

How to Apply for a Permit on the Planning, Permitting, and Licensing (PPL) Website

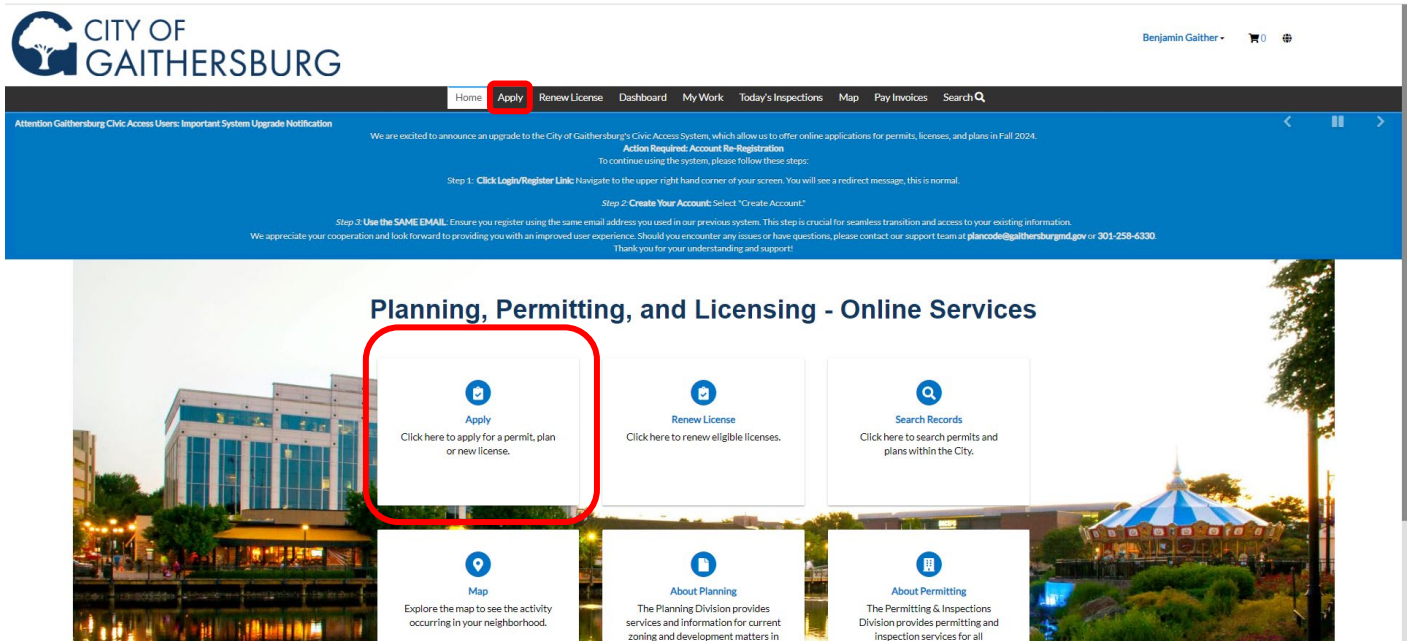
Navigate to: <https://ppl.gaithersburgmd.gov/>

Click **Login or Register** and log on.

Please Note: If you have not registered for a user account, refer to the **How-to Setup a User Account Instructions Guide**.



Once logged in, click **Apply** on either the top header bar or the shortcut on the homepage.







To begin, click **Permits** to filter the available options for online submission. A list of permit types will appear—scroll to locate the specific permit you are applying for.

Application Assistant





Search for application names and keywords

[All](#) [Trending](#) [My History](#) [LICENSE](#) **[PERMITS](#)** [PLANS](#)

[Show Categories](#) [Show My Templates](#)

-  **Fence Addition (Commercial)** [Apply](#)
Category Name: Commercial Description: Installing additional fencing on a property.
-  **Fence Alteration (Commercial)** [Apply](#)
Category Name: Commercial Description: Alteration of existing fencing on a commercial property.
-  **Fence New (Commercial)** [Apply](#)
Category Name: Commercial Description: Installing a new fence on a commercial property.
-  **Outdoor Seating** [Apply](#)
Category Name: Commercial Description: Outdoor Seating

Click **Apply** on the permit being applied for.

-  **Residential Improvement Addition** [Apply](#)
Category Name: Residential Description: Addition to a residential property.
-  **Residential Improvement Basement Egress** [Apply](#)
Category Name: Residential Description: Basement egress installation on at residential property.
-  **Residential Improvement Damage Repair/Rehab** [Apply](#)
Category Name: Residential Description: Damage repair/rehab/restoration to a residential property.
-  **Residential Improvement Exterior Alterations** [Apply](#)
Category Name: Residential Description: Exterior alteration to a residential property.

Please Note: If applying for a solar panel installation and separate electrical permit is required.

Tip: Click the **Search Bar** under *Application Assistant*, and type a permit type, then press Enter to narrow down the permit types that appear. Click on the applicable permit type.

Application Assistant

Q


Residential Improvement Addition

Residential Improvement Basement Egress

Residential Improvement Damage Repair/Rehab

Residential Improvement Exterior Alterations

Residential Improvement Interior Alteration



Fence Alteration (Commercial)

<p>Category Name: Commercial</p>	<p>Description: Alteration of existing fencing on a commercial property.</p>
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Apply

Click **Apply**.

Application Assistant

Q

All

Trending


My History

LICENSE

PERMITS

PLANS

> Show Categories
Show My Templates



Residential Improvement Addition

<p>Category Name: Residential</p>	<p>Description: Addition to a residential property.</p>
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Apply

Step 1: Location

Click **Add Location** on the location card.

Apply for Permit - Residential Improvement Addition *REQUIRED

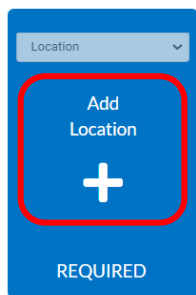


LOCATIONS

Please enter the **SUBJECT PROPERTY** address or addresses.

1. Click Add Location
2. Type the street number and street name in the Address & Parcel Search box to return the best search results
3. Click on the property address
4. Check the box next to the correct property address, then click Add

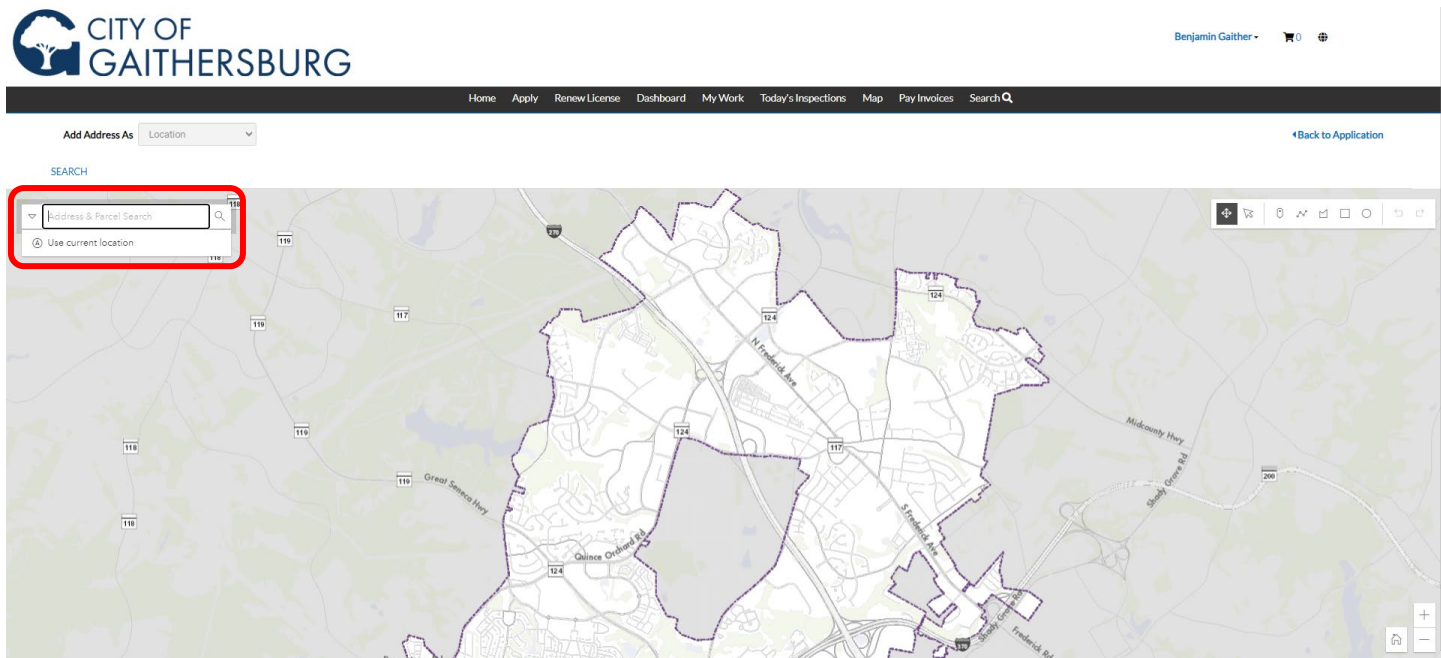
Once this step is complete, please click the **NEXT** button.



Create Template

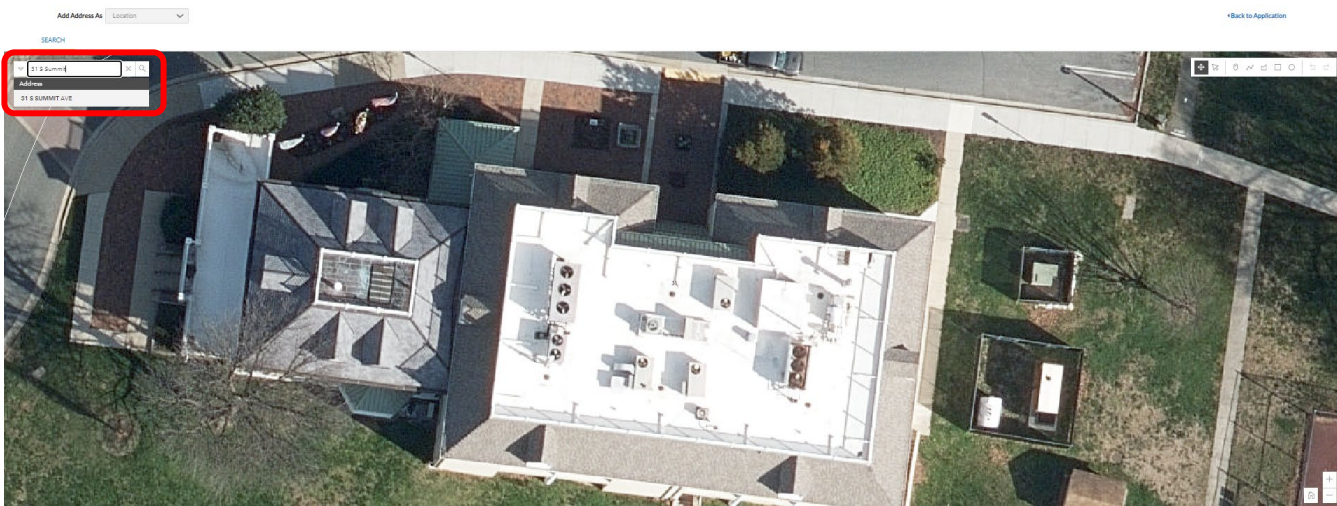
Save Draft **Next**

Type the street number and street name in the **Address & Parcel Search** box to return the best search results.

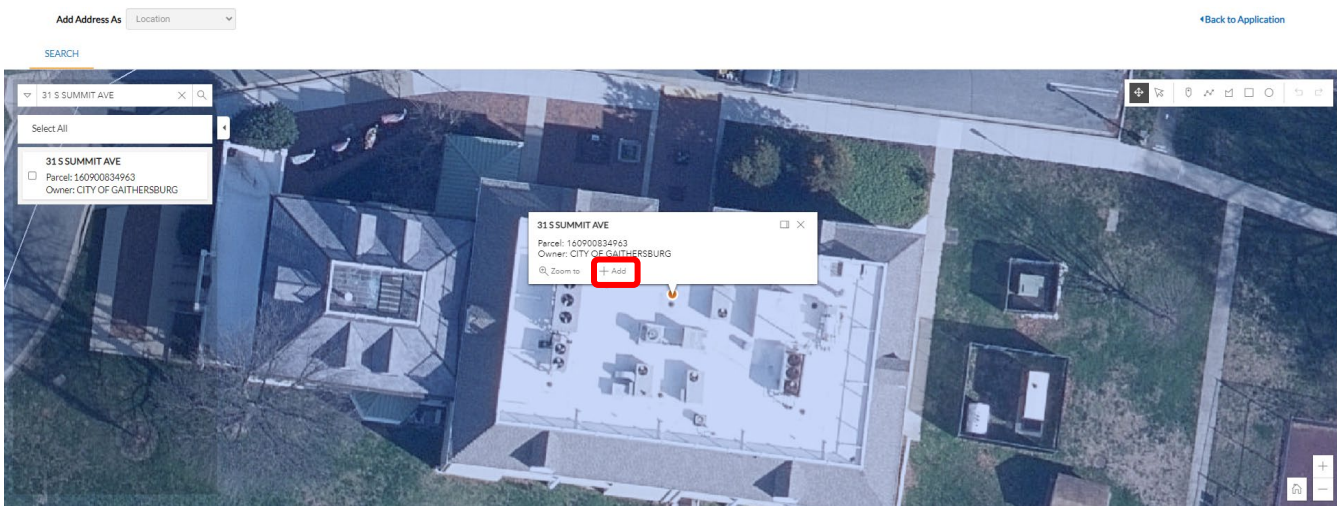


Please Note: Street suffixes and types must be abbreviated when entering the Property Address (Ex. Dr., Rd, St., etc.)

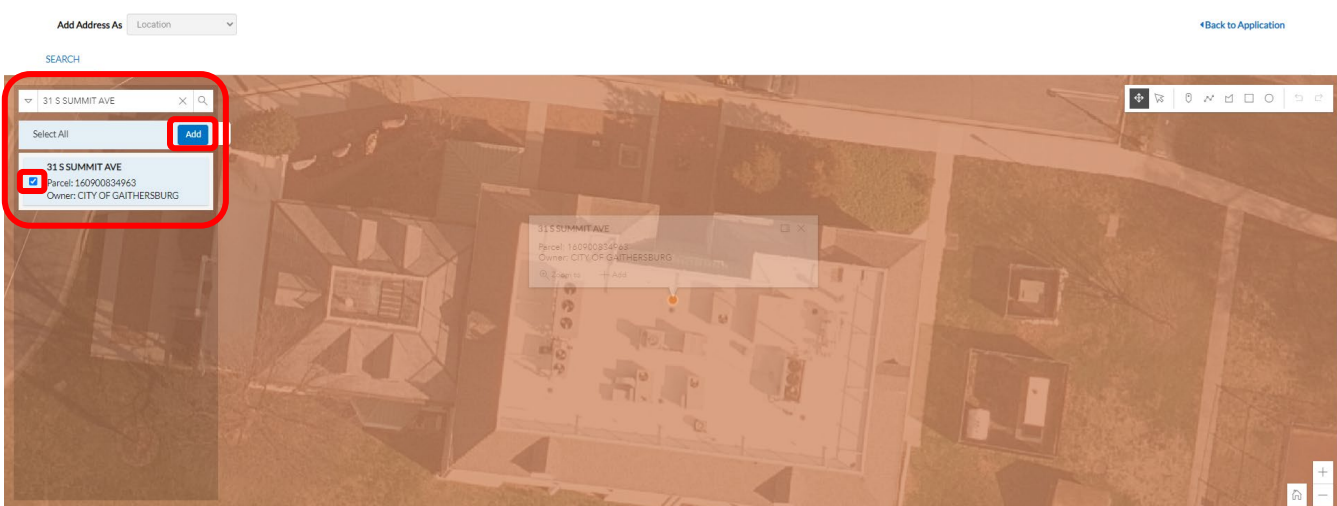
Click on the Property Address when it appears.



Click **+Add** on the Parcel Box when it pops up.



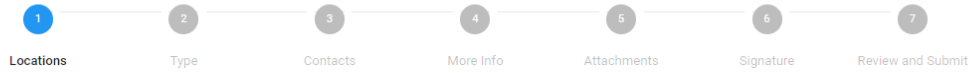
Another option, click on the property address, check the box next to the correct property address, and then click **Add**.



Confirm the location has been added to your screen and then click **Next**.

Apply for Permit - Residential Improvement Addition

REQUIRED



LOCATIONS

Please enter the SUBJECT PROPERTY address.

Only one property address per application will be accepted.

1. Click Add Location
2. Type the street number and street name in the Address & Parcel Search box to return the best search results
3. Click on the property address
4. Check the box next to the correct property address, then click Add

Once this step is complete, please click the NEXT button.

Type: Location
31 S SUMMIT AVE.,
Gaithersburg, MD 20877

Main Address

Parcel Number
160900834963

Main Parcel

[Remove](#)

Create Template

Save Draft

Next

Step 2: Type

The *Permit Type* will auto populate with the selected type.

Enter the *Description*, *Square Feet*, and *Valuation* for the permit. Items with a **red *** are required. When completed, click **Next**.

Apply for Permit - Residential Improvement Addition *REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ●, 3 (Contacts) ●, 4 (More Info) ●, 5 (Attachments) ●, 6 (Signature) ●, 7 (Review and Submit) ●

PERMIT DETAILS

The description should specify the type of addition and the location of the work.

* Permit Type: Residential Improvement Addition

* Description:

* Square Feet:

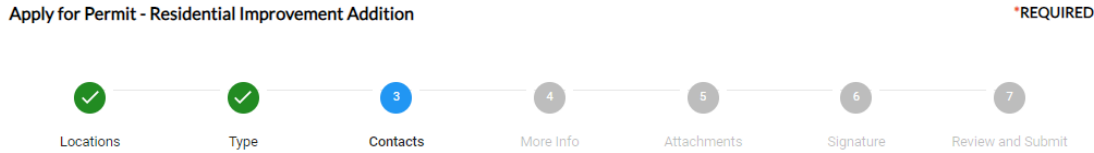
* Valuation:

Buttons: Back, Create Template, Save Draft, **Next**

Step 3: Contacts.

This step auto-populates the **Applicant** as the user that is logged in.

Click **Add Contact** on the contact card.



CONTACTS

All contact cards displayed below must be provided. Click "Add Contact" to add any required or applicable contacts.

Please perform a search **FIRST** to find your contact. Type the Name in Search Field, click Search, click Add on the correct contact.

SAVE TIME ON FUTURE SUBMISSIONS.....

After clicking the "Add Contact" card, you can search for your contacts which you regularly reference and click the star located to the left of their name.

This contact will now display under the My Favorites tab.

Applicant
Benjamin B. Gaither (You)
31 SUMMIT, GAITHERSBURG, MD, 20877

Property Owner
Add Contact
+
REQUIRED

Contractor - General
Add Contact
+
REQUIRED

OR

Property Owner/Contractor
Add Contact
+
REQUIRED

**Required contacts will be labeled as such and must be added. Additional contacts may be added as well.*

Type the contacts name in the *Search Bar* first and press enter. **DO NOT** enter contacts manually without searching for the contact first.

[Back to Application](#)

Add Contact

Add Contact As : Property Owner

Search Enter Manually My Favorites

Search Benjamin Gaither

Click **Add** next to the desired contact.

*Select the star to the left of a contact's name to add the contact to your My Favorites.

[Back to Application](#)

Add Contact

Add Contact As : Property Owner

[Search](#) [Enter Manually](#) [My Favorites](#)

Search Benjamin Gaither

Sort Relevance

Favorite	First Name	Last Name	Company	Email	Action
<input type="checkbox"/>			Gaithersburg Upcounty Senior Center/Benjamin Gaither Center		<input type="button" value="Add"/>
<input type="checkbox"/>	Benjamin	Somogyi	V Bowl Gaithersburg LLC	bsomogyi@viciproperties.com	<input type="button" value="Add"/>
<input checked="" type="checkbox"/>	Benjamin	Gaither		pplonlineburg@gmail.com	<input type="button" value="Add"/>

Results per page 10 1 - 3 of 3 << < 1 > >>

Confirm all required or applicable contacts have been added and then click **Next**.

Apply for Permit - Residential Improvement Addition

*REQUIRED



CONTACTS

All contact cards displayed below must be provided. Click "Add Contact" to add any required or applicable contacts.

Please perform a search **FIRST** to find your contact. Type the Name in Search Field, click Search, click Add on the correct contact.

SAVE TIME ON FUTURE SUBMISSIONS.....

After clicking the "Add Contact" card, you can search for your contacts which you regularly reference and click the star located to the left of their name.

This contact will now display under the My Favorites tab.

Applicant

Benjamin B. Gaither (You)

31 SUMMIT, GAITHERSBURG, MD, 20877

Property Owner

Benjamin Gaither (You)

Contractor - General

City of Gaithersburg

Select Type

Add Contact

Step 4: More Info

Add all details regarding the permit. Items with a **red *** are required. The more information provided about the permit the better we can serve the user. When completed, click **Next**.

Apply for Permit - Residential Improvement Addition *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

Please complete the required fields.

General [Top](#) [Main Menu](#)

*Dwelling Type

Building is Sprinklered

*Stories Above Grade

Step 5: Attachments

Click **Add Attachment** on the attachment card.

Apply for Permit - Residential Improvement Addition *REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ✓, 3 (Contacts) ✓, 4 (More Info) ✓, 5 (Attachments) 5, 6 (Signature) 6, 7 (Review and Submit) 7

Attachments

All attachment cards displayed below must be provided. Click "Add Attachment" to add any required or applicable attachments.

Construction Plans

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

REQUIRED

Site Plan/Location Plat

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

Buttons: Back, Create Template, Save Draft, Next

**Required attachments will be labeled as such and must be added. Additional attachments may be added as well.*


Confirm all required or applicable attachments have been added and then click **Next**.

Apply for Permit - Residential Building Improvement - Addition *REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ✓, 3 (Contacts) ✓, 4 (More Info) ✓, 5 (Attachments) 5, 6 (Signature) 6, 7 (Review and Submit) 7

Attachments


All attachment cards displayed below must be provided. Click "Add Attachment" to add any required or applicable attachments.



Initial Plans

Initial Plans.pdf
Size: 33.77 KB

Remove



Site Plan/Location Plat

Site Plan.pdf
Size: 33.77 KB

Remove

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

Buttons: Back, Create Template, Save Draft, **Next**

Step 6: Signature

Review the signature agreement and **type your name** as a consent to electronically sign the application. Enable type signature and **type your name** or **sign in box**. Once completed click **Next**.

Apply for Permit - Residential Improvement Addition *REQUIRED

Progress: Locations (✓) Type (✓) Contacts (✓) More Info (✓) Attachments (✓) **Signature (6)** Review and Submit (7)

SIGNATURE

Your digital signature is equivalent to a real signature.
By providing your digital signature you are certifying that you have the authority to make this application.
By providing your digital signature you are certifying that all the information provided in this online submittal is accurate and complete to the best of your knowledge.
By providing your digital signature you acknowledge that you understand and agree to abide by the terms and conditions of the City of Gaithersburg City Code and the most recently adopted editions of the International Building Code (IBC), International Residential Code (IRC), International Existing Building Code (IEBC), International Green Construction Code (IgCC), International Mechanical Code (IMC), International Energy Conservation Code (IECC), International Fuel Gas Code (IFGC), International Swimming Pool and Spa Code (ISPS), International Code Council Performance Code (ICCPC), National Electrical Code (NEC), and the The Maryland Accessibility Code (ADAAG).

* Please type your name as consent to electronically sign this application.

Benjamin Gaither

Enable Type Signature Benjamin Gaither

Benjamin Gaither
October, 16 2024

X *Benjamin Gaither*

Back Create Template Save Draft **Next**

OR

Apply for Permit - Residential Improvement Addition *REQUIRED

Progress: Locations (✓) Type (✓) Contacts (✓) More Info (✓) Attachments (✓) **Signature (6)** Review and Submit (7)

SIGNATURE

Your digital signature is equivalent to a real signature.
By providing your digital signature you are certifying that you have the authority to make this application.
By providing your digital signature you are certifying that all the information provided in this online submittal is accurate and complete to the best of your knowledge.
By providing your digital signature you acknowledge that you understand and agree to abide by the terms and conditions of the City of Gaithersburg City Code and the most recently adopted editions of the International Building Code (IBC), International Residential Code (IRC), International Existing Building Code (IEBC), International Green Construction Code (IgCC), International Mechanical Code (IMC), International Energy Conservation Code (IECC), International Fuel Gas Code (IFGC), International Swimming Pool and Spa Code (ISPS), International Code Council Performance Code (ICCPC), National Electrical Code (NEC), and the The Maryland Accessibility Code (ADAAG).

* Please type your name as consent to electronically sign this application.

Benjamin Gaither

Enable Type Signature

Benjamin Gaither
October, 16 2024

X *Benjamin Gaither*

Clear

Back Create Template Save Draft **Next**

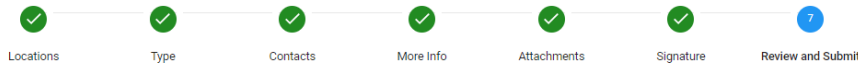
Step 7: Review and Submit

This step shows a summary of all items entered.

If the user wishes to make any changes, click **Save Draft**, and the user can go back and make any updates.

Once reviewed and all entered information is correct, click **Submit**.

Apply for Permit - Residential Improvement Addition *REQUIRED



Submit

Locations

Location: 31 S SUMMIT AVE, Gaithersburg, MD 20877
Parcel Number: 160900834963

Basic Info

Type: Residential Improvement Addition
Description: Constructing an enclosed porch to rear of residential building.
Square Feet: 200
Valuation: 10000
Applied Date: 10/24/2024

Contacts

Applicant: Benjamin B. Gaither
31 S SUMMIT AVE, GAITHERSBURG, MD, 20877
Property Owner: Benjamin Gaither
Contractor - General: City of Gaithersburg

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Application Fee - Building (R) Improvement	\$50.00

Total: \$50.00

More Info

General [Top](#) | [Main Menu](#)
Dwelling Type: Single Family
Building is Sprinklered:
Stories Above Grade: 2

Attachments

Construction Plans: Initial Plans.pdf
Site Plan/Location Plat: Site Plan.pdf

Back

Create Template

Save Draft

Submit

Submission Complete!

Upon **successful submission** of the permit, the summary screen will appear as shown below. **Fees** will be **invoiced** once a preliminary review has been done. The applicant will receive follow up correspondence from our office once an invoice has been created. **Note:** The fees must first be invoiced by City staff before payment can be provided.

Click **Continue to permit** to view the permit on the Planning, Permitting, and Licensing Website.

✔ Your application was successfully submitted!

Thank you for submitting your application! We have received it, and our team is currently conducting a preliminary review. You can expect follow-up correspondence within 1-2 business days regarding payment. Once payment is processed, our team will proceed with the formal review of your submission. Please note that permit reviews typically take 5-10 business days. After the review is complete, we will notify you about the issuance of your permit. If you have any questions, feel free to email us at permitting@gaithersburgmd.gov or call 301-258-6330.

[Continue to permit](#)