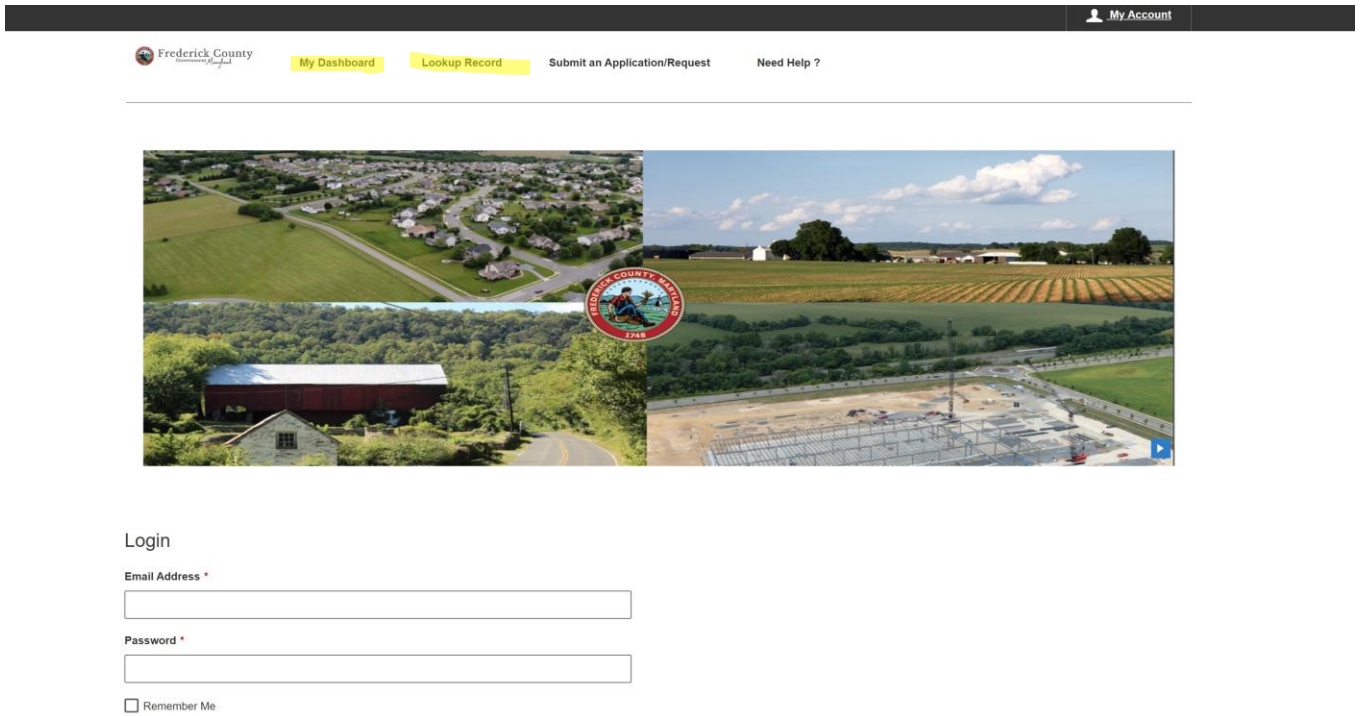
FCG Permits & Inspections

Requesting Inspections

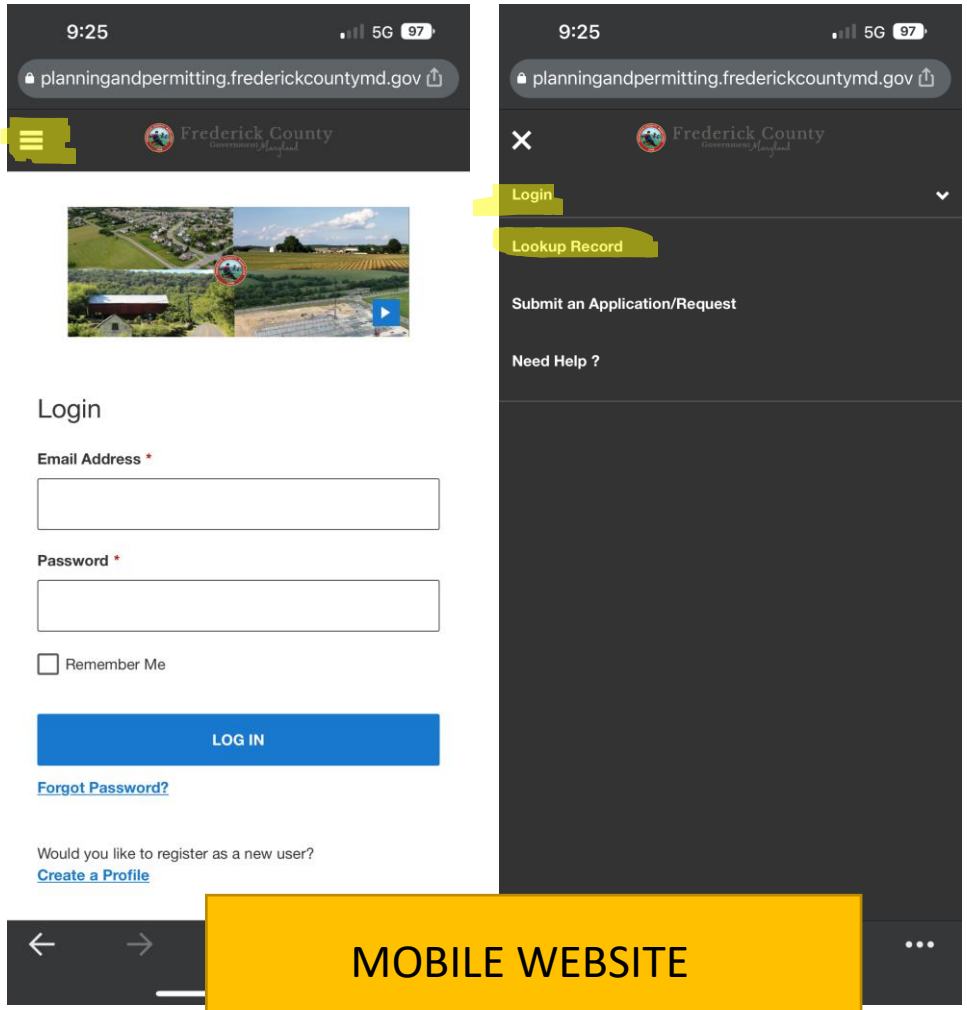
First, log in to your portal account. You do not need to be logged into your account to request an inspection. However, inspection comments can only be viewed if you are logged into your portal account, and your account is linked to the permit.

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”



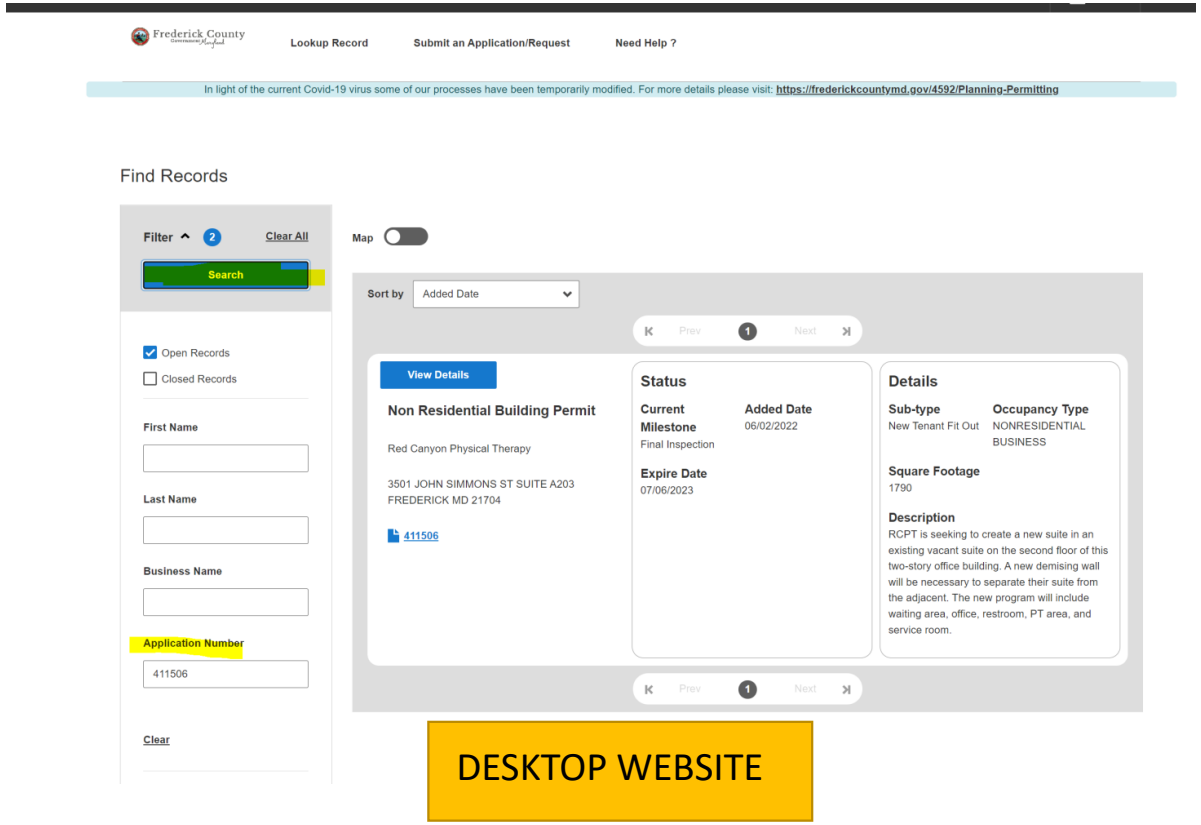
DESKTOP WEBSITE



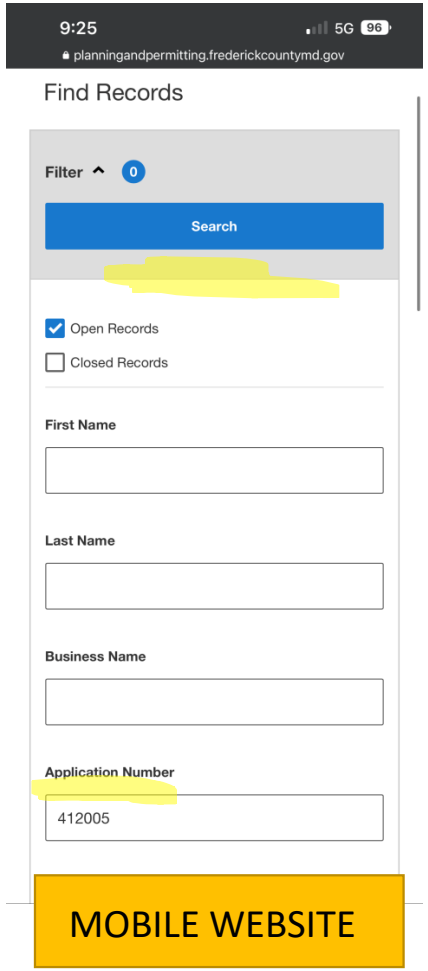
MOBILE WEBSITE

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.

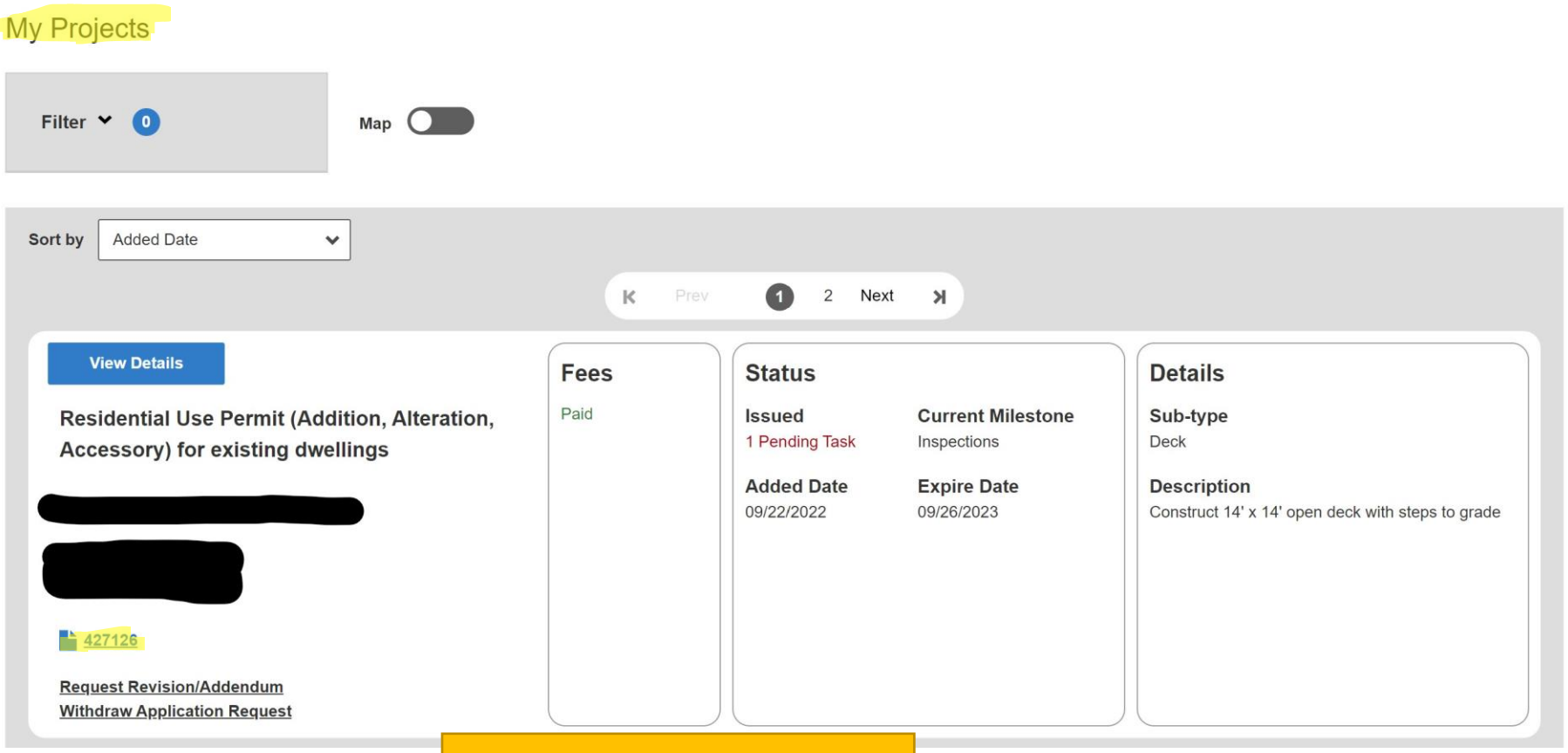


DESKTOP WEBSITE

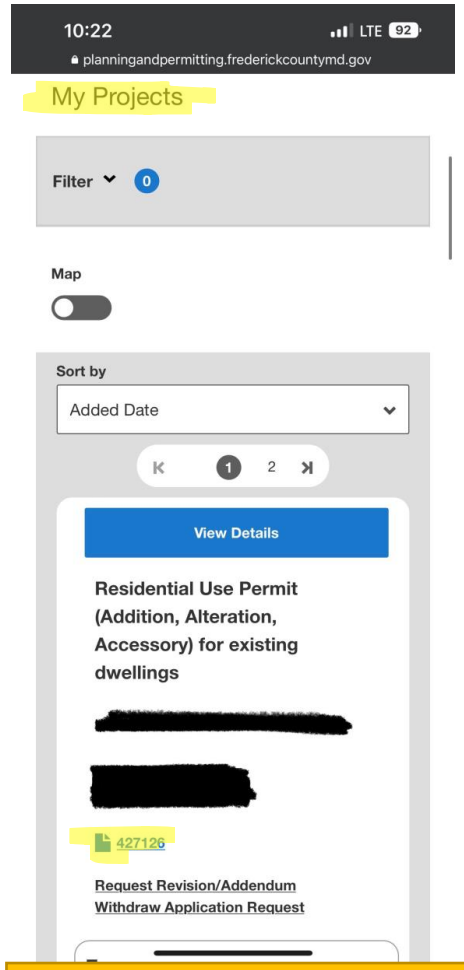


MOBILE WEBSITE

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.

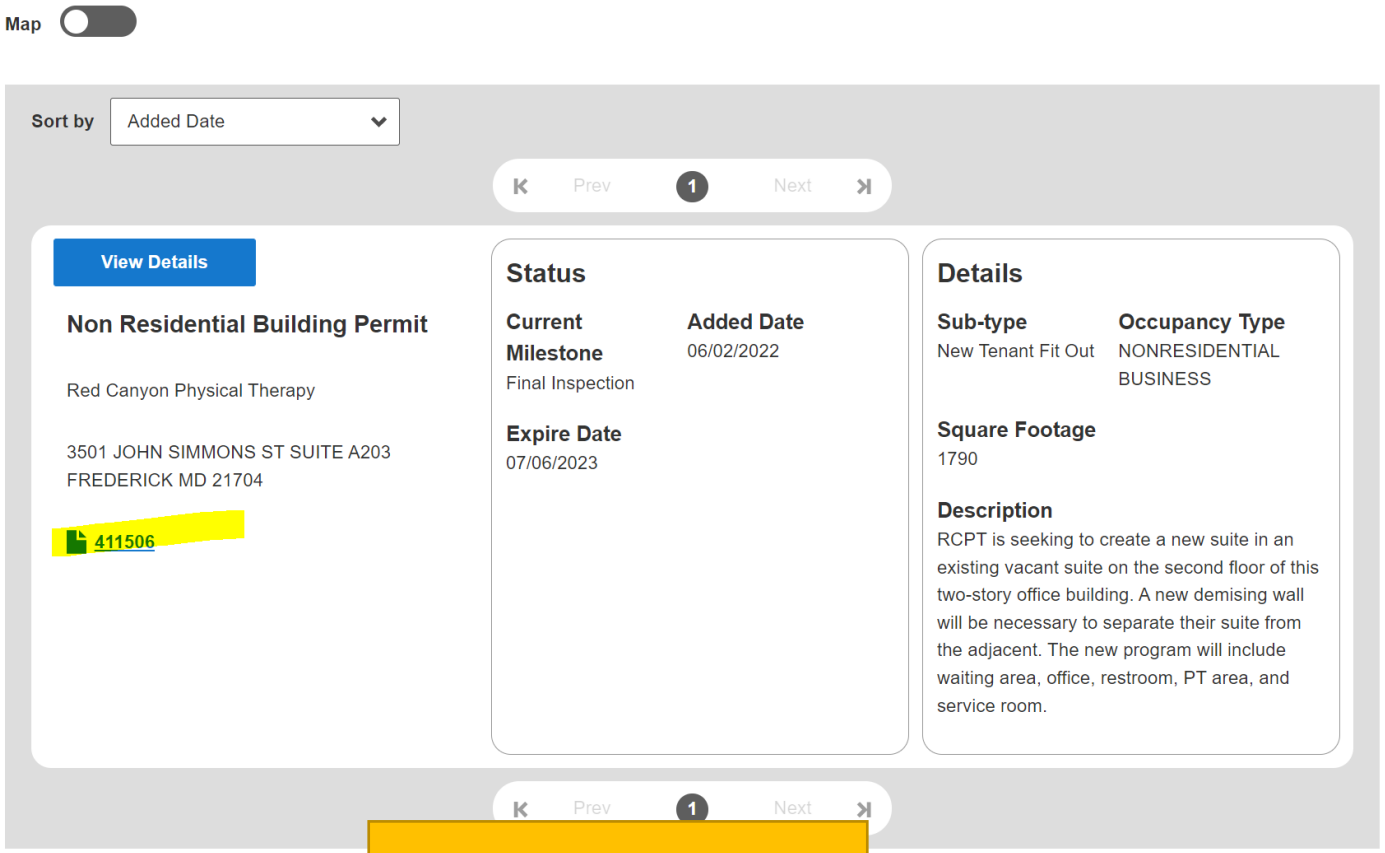


DESKTOP WEBSITE



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.



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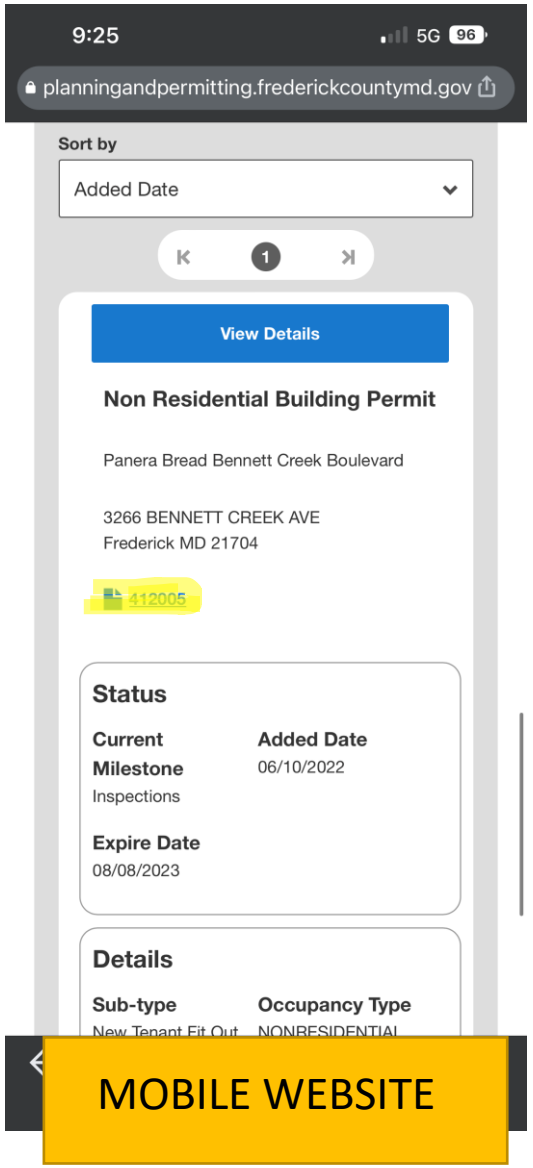
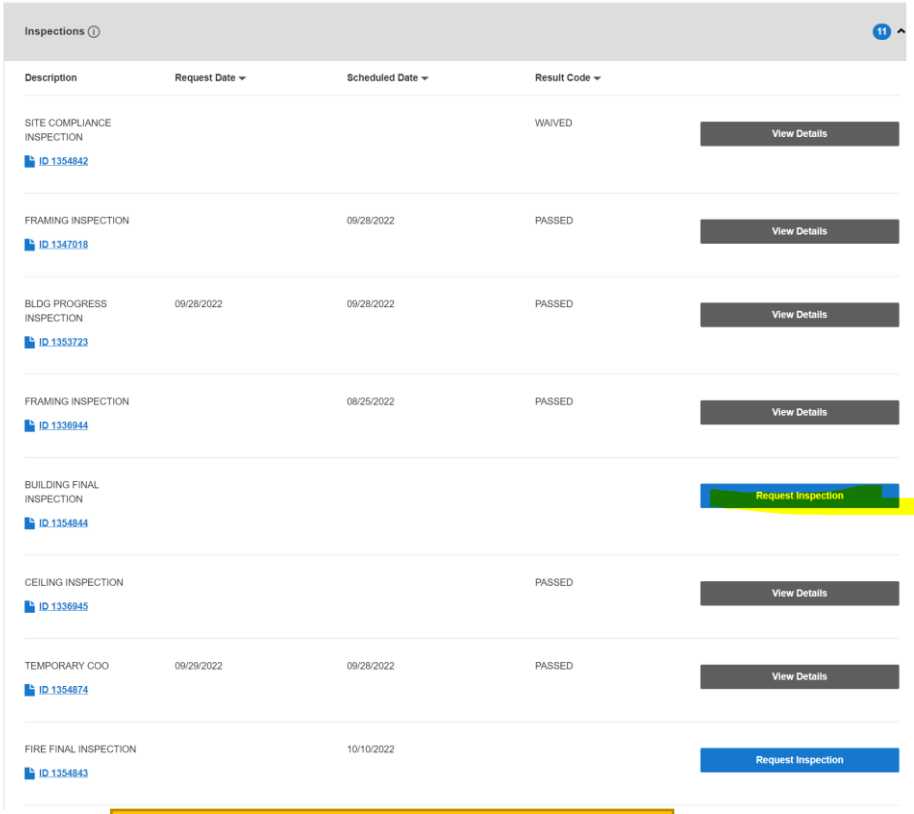
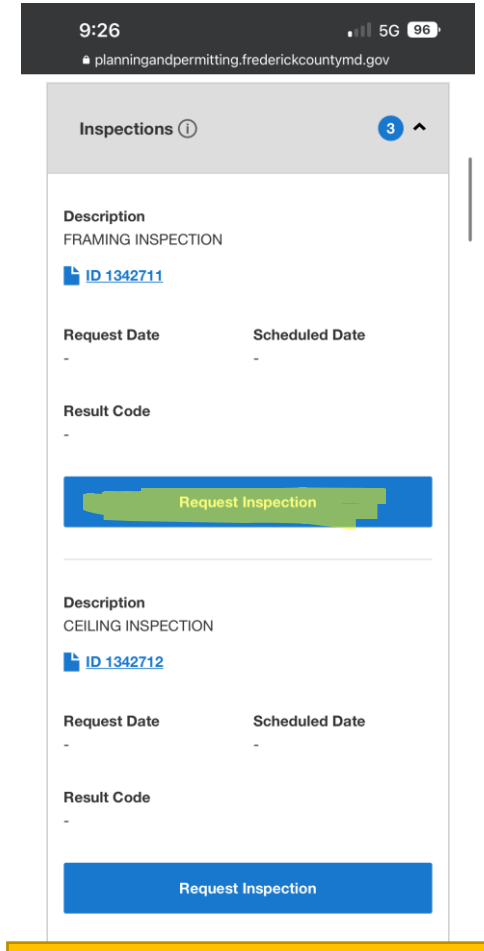


MOBILE WEBSITE

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.



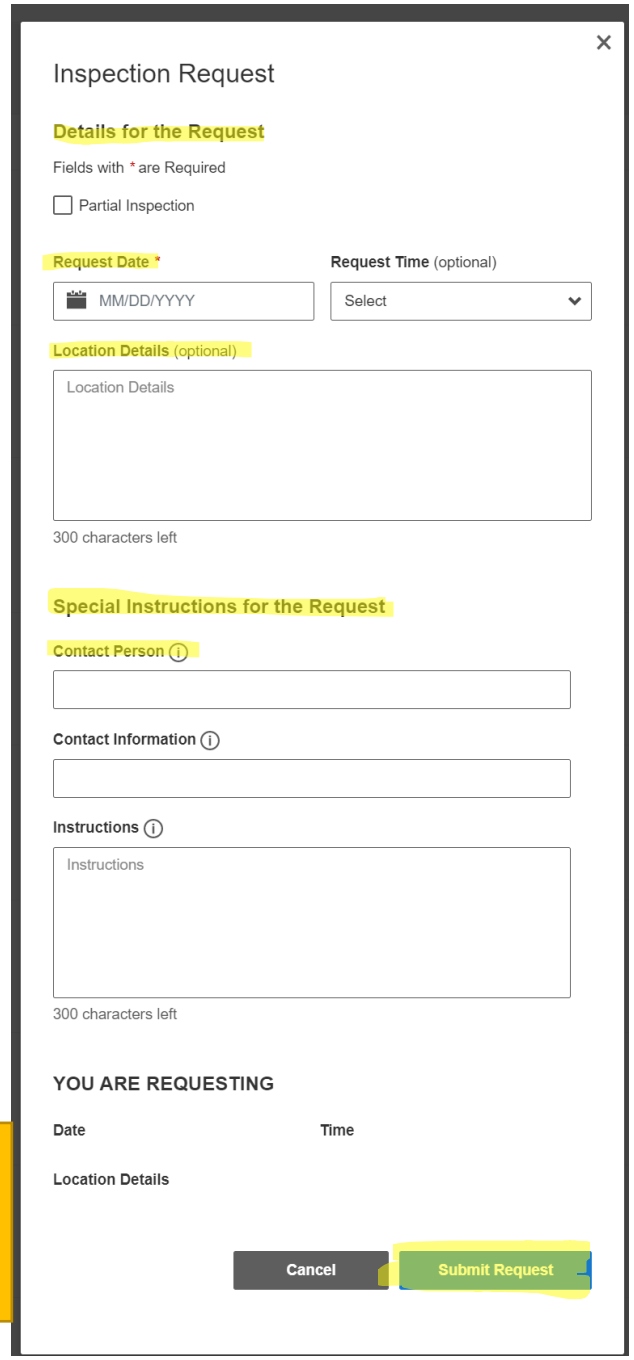
DESKTOP WEBSITE



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



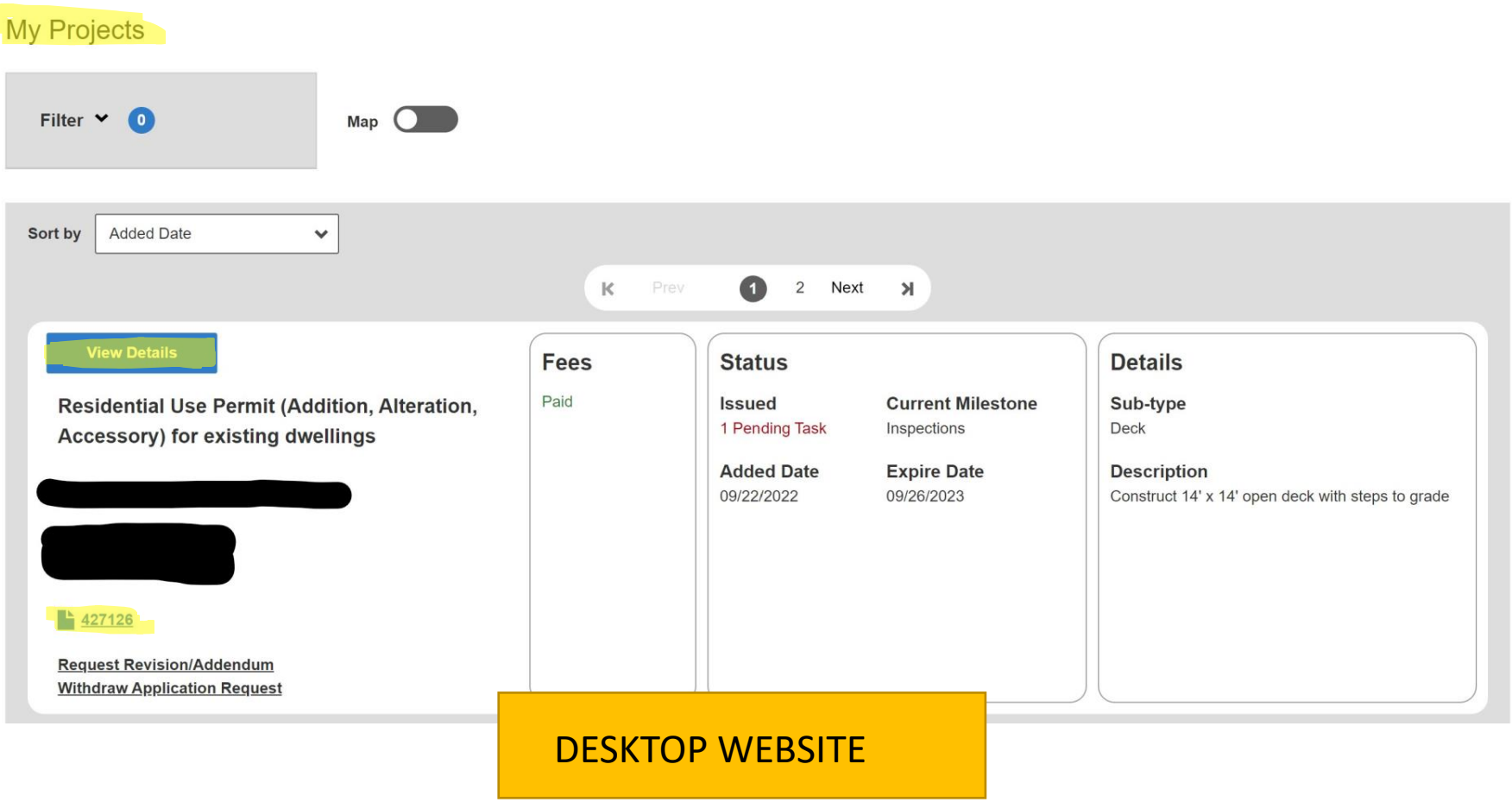
One the request has been submitted it will then show the request date on the Inspections section.

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

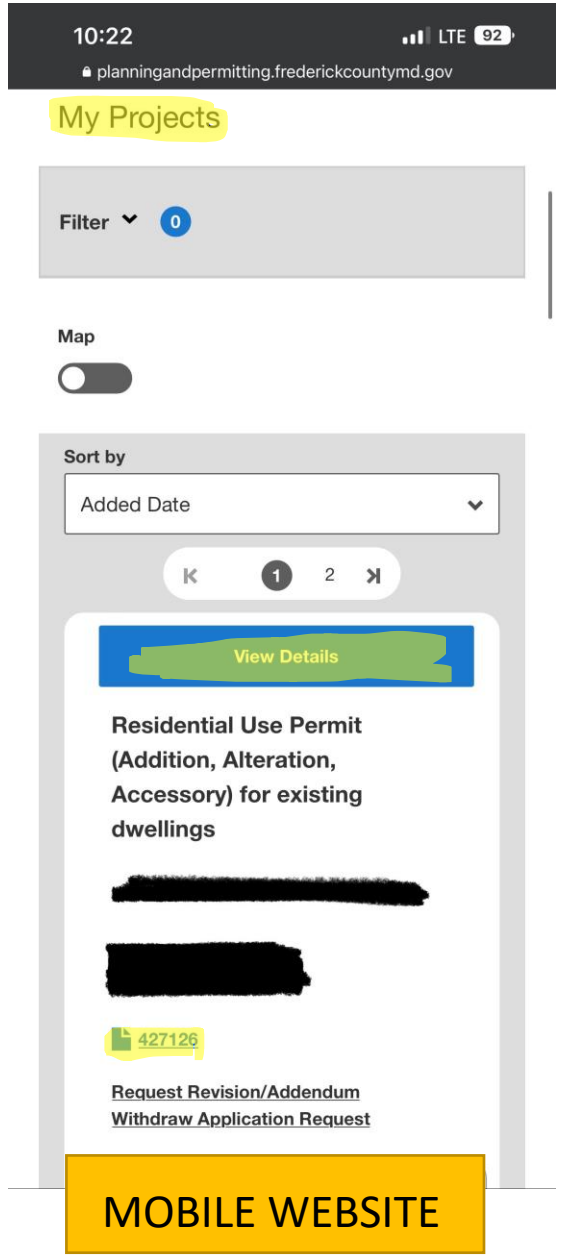
To view results/comments for your inspection, you will need to be logged into your account and have your account linked to the permit. Then click on the “My Dashboard” option at the top of the page.

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.

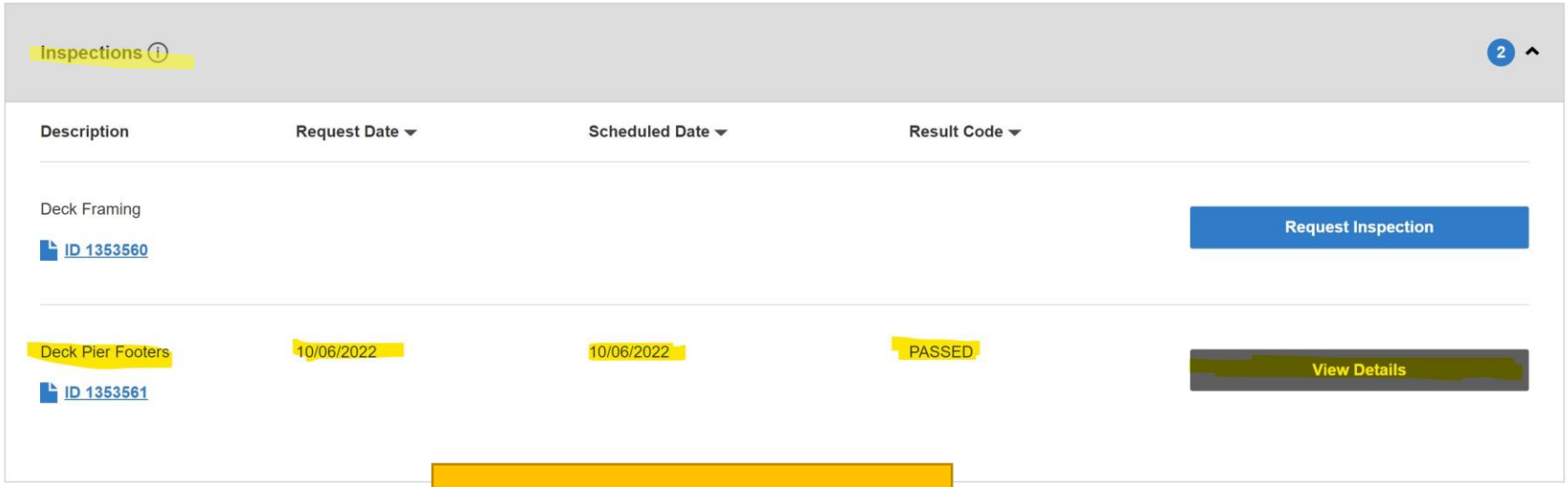


DESKTOP WEBSITE



MOBILE WEBSITE

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



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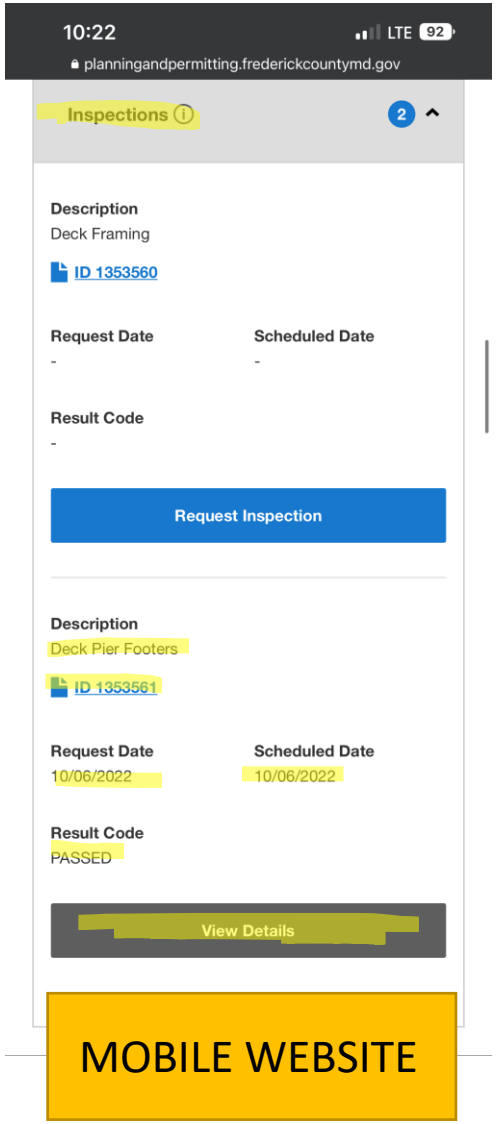


MOBILE WEBSITE

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

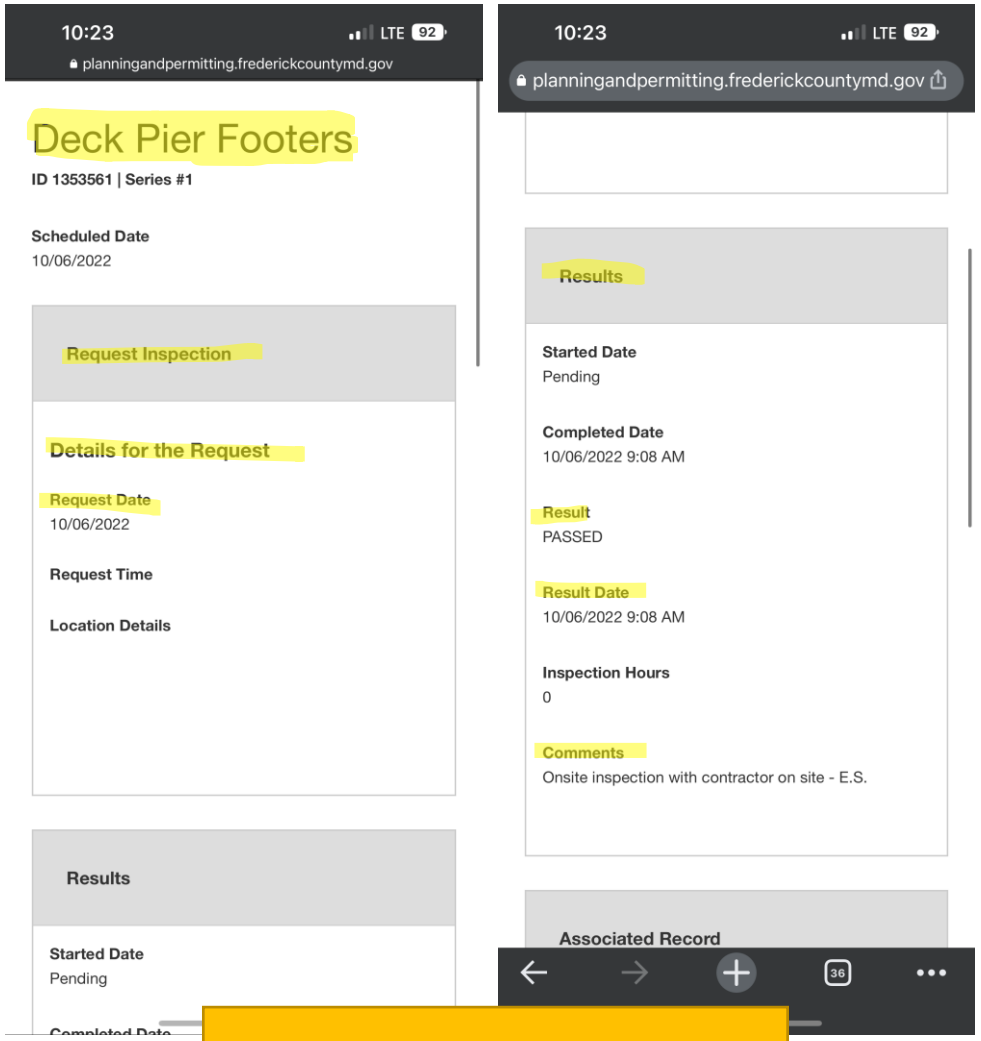
Result
PASSED

Result Date
10/06/2022 9:08 AM

Inspection Hours
0

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

DESKTOP WEBSITE



MOBILE WEBSITE