



DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

Department of Permits and Inspections

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Your Permit: Overview from Submittal to Completion

1. Log onto the Frederick County Permitting Portal.
<https://planningandpermitting.frederickcountymd.gov/>
2. Submit your application.
 - o Once submitted your permit will go into the "Completeness Check" Milestone. This is when our intake staff looks over your application to see if all the required information has been provided.
 - o If more information is required before we can process your application staff will send the application back to you. When this happens, your application will be in the "Awaiting Applicant Resubmit" Milestone. You will need to log into the portal and provide the requested information and then resubmit the application back to the County.
 - o Once your application is ready staff will process it and you will receive an email to pay for your permit and it will move into the "Awaiting Applicant Payment" Milestone.
 - o A permit will not move to the "Under Review" milestone until it is paid.
 - Applications review timeframes are set during "Completeness Check" and are based on the scope of work.
 - o Once paid the application will move onto the "Under Review" Milestone. If your application is an "Internal Review" it will automatically be assigned to the reviewers. If your application is an "E-Plans Submission" you will receive a notification to log into our ProjectDox Software to submit your plans for review.
 - If you are an E-Plans submission and you do not upload your plans for review and complete the "Applicant Upload Task" in ProjectDox, then your application will not be reviewed. A staff member will reach out via email if no action has been taken on the permit.
 - o You can monitor your applications review status via the online permitting portal.
 - o If the reviewers require additional information your application will move to the "Awaiting Applicant Revisions" Milestone once all of the reviewers have completed their reviews. You will not be able to resubmit your application to address the comments until all of the reviewers have completed their reviews.
 - If your application is an "Internal Review" you will upload your revised documents and provide comments in the Portal and resubmit your application in the Portal.

- If your application is an “E-Plans Submission” you will upload your revised documents to ProjectDox and then complete the resubmission task in ProjectDox.
 - Once your application has been approved by all agencies your application will move to the “Pending Issuance” Milestone.
 - While in the “Pending Issuance” Milestone your permit will be looked at to make sure all of the required pre-requisites have been completed before your permit can be issued. In some instances, nothing else is needed and the permit can issue. However, depending on the application type Impact Fees may be required, or an associated permit may need to be issued, and plans may need to be stamped in ProjectDox. If not all of the pre-requisites have been completed your application will stay in the “Pending Issuance” Milestone until everything is complete.
 - Once your permit is fully approved, and all pre-requisites have been completed your application will move to the “Inspections” Milestone and you will have an issued permit.
- 3. Apply for any associated permits.
 - If you are doing a larger Project, more than one permit type may be required. Remember to verify that all of the required permits have been obtained.
- 4. Schedule Inspections
 - Every permit requires inspections to be able to be closed out. The types of inspections needed depends on the scope of the project.
 - All permits require a Final Inspection to be closed. If a Final Inspection was not completed, then your permit will remain open on your property.
 - If inspections are not completed prior to the permit’s expiration, you will not be able to apply for additional work on your property until the outstanding permits are re-applied for or extended.
 - A violation can be placed on your property if you have completed work without permits or completed work without receiving the required inspections. The goal is to make sure everyone remains in compliance and if you are unsure as to what is required to close out your permits you can contact our office.
- 5. Permit is Closed
 - Once all the required inspections are completed on a permit it is closed out.
 - You will receive a Certificate of Occupancy or a Certificate of Completion on a Building Permit once all the inspections on all of the permits associated to the job are completed.