

FCC PERMIT APPLICATION AND RENEWAL

1. All users **MUST** have an account to use DPS eServices. Use the following URL to access eServices <https://permittingservices.montgomerycountymd.gov/account/Login.aspx>
2. To create an account, please click on “*Create an Account*” and follow the screen prompts. If you already have a DPS eServices account, log in and go to Step 4. Be sure to use a general or business email address for easy access and renewal.

[Log In or Create Account](#)



Please log in below or create an account using this link: [Create an Account](#) All users must provide a valid email user account to log in. The program will send all electronic communications to the user's email address.

Once logged in, the system will automatically log you off if your session is idle for more than 60 minutes. You will be re-directed to this log in page and all unfinished work will be lost.

3. After you have created your account, you may log into eServices.
4. On the Main page please select “Renew Permit” or “Apply for a New Permit” and then select “Fire Code Compliance.”

Online Services - Main
Please select from one of the following options
☐ Apply for a New Permit
☐ Apply for a Permit Revision
☐ Make a Payment
☒ Renew Permit
☐ My Permits
☐ Information Request

5. For renewals, enter your 6-digit Fire Code Compliance Permit number and use the “*Submit*” button to continue. For new permits, go on to Step 6.
6. The Applicant Information screen will load. Enter your information or verify that your information is correct and click on “Check and Continue.” Ensure you have entered an after-hours contact for your place of business to be utilized by the Fire Marshal during an emergency. You will come to a summary screen. When you click the Electronic Signature box you will be taken to the fee page where you may pay the application fee. Additional fees for fire protection system endorsements may be added and must be paid prior to permit issuance. You will be notified of any outstanding balance by a permit technician. You may pay these fees with a credit card or electronic check.
7. If there are systems endorsements (i.e. fire alarm, wet sprinkler system, etc.) associated with the FCC permit, you must submit the current annual inspection, testing, and maintenance reports through ePlans for review with your FCC permit application. You will receive an email with the “task” to upload documents into ePlans.
8. Once your application is received you will be contacted by DPS staff to schedule your fire and life safety inspection, if required.
9. When the application review/inspection has been passed by Fire Code Compliance staff, you will receive your renewed FCC permit from the eServices portal for download. If five business days after a passed inspection and review, an issued FCC permit has not been received, please contact a permit technician and reference your FCC permit number.

FINDING YOUR FCC PERMIT NUMBER AND STATUS

1. Go to the DPS website: www.montgomerycountymd.gov/DPS
2. Click on the “Data Search” button (found at the top of the page).



3. Enter your address and then click “Search”.

A web form titled 'Online Services - Data Search'. It includes a dropdown menu for 'Search By:' set to 'Property Address'. Below this is a tabbed interface with 'Search Criteria' and 'Details' tabs. The 'Search Criteria' tab contains fields for 'Street No*' (with '7941' entered), 'Direction' (a dropdown with 'Queenair' selected), 'Street Name*' (with 'DRIVE' entered), and 'Suffix' (a dropdown with 'DRIVE' selected). There are also fields for 'City' and 'Zip', and a 'Search' button. A 'Clear' button is also present.

A Fire Code Compliance (FCC) 6-digit permit number will appear with the search results if one exists. This is the permit number needed to renew your permit. Follow the previous steps to renew or apply for your Fire Code Compliance permit. If no FCC permit(s) is shown for your specific address, or it has been voided, or expired for greater than 60 days, you should select “Apply for a New Permit” then “Fire Code Compliance” and enter your information into that form.

PAYING FOR YOUR FCC PERMIT APPLICATION

1. After application and/or renewal of your FCC permit number, you may make payment using the eServices system. Once you receive your new FCC Permit number, you may follow these steps to make payment for your Fire Code Compliance Permit.
2. Log in to the DPS eServices system. See the top of this document for detailed instructions. <https://permittingservices.montgomerycountymd.gov/account/Login.aspx>
3. Select “Make a Payment”.

A web page titled 'Online Services - Main'. It features a section titled 'Please select from one of the following options' with a list of radio button options: 'Apply for a New Permit', 'Apply for a Permit Revision', 'Make a Payment' (selected), 'Renew Permit', 'My Permits', and 'Information Request'. At the bottom of the page, there is a footer with contact information: '2425 Reedie Drive, 7th Floor, Wheaton MD 20902', 'Parking & Directions', 'Accessibility', and '7:30am - 4pm, Mon- Fr'.

4. Select “Fire Code Compliance Permit” and enter your new FCC permit number in the field at the bottom of the page called, “Business Process Number”. Press the “Submit” button.

ePayments - Main

s users to pay any unpaid fee on a permit, license, conditional use (previously termed "special exception"), or other business process for which your
nt is associated. You may pay fees related to overtime inspections, permits, impact taxes, re-inspections, information requests, conditional use appl
e renewals, etc. Upon completion of the payment process, a receipt will be emailed to your online account user email. If your search returns no res
elf or a fee due does not display, please email us at dps.eservices@montgomerycountymd.gov for assistance.

a reinspection or overtime inspection fee, please search for these fees by the residential, commercial or land development permit type and permit
all other business process requirements must be met, and that administrative processing and technical review may be required after payment. Doc
ion drawings, technical documentation, certifications, covenants, etc. may be required to be provided and reviewed before a permit or license may

DPS ePayments

CESS:

VICE REQUEST

ESIDENTIAL PERMIT

L FAST TRACK

BRIS RECLAMATION LIC

NT STANDARDS VARIANCE

NTAL HEALTH SURVEY

PERMIT

I DISTRICT PERMIT

RG RES. BUILDING

PATION CERTIFICATE

ANDARDS WAIVER

UTE VENDORS LICENSE

ES. BUILDING

NG PROCESS

ER CONCEPT

☐ AGRICULTURAL PRODUCERS CERTIF

☐ CODE MODIFICATION

☐ COMPLAINT TRACKING

☐ COUNTY WELL PERMIT

☐ DOOR TO DOOR VENDORS LICENSE

☐ EQUESTRIAN EVENT

☒ FIRE CODE COMPLIANCE PERMIT

☐ FLOODPLAIN STUDY

☐ GENERAL PERMIT

☐ MECHANICAL PERMIT

☐ PUBLIC RIGHT OF WAY

☐ RETAINING WALL PERMIT

☐ SEDIMENT CONTROL PERMIT

☐ SIGN VARIANCE

☐ SPECIAL EVENT PERMIT

☐ USE & OCCUPANCY PERMIT

☐ BENEFIT PERFORMANCE LICENSE

☐ COMMERCIAL BUILDING

☐ CONDITIONAL USE

☐ DEMOLITION OR MOVE PERMIT

☐ ELECTRICAL PERMIT

☐ FENCE PERMIT

☐ FIRE PROTECTION SYSTEMS

☐ GAITHERSBURG COM. BUILDING

☐ HISTORIC AREA WORK PERMIT

☐ NON CONFORMING USE CERTIFICATE

☐ RECORD PLAT

☐ ROCKVILLE COM. BUILDING

☐ SEWAGE DISPOSAL

☐ SITE SPECIFIC VENDORS LICENSE

☐ SPECIAL PROTECTION AREA

BUSINESS PROCESS NUMBER

123456

Submit

set of application types are available for ePayment. All others must be paid in the traditional method, via mail, delivery or in person at our offices k
re, 7th Floor, Wheaton MD 20902. DPS plans to expand our ePayment service in the near future to allow customers to pay for other application type

5. On the next screen select your method of payment and follow prompts through to the end of the payment process. If no fee is displayed and this is not a new application, you must apply for renewal in order to load the fee(s). In that case, go back to the main screen and “Renew Permit”.

Main Page | Update Contact | Change Password | Log Off

Apply Online - Fee and Payment

Please select the payment method (credit card/electronic check) from the Unpaid Fees section.

Fire Code Compliance (FCC) and Operational permits are now combined. When you select a payment type, the program will recalculate your fee to include the FCC permit and fire systems (formerly Operational Permits) for which you are responsible.

Your Fire Code Compliance Permit number is 123456

Location of Work: 1234 Main Street, Montgomery County, MD

Applicant: Acme Anvil Inc.

Fee(s) and Payer

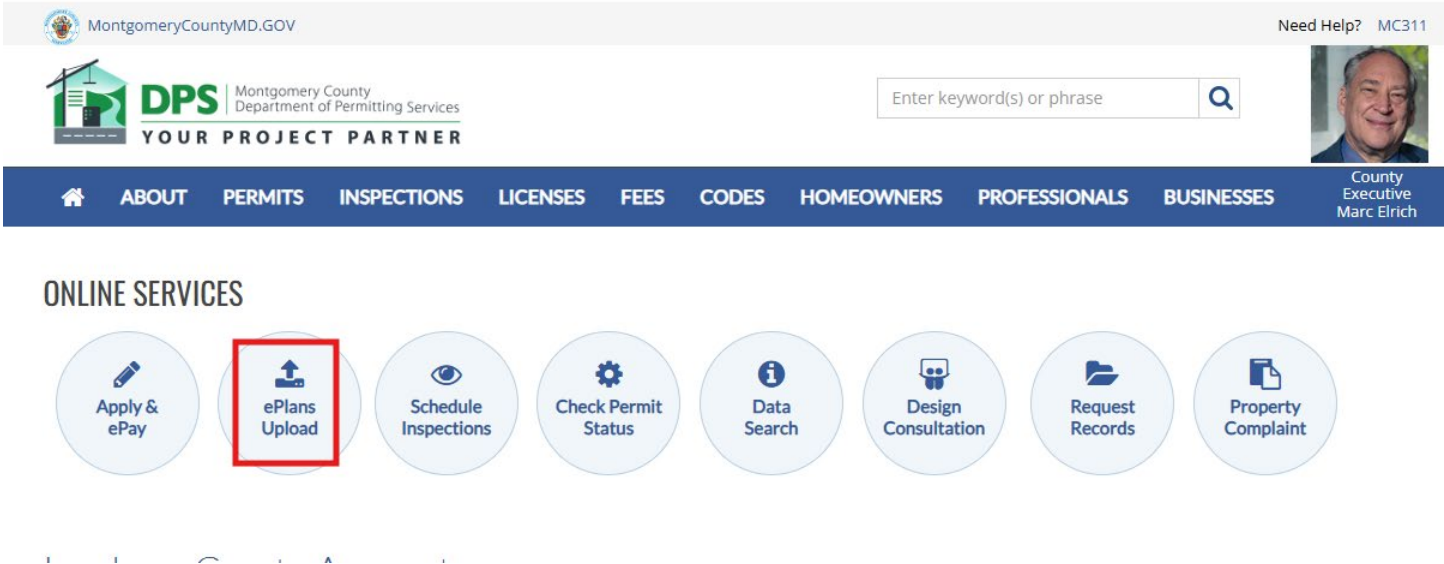
Unpaid Fees (You can pay fees by Credit Card and/or Electronic Check. Impact Taxes and Bond Payments MUST be paid by Electronic Check.)

Credit Card	Electronic Check	Deferred Fees	Fee	Amount
☐	☐		Renewal FCC Permit Fee	\$102.74
Total:				\$102.74

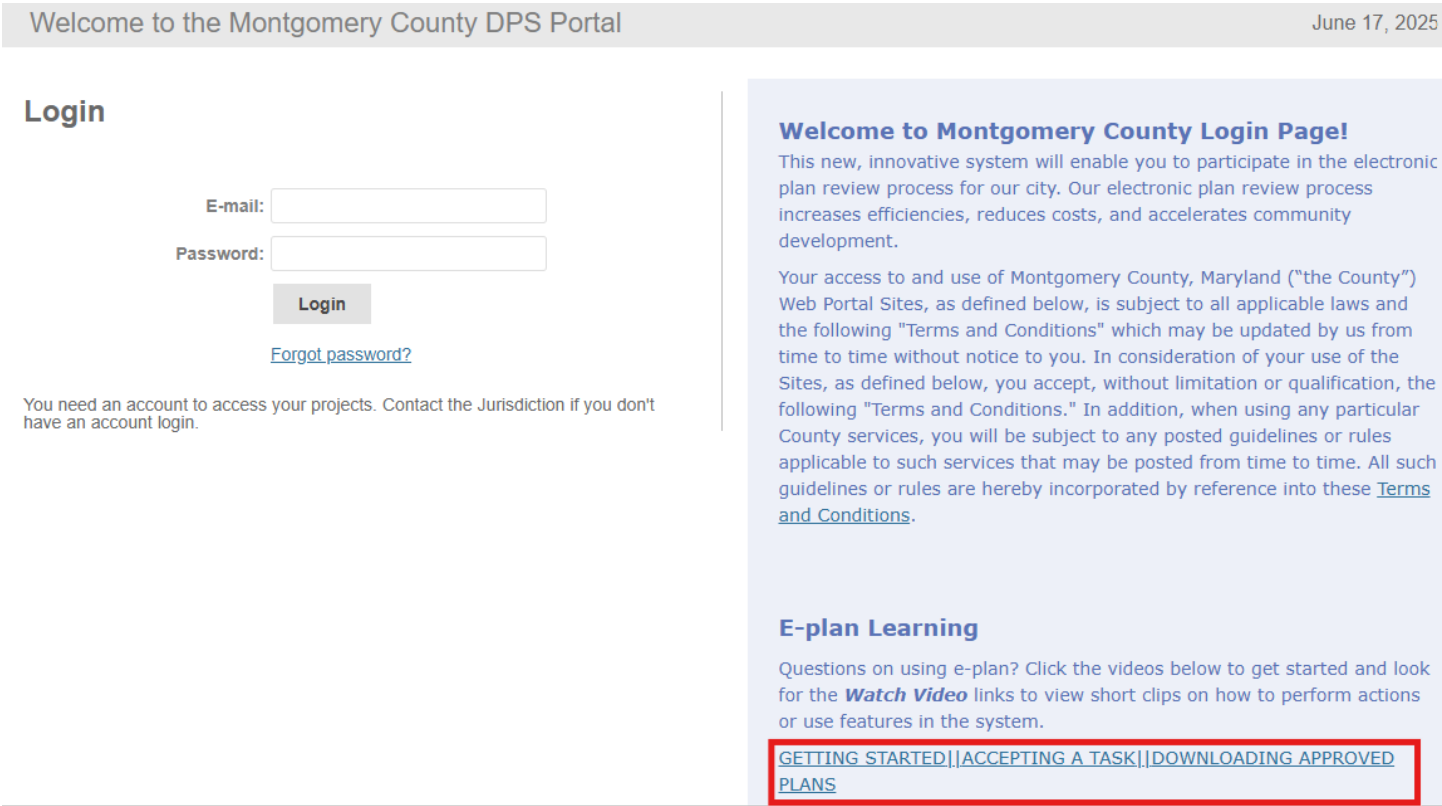
Apply

USING ePlans TO UPLOAD DOCUMENTS

1. Go to the DPS website at www.montgomerycountymd.gov/dps. Click on “ePlans Upload” to access the DPS Portal.



2. You will be re-directed to the login page. Login to begin or review the video tutorials on the right-hand side of the page. Your login information will be sent to the email address used to apply for the FCC permit.



3. After accepting the task, upload systems reports, files, and records into the “Documents” folder. Documents must be in pdf format. Once you have finished, return the task to DPS. FCC staff will review the submitted items and return the task to you if there are missing items or corrections are needed. If no additional information is needed, the documents will be approved pending a passed fire and life safety inspection.
4. All approved documents, such as emergency safety plans and a copy of your approved FCC permit, will be in ePlans available for download in the “Approved” folder.