

How to Get Started with Planning, Permitting, and Licensing (PPL)

To use the City of Gaithersburg's PPL system, follow these steps based on your situation:

1. New Users/Customer to the City of Gaithersburg:

- If you've never applied for a permit, plan, or license, and don't have a PPL account, register with any email of your choice. Follow the instructions below on how to create/register your user account.

2. Returning Users (No PPL Account):

- If you've previously applied but don't have a PPL account, register with the same email used in past applications. Follow the instructions below on how to create/register your user account.

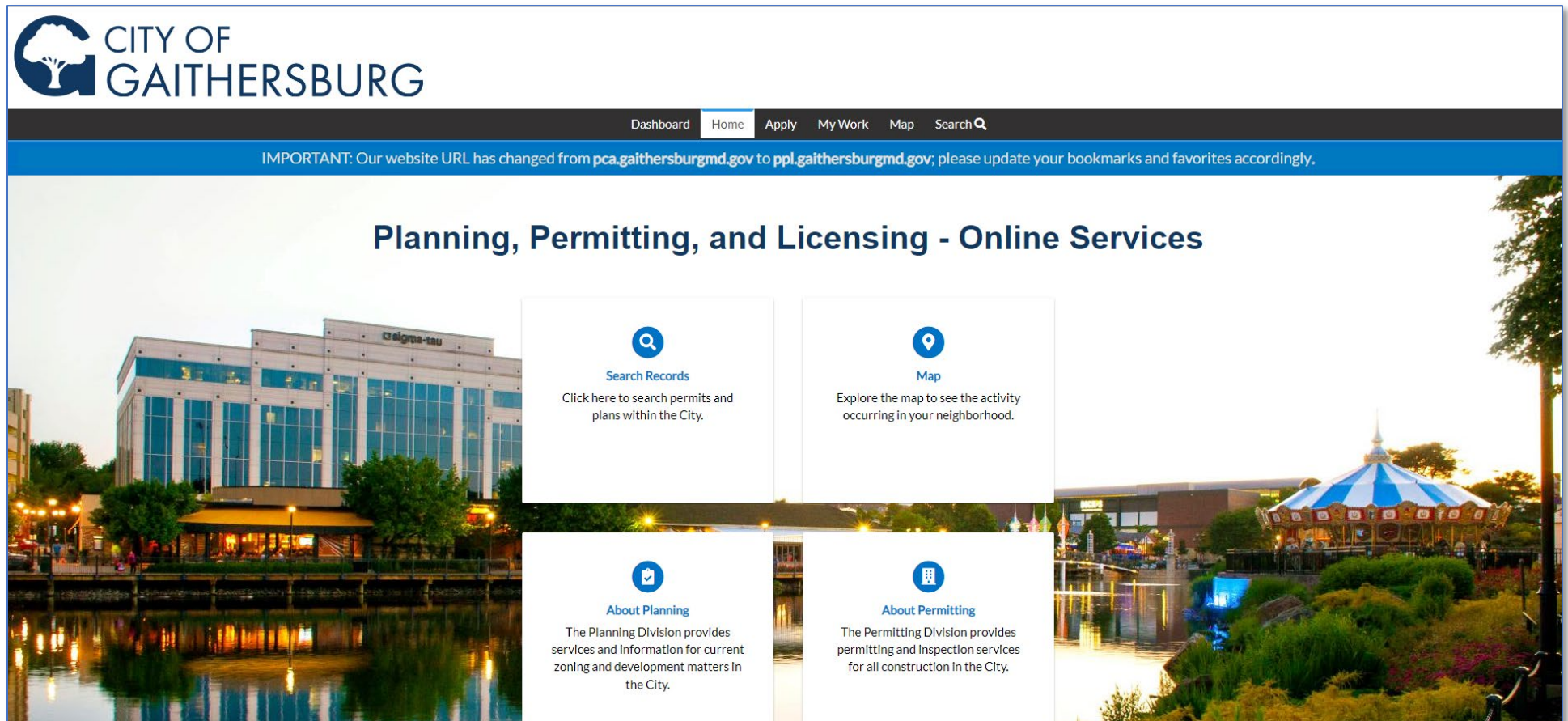
3. Existing PPL Users (Before April 2024):

- If you had a PPL account before April 2024, re-register using your existing email. Follow the instructions below on how to create/register your user account.

How to Setup a User Account:

Overview:

This online user guide will walk applicants through how to register for a user account on the City of Gaithersburg PPL Website.



The screenshot displays the City of Gaithersburg PPL Website homepage. At the top left is the City of Gaithersburg logo, featuring a stylized tree and the text "CITY OF GAITHERSBURG". To the right of the logo is a navigation menu with links for "Dashboard", "Home", "Apply", "My Work", "Map", and "Search". Below the navigation menu is a blue banner with the text: "IMPORTANT: Our website URL has changed from pca.gaithersburgmd.gov to ppl.gaithersburgmd.gov; please update your bookmarks and favorites accordingly." The main content area features a large background image of a modern building and a carousel. The title "Planning, Permitting, and Licensing - Online Services" is centered above four service tiles. Each tile contains an icon, a title, and a brief description of the service.

CITY OF GAITHERSBURG

Dashboard Home Apply My Work Map Search

IMPORTANT: Our website URL has changed from pca.gaithersburgmd.gov to ppl.gaithersburgmd.gov; please update your bookmarks and favorites accordingly.

Planning, Permitting, and Licensing - Online Services


- Search Records**
Click here to search permits and plans within the City.
- Map**
Explore the map to see the activity occurring in your neighborhood.
- About Planning**
The Planning Division provides services and information for current zoning and development matters in the City.
- About Permitting**
The Permitting Division provides permitting and inspection services for all construction in the City.

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


Select **Login or Register**


The screenshot shows the City of Gaithersburg website. At the top left is the City of Gaithersburg logo. At the top right, a red box highlights the "Login or Register" link. Below the logo is a navigation bar with "Home", "Apply", "Map", and "Search" options. A blue banner below the navigation bar contains the text: "IMPORTANT: Our website URL has changed from pca.gaithersburgmd.gov to ppl.gaithersburgmd.gov; please update your bookmarks and favorites accordingly." The main content area features a large background image of a city building and a carousel. The title "Planning, Permitting, and Licensing - Online Services" is centered. Below the title are four service cards: "Search Records" (with a magnifying glass icon), "Map" (with a location pin icon), "About Planning" (with a document icon), and "About Permitting" (with a building icon). Each card contains a brief description of the service. At the bottom left, a small URL is visible: <https://ppl.gaithersburgmd.gov/energovappsprod/selfservice/GaithersburgMDProd#/home>


Select **Create and Account**




Sign in to community access services.

 [Sign in with Google](#)

 [Sign in with Apple](#)

 [Sign in with Microsoft](#)

 [Sign in with Facebook](#)

OR


Email address

Keep me signed in

[Unlock account?](#) [Help](#)

[Create an account](#)

Complete the required fields and select the **Sign-Up** button.



Create an account

Email

First name

Last name

Mobile phone Optional

Password

Password requirements:

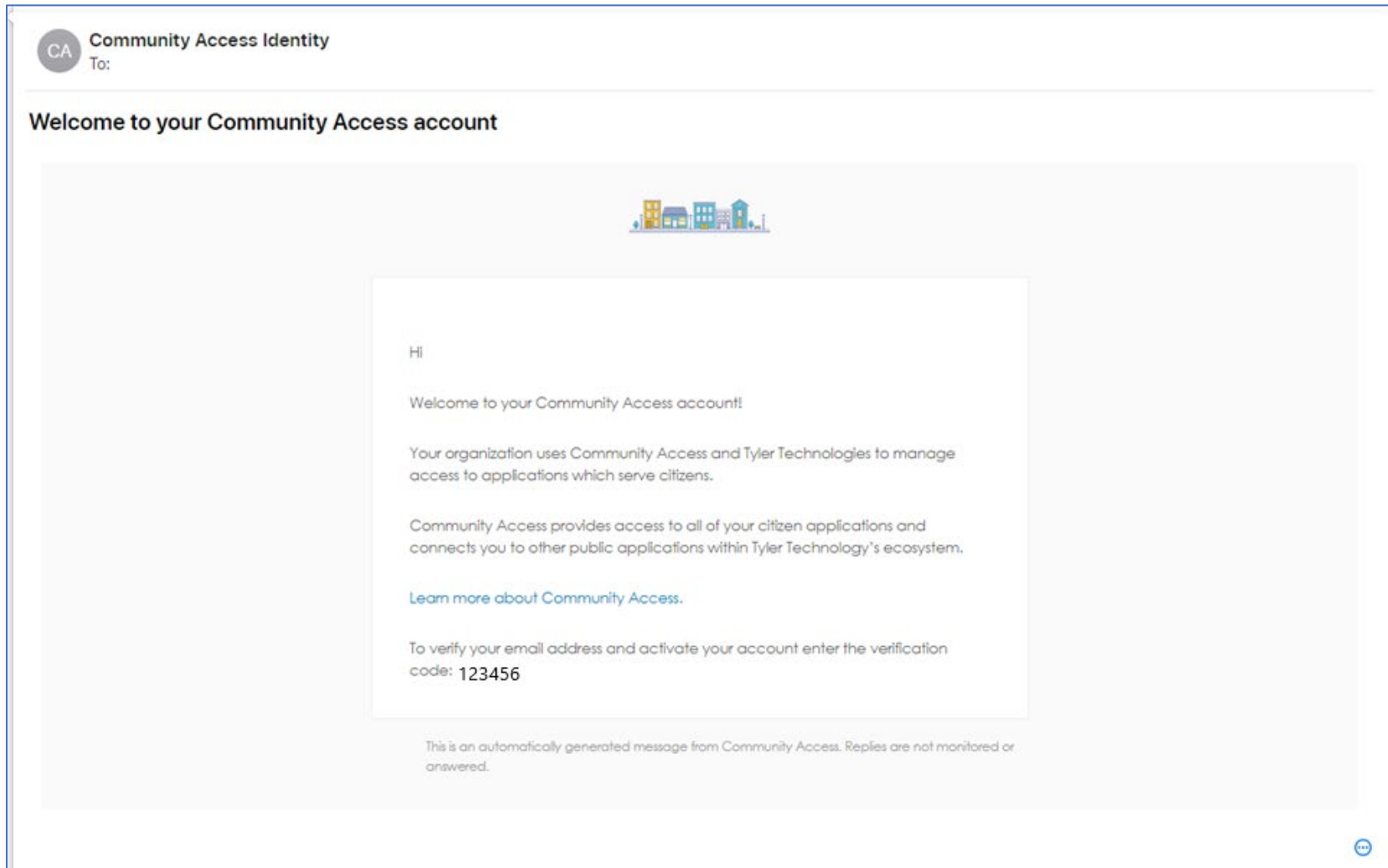
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

[Already have an account?](#)

[Sign up](#)

Verification Code


The system will send a one-time, six-digit verification code to the provided email address. The email will originate from the **Community Access Identity** (noreply@identity.tylerportico.com). If you don't receive the email, check your junk email folder or if needed, please whitelist the sender.



Enter the authentication code and select **Verify** button.



Verify with your email

 gretchenwyrick@icloud.com

We sent an email to **users email address** . Enter the verification code in the text box.

Enter Code

Verify

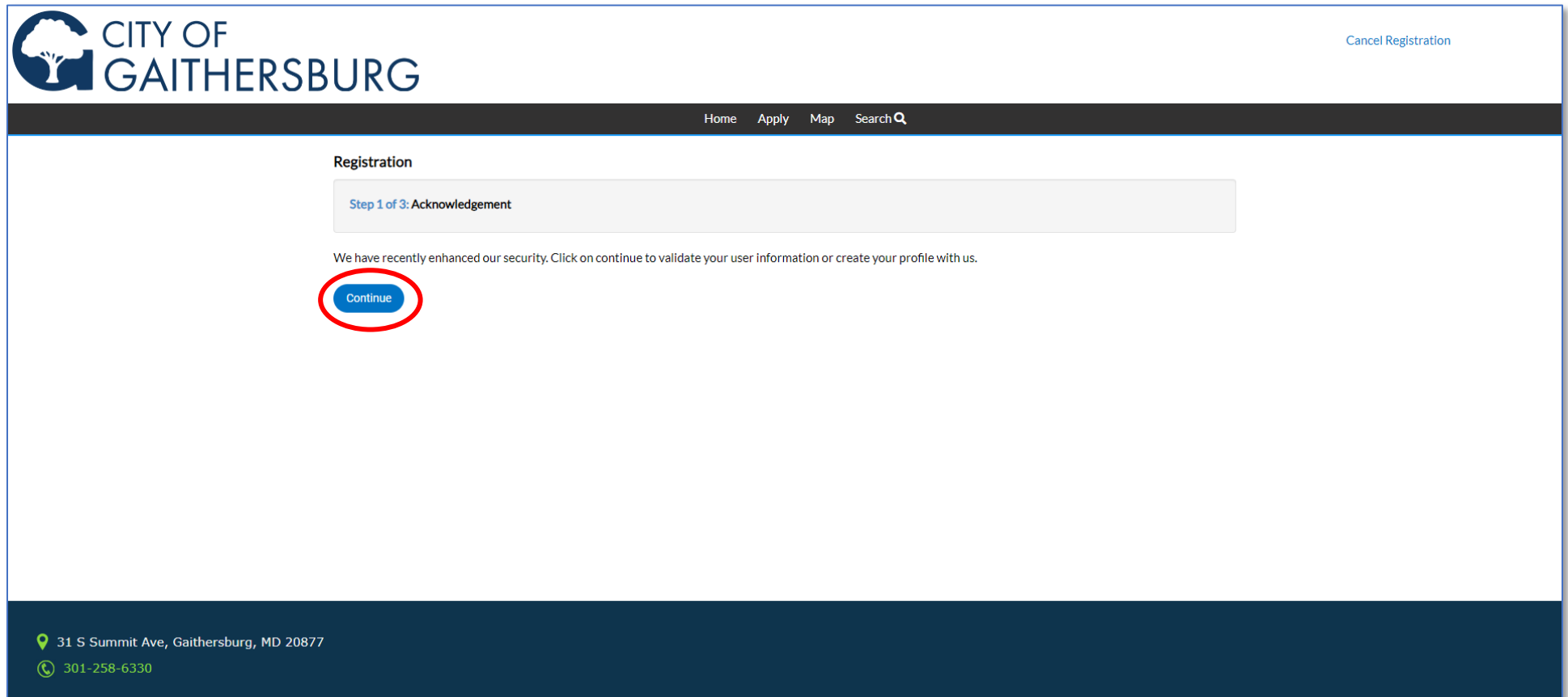
[Return to authenticator list](#)

[Back to sign in](#)

Registration

The website will walk the user through a three-step registration. The user fills out the fields and selects submit.

Click **Continue**.



The screenshot shows the registration page for the City of Gaithersburg. At the top left is the city logo and name. At the top right is a "Cancel Registration" link. A dark navigation bar contains links for "Home", "Apply", "Map", and "Search". The main content area is titled "Registration" and shows "Step 1 of 3: Acknowledgement". A message states: "We have recently enhanced our security. Click on continue to validate your user information or create your profile with us." A blue "Continue" button is highlighted with a red circle. The footer contains the address "31 S Summit Ave, Gaithersburg, MD 20877" and the phone number "301-258-6330".

CITY OF
GAITHERSBURG

Cancel Registration

Home Apply Map Search

Registration

Step 1 of 3: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.

Continue

31 S Summit Ave, Gaithersburg, MD 20877
301-258-6330

Enter **First Name**, **Last Name**, select **Contact Preference**, and double check **Email Address**, then click **Next**.

CITY OF GAITHERSBURG Cancel Registration

Home Apply Map Search

Registration

Step 2 of 3: Personal Info

***REQUIRED**

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

31 S Summit Ave, Gaithersburg, MD 20877
301-258-6330

Enter **Address**, then click **Submit**.

CITY OF GAITHERSBURG Cancel Registration

Home Apply Map Search

Registration

Step 3 of 3: Address

*REQUIRED

* Address

City

State

Postal Code

31 S Summit Ave, Gaithersburg, MD 20877
301-258-6330

The user will be redirected back to the PPL homepage.

CITY OF GAITHERSBURG

Dashboard Home Apply My Work Map Search

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