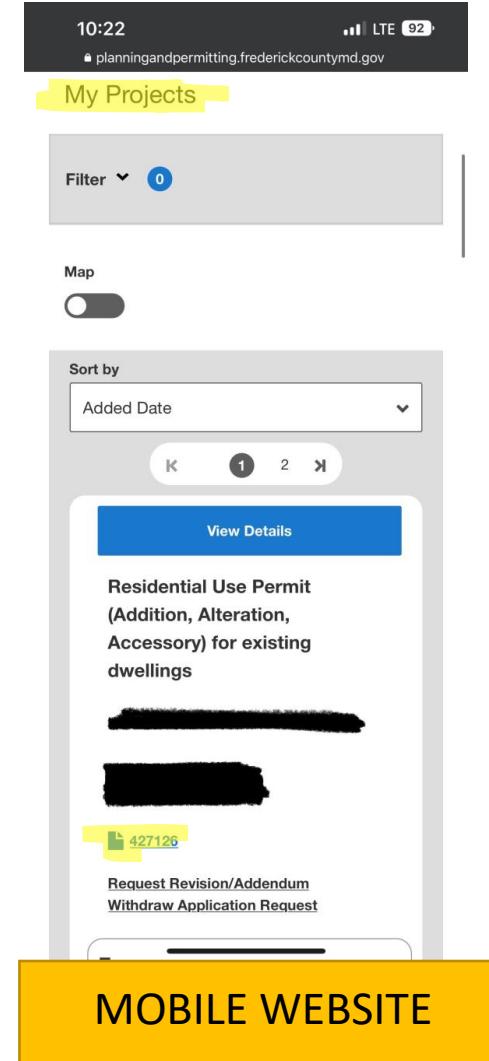
MOBILE WEBSITE

To find your permit from your dashboard, first click on “My Dashboard” at the top of the page. Then scroll down to “My Projects” to find your permit.



The screenshot shows the desktop version of the website's 'My Projects' section. At the top, there is a header with a 'Filter' button (0 results) and a 'Map' toggle switch. Below this is a 'Sort by' dropdown set to 'Added Date' and a navigation bar with 'Prev' and 'Next' buttons, currently on page 1. The main content area displays a single project card. The card has a 'View Details' button at the top. Below it, the project title is 'Residential Use Permit (Addition, Alteration, Accessory) for existing dwellings'. There are two redacted sections below the title. At the bottom of the card are two buttons: '427126' with a file icon and 'Request Revision/Addendum' and 'Withdraw Application Request'. The card is divided into three columns: 'Fees' (Paid), 'Status' (Issued, 1 Pending Task, Current Milestone: Inspections, Added Date: 09/22/2022, Expire Date: 09/26/2023), and 'Details' (Sub-type: Deck, Description: Construct 14' x 14' open deck with steps to grade).

DESKTOP WEBSITE



The screenshot shows the mobile version of the website's 'My Projects' section. The top bar includes the time (10:22), signal strength, 'LTE 92%', and the URL 'planningandpermitting.frederickcountymd.gov'. Below this is a 'My Projects' button. The layout is similar to the desktop version, with a 'Filter' button (0 results), a 'Map' toggle switch, a 'Sort by' dropdown (Added Date), and a navigation bar. The project card is identical to the desktop version, showing the same details: title, fees, status, and details. The bottom of the card includes the 'View Details' button and the '427126' file icon, along with 'Request Revision/Addendum' and 'Withdraw Application Request' buttons.

MOBILE WEBSITE

Once you have found your permit from either lookup or your dashboard, click on the hyperlinked permit number. This will take you to the permit details page.

Map

Sort by **Added Date**

K Prev 1 Next K

View Details

Non Residential Building Permit

Red Canyon Physical Therapy

3501 JOHN SIMMONS ST SUITE A203
FREDERICK MD 21704



Status		Details	
Current	Added Date	Sub-type	Occupancy Type
Milestone	06/02/2022	New Tenant Fit Out	NONRESIDENTIAL BUSINESS
Final Inspection			
Expire Date		Square Footage	
07/06/2023		1790	
Description			
RCPT is seeking to create a new suite in an existing vacant suite on the second floor of this two-story office building. A new demising wall will be necessary to separate their suite from the adjacent. The new program will include waiting area, office, restroom, PT area, and service room.			

K Prev 1 Next K

DESKTOP WEBSITE

9:25 5G 96%

planningandpermitting.frederickcountymd.gov 

Sort by **Added Date**

K 1 Next K

View Details

Non Residential Building Permit

Panera Bread Bennett Creek Boulevard

3266 BENNETT CREEK AVE
Frederick MD 21704



Status		Details	
Current	Added Date	Sub-type	Occupancy Type
Milestone	06/10/2022	New Tenant Fit Out	NONRESIDENTIAL
Inspections			
Expire Date		Square Footage	
08/08/2023		1790	
Description			
RCPT is seeking to create a new suite in an existing vacant suite on the second floor of this two-story office building. A new demising wall will be necessary to separate their suite from the adjacent. The new program will include waiting area, office, restroom, PT area, and service room.			

K 1 Next K

MOBILE WEBSITE

On the permit details page, scroll down to the Inspections section.

Here you will see all inspections for your permit. To request the inspection, click the “Request Inspection” button on the corresponding inspection that you would like.

Inspections ⓘ			
Description	Request Date	Scheduled Date	Result Code
SITE COMPLIANCE INSPECTION			WAIVED
ID.1354842			View Details
FRAMING INSPECTION	09/28/2022		PASSED
ID.1347018	09/28/2022		View Details
BLDG PROGRESS INSPECTION	09/28/2022	09/28/2022	PASSED
ID.1353723	09/28/2022	09/28/2022	View Details
FRAMING INSPECTION	08/25/2022		PASSED
ID.1336944	08/25/2022		View Details
BUILDING FINAL INSPECTION			
ID.1354844			Request Inspection
CEILING INSPECTION			PASSED
ID.1336945			View Details
TEMPORARY COO	09/29/2022	09/28/2022	PASSED
ID.1354874	09/29/2022	09/28/2022	View Details
FIRE FINAL INSPECTION		10/10/2022	
ID.1354843		10/10/2022	Request Inspection

DESKTOP WEBSITE



Inspections ⓘ

Description
FRAMING INSPECTION

[ID 1342711](#)

Request Date Scheduled Date

Result Code

[Request Inspection](#)

Description
CEILING INSPECTION

[ID 1342712](#)

Request Date Scheduled Date

Result Code

[Request Inspection](#)

MOBILE WEBSITE

In the new pop-up window, complete the “Request Date” section. If you have other information such as location details and/or contact person details, complete those sections as well. The once done, click the bottom button “Submit Request” to submit the inspection request.

SAME FOR BOTH
DESKTOP AND
MOBILE WEBSITE

Inspection Request

Details for the Request

Fields with * are Required

Partial Inspection

Request Date * Request Time (optional)

Location Details (optional)
300 characters left

Special Instructions for the Request

Contact Person
Contact Information
Instructions
300 characters left

YOU ARE REQUESTING

Date
Time
Location Details

Once the request has been submitted it will then show the request date on the Inspections section.

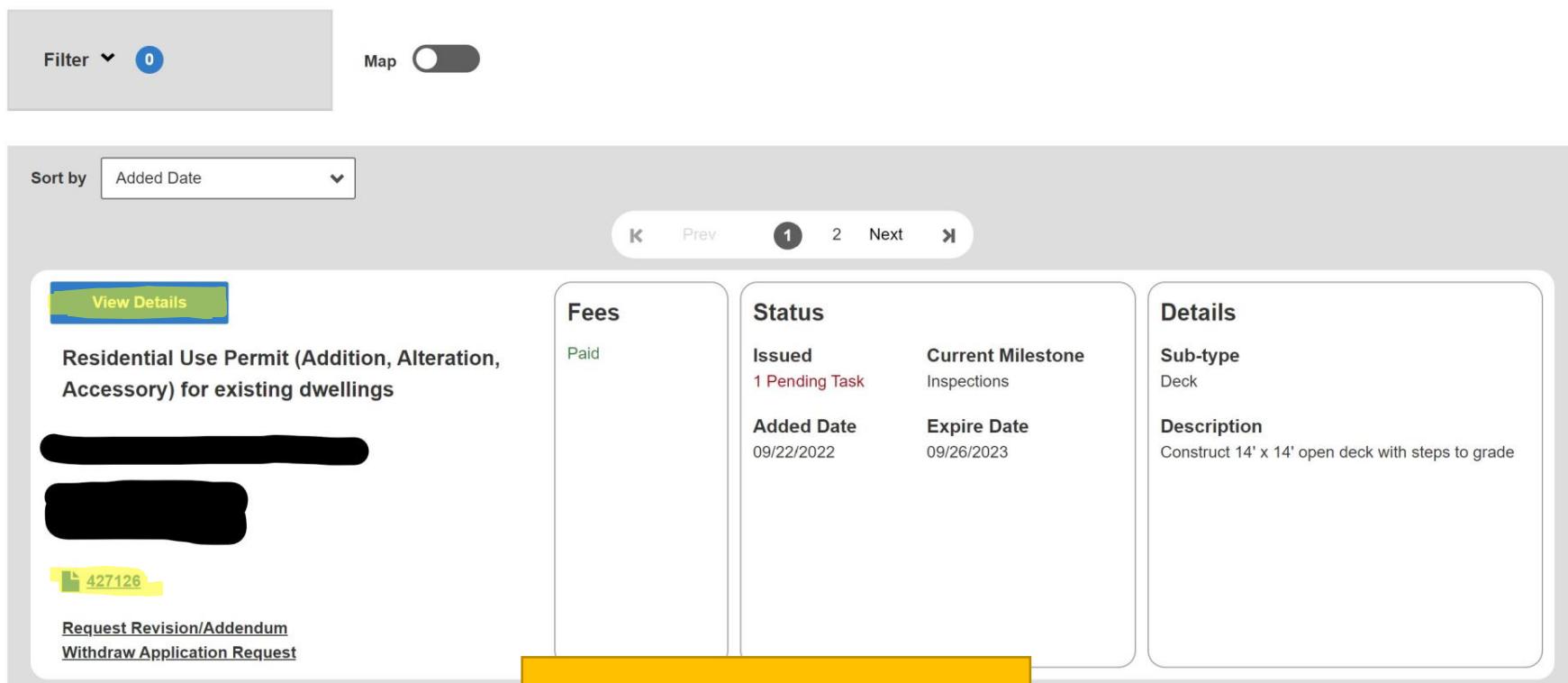
You will receive a confirmation of the inspection, either via email or text depending on your notification settings, the morning of the requested date.

To view results/comments for your inspection, you will need to be logged into your account and have your account linked to the permit. Then click on the “My Dashboard” option at the top of the page.

First find the permit, via the “My Projects” section of your dashboard.

Then click on the “View Details” button or the hyperlinked permit number for the permit.

My Projects



Filter 0 Map

Sort by Added Date

1 2

View Details

Residential Use Permit (Addition, Alteration, Accessory) for existing dwellings

Fees
Paid

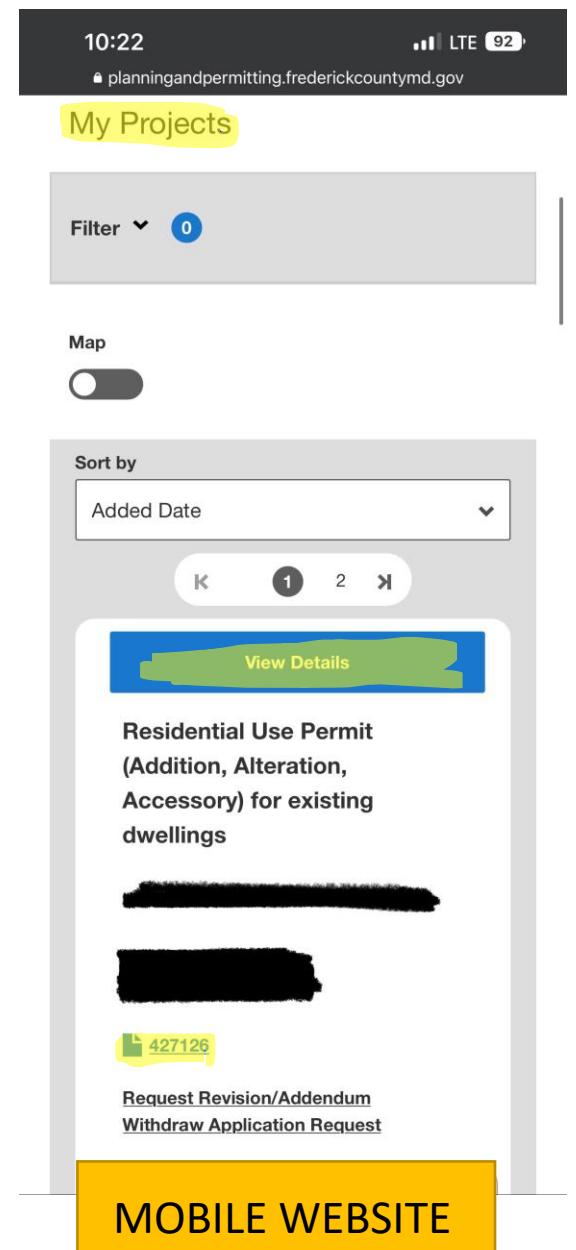
Status
Issued 1 Pending Task Current Milestone Inspections
Added Date 09/22/2022 Expire Date 09/26/2023

Details
Sub-type Deck
Description Construct 14' x 14' open deck with steps to grade

427126

Request Revision/Addendum
Withdraw Application Request

DESKTOP WEBSITE



10:22 LTE 92 planningandpermitting.frederickcountymd.gov

My Projects

Filter 0

Map

Sort by Added Date

1 2

View Details

Residential Use Permit (Addition, Alteration, Accessory) for existing dwellings

427126

Request Revision/Addendum
Withdraw Application Request

MOBILE WEBSITE

Then go to the Inspections section and then click on the “View Details” button for the inspection.

DESKTOP WEBSITE

Inspections

Description	Request Date	Scheduled Date	Result Code	
Deck Framing				Request Inspection
Deck Framing ID 1353560				
Deck Pier Footers	10/06/2022	10/06/2022	PASSED	View Details

MOBILE WEBSITE

10:22 LTE 92
planningandpermitting.frederickcountymd.gov

Inspections

Description	Request Date	Scheduled Date	Result Code	
Deck Framing				Request Inspection
Deck Framing ID 1353560				
Deck Pier Footers	10/06/2022	10/06/2022	PASSED	View Details

Once the inspection details section has been opened, you can then see the Details, Results, and Comments.

Deck Pier Footers

ID 1353561 | Series #1

Scheduled Date
10/06/2022

Request Inspection

Details for the Request

Request Date
10/06/2022

Request Time

Location Details
Boyd 301-924-2111

Results

Started Date
Pending

Completed Date
10/06/2022 9:08 AM

Result
PASSED

Inspection Hours
0

Comments
Onsite inspection with contractor on site - E.S.

DESKTOP WEBSITE

10:23
planningandpermitting.frederickcountymd.gov

Deck Pier Footers

ID 1353561 | Series #1

Scheduled Date
10/06/2022

Request Inspection

Details for the Request

Request Date
10/06/2022

Request Time

Location Details

Results

Started Date
Pending

Result Date
10/06/2022 9:08 AM

10:23
planningandpermitting.frederickcountymd.gov

Deck Pier Footers

ID 1353561 | Series #1

Started Date
Pending

Completed Date
10/06/2022 9:08 AM

Result
PASSED

Result Date
10/06/2022 9:08 AM

Inspection Hours
0

Comments
Onsite inspection with contractor on site - E.S.

Associated Record

← → + 36 ...

MOBILE WEBSITE