

New permit applications can be submitted the following ways:

- via USPS to City of Gaithersburg, 1st floor Permitting Office, 31 S. Summit Ave., Gaithersburg, MD 20877
- email to plancode@gaithersburgmd.gov
- schedule a drop-off appointment; email plancode@gaithersburgmd.gov to coordinate payment and schedule your date and time for drop-off

PLEASE NOTE:

*All applications must be complete – incomplete submissions will be rejected.

*Submissions are unable to be processed until payment has been received.

*Payment can be submitted by check or money order (payable to the City of Gaithersburg) and included with the submission or credit card information can be provided when scheduling your appointment.

For each license and permit set to expire during the COVID-19 State of Emergency, the expiration date will be extended for a period of 30 days after the State of Emergency has been lifted.

Any current 'received,' 'under review' or 'pending' plan reviews associated to a permit and submitted prior to or during our closure will be reviewed and prepared for issuance. Staff will contact the applicant for payment and to schedule a pick-up date and time.

Any current 'approved' permits/plans that are pending pick-up/issuance must contact staff at plancode@gaithersburgmd.gov to coordinate payment and schedule a pick-up date and time.

To renew a license, please either mail in any necessary documentation and payment via USPS to City of Gaithersburg, 1st floor Licensing Office, 31 S. Summit Ave., Gaithersburg, MD 20877 or email your request with phone # to plancode@gaithersburgmd.gov and staff will contact you for payment.

Limited virtual inspections are being conducted on a case-by-case basis. For further information please contact:

- Commercial – Rob Emard at rob.emard@gaithersburgmd.gov
- Residential – Greg Dennison at greg.dennison@gaithersburgmd.gov
- Site – Greg Ryberg at greg.ryberg@gaithersburgmd.gov
- Fire – Ivan Humberson at ivan.humberson@gaithersburgmd.gov

For more information, email plancode@gaithersburgmd.gov. Note that response times may be delayed due to limited employee coverage. Your patience and understanding are appreciated.