



## Residential Fast Track Permit Process

Residential Fast Track applications must be applied for online. If the application meets the guidelines and all applicable legislation, in most cases, you will receive a permit within one to two days. If the application cannot be completely processed, it will be returned to your team with partial approvals. If the application is for a complex design, structural modifications, or unusual design, it will be taken in for regular review process.

### Eligible Projects\*

- Single level decks, including those designed in accordance with “Montgomery County Deck Details.”
- Finishing basements (no kitchen) or existing attics\*\* (without structural changes).
- Sheds, gazebos, or other detached nonhabitable accessory structures under 200 square feet.
- Alterations not exceeding 400 square feet and not involving a load-bearing wall.
- Remodeling kitchens or bathrooms.\*\*
- Minor nonstructural fire damage repairs.\*\*
- Accessible ramp.
- Revisions to permits issued at fast track if scope of work is not expanded.

*\*In order to be eligible, a property must not be served by private well or private septic system.*

*\*\*Floor area must not exceed 400 square feet.*

### Submittal Requirements

1. Submit building permit application online. Create an online account on the [eServices](#) webpage on the [DPS website](#).
2. Include one complete set of construction plans, legible, with dimensions drawn to scale (1/4"=1'-0") on a minimum 11x17 in sheet size. Do not use grid-lined paper.
3. Include one copy of the site plan.
4. Construction drawings and the site plan must be submitted electronically.
5. Checks and credit cards are accepted electronically.