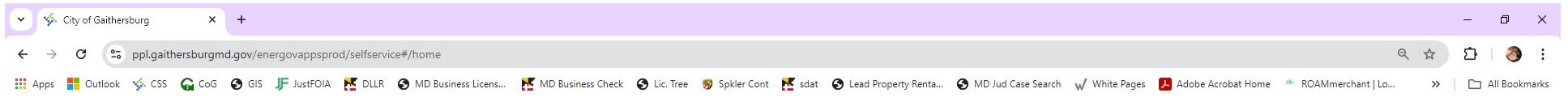


Visit <https://ppl.gaithersburgmd.gov/>

Click Login or Register



[Login or Register](#)

[Home](#) [Apply](#) [Renew License](#) [Today's Inspections](#) [Map](#) [Pay Invoices](#) [Search](#)

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

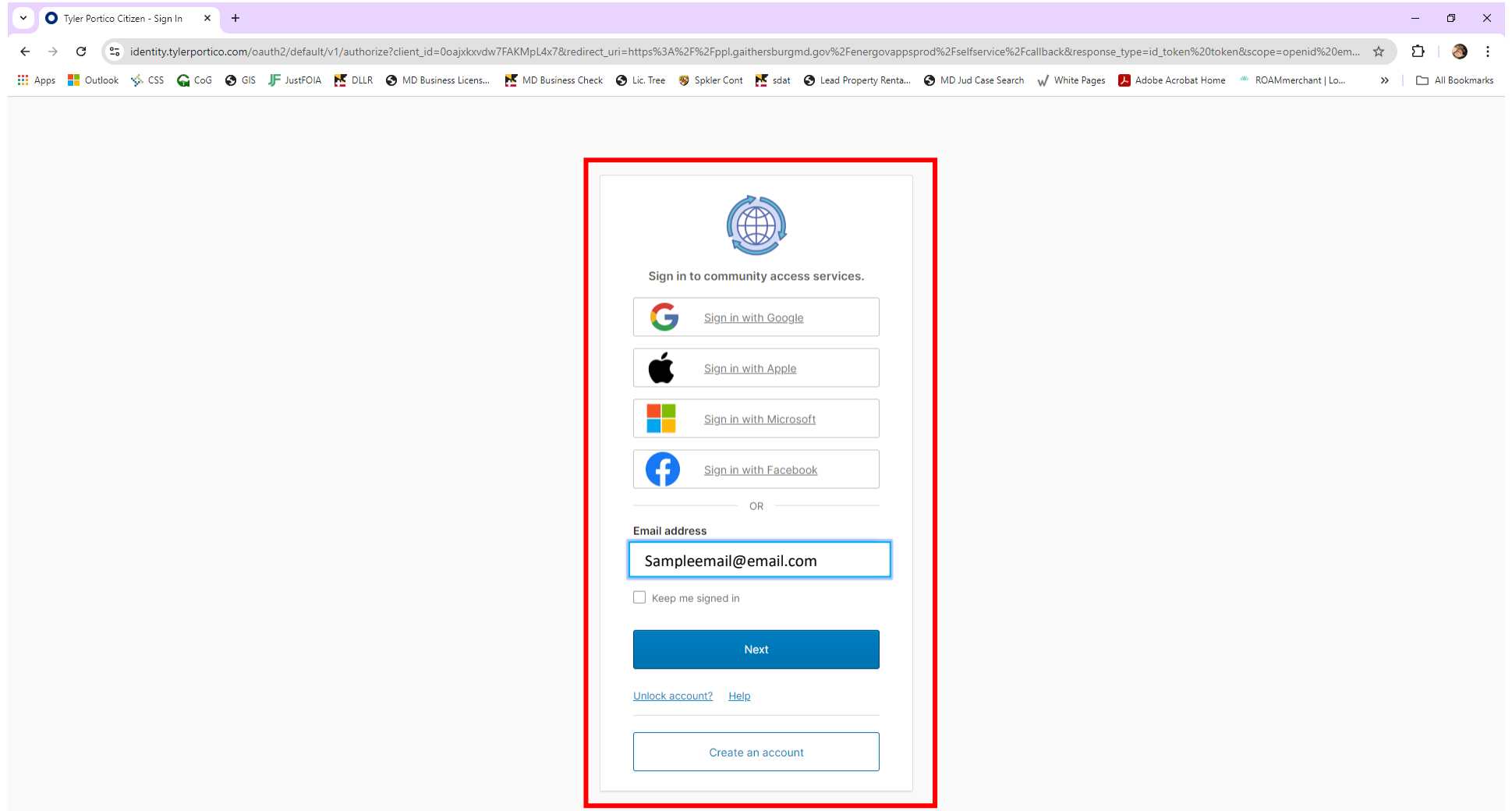
Planning, Permitting, and Licensing - Online Services

- Apply**
Click here to apply for a permit, plan or new license.
- Renew License**
Click here to renew eligible licenses.
- 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 & Inspections Division provides permitting and inspection services for all construction in the City.

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

Sign in to your User Account:


Please Note: If you have not yet registered you must do so before being able to access active permits, plans, or licenses.




Tyler Portico Citizen - Sign In


identity.tylerportico.com/oauth2/default/v1/authorize?client_id=0oajxkxvdw7FAKMP4x7&redirect_uri=https%3A%2F%2Fppl.gaithersburgmd.gov%2Fenergovappsprod%2Fselfservice%2Fcallback&response_type=id_token%20token&scope=openid%20em...


Apps Outlook CSS CoG GIS JustFOIA DLLR MD Business Licens... MD Business Check Lic. Tree Spikler Cont sdat Lead Property Rent... MD Jud Case Search White Pages Adobe Acrobat Home ROAMmerchant | Lo... All Bookmarks




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

Sampleemail@email.com

Keep me signed in

Next

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

Create an account

Click on My Work:

The screenshot shows a web browser window with the address bar displaying `ppl.gaithersburgmd.gov/energovappsprod/selfservice#/home`. The browser's address bar and tabs are visible at the top. Below the browser, the City of Gaithersburg logo is on the left. A dark navigation bar contains several menu items: Home, Apply, Renew License, Dashboard, My Work (highlighted with a red box), Today's Inspections, Map, Pay Invoices, and Search. Below the navigation bar, a blue banner contains an important notice: "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

The main content area features a grid of six service tiles, each with a blue icon and a title. The tiles are arranged in two rows of three. The background of the grid is a photograph of a city building and a carousel.

- Apply**: Click here to apply for a permit, plan or new license.
- Renew License**: Click here to renew eligible licenses.
- 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 & Inspections Division provides permitting and inspection services for all construction in the City.

Click on My Plan, then click on the plan you will be uploading additional attachments to:

The screenshot shows a web browser window with the URL `ppl.gaithersburgmd.gov/energovappsprod/selfservice#/myWork?tab=MyPlans&groupIndex=5`. The page header includes the City of Gaithersburg logo and a navigation menu with items like Home, Apply, Renew License, Dashboard, My Work, Today's Inspections, Map, Pay Invoices, and Search. Below the navigation is a 'My Work' section with tabs for MY INVOICES, MY PERMITS, MY PLANS (highlighted), REQUEST INSPECTIONS, and MYLICENSES. A search bar and filters are present above a table of plan records. The table has columns for Plan Number, Project, Address, Plan Type, Status, and State. The first record, 'AFP-9945-2024', is highlighted with a red box. The table footer indicates 'Showing 1 records.'

Plan Number	Project	Address	Plan Type	Status	State
AFP-9945-2024		31 S SUMMIT AVE GAITHE...	Amendment to Site Final Plans (Staff Approval)	Received	Recent, Pending

Showing 1 records.

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

Click on the Attachments tab:

The screenshot shows a web browser window with the following details:

- Browser tabs: AFP-9945-2024
- Address bar: ppl.gaithersburgmd.gov/energovappsprod/selfservice#/plan/41b232fb-c0f4-4396-9d9f-1ebd2f222816?tab=attachments
- Page Header: CITY OF GAITHERSBURG
- Navigation Bar: Home, Apply, Renew License, Dashboard, My Work, Today's Inspections, Map, Pay Invoices, Search
- Plan Information: Plan Number: AFP-9945-2024, Add to Cart button
- Plan Details: Type: Amendment to Site Final Plans (Staff Approval), Status: Received, IVR Number: 136572, Applied Date: 10/10/2024, Expiration Date, District: Olde Towne, Assigned To: Wyrick, Gretchen, Completion Date, Description: CSS test plan.
- Navigation Tabs: Summary, Locations, Fees, Attachments (highlighted with a red box), Contacts, Sub-Records
- Attachments Section: Attachments | Next Tab | Plan Details | Main Menu, Sort: Needs Action
- Attachment Card: Adjacent Property Owner Notifications.pdf, Size: 33.77 KB, Uploaded: 10/10/2024
- Add Attachment Form: Select Type dropdown, Add Attachment button, Supported file types: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, .text
- Submit Button: Submit

Click Select Type, then select the type of attachment you will be uploading:

The screenshot shows a web browser window with the URL `ppl.gaithersburgmd.gov/energovappsprod/selfservice#/plan/41b232fb-c0f4-4396-9d9f-1ebd2f222816?tab=attachments`. The page header includes the City of Gaithersburg logo and navigation links: Home, Apply, Renew License, Dashboard, My Work, Today's Inspections, Map, Pay Invoices, Search. The main content area displays plan details for **Plan Number: AFP-9945-2024**. The details include:

Type:	Amendment to Site Final Plans (Staff Approval)	Status:	Received		
IVR Number:	136572	Applied Date:	10/10/2024	Expiration Date:	
District:	Olde Towne	Assigned To:	Wyrick, Gretchen	Completion Date:	
Description:	CSS test plan.				

Below the details are tabs for Summary, Locations, Fees, Attachments (selected), Contacts, and Sub-Records. The Attachments section shows a list of attachments with a 'Sort' dropdown set to 'Needs Action'. One attachment is visible:

	Adjacent Property Owner Notifications.pdf Size: 33.77 KB Uploaded: 10/10/2024
--	-------------------------------------------------------------------------------------

A dropdown menu is open for the 'Select Type' field, listing the following options:

- Adjacent Property Owner Notifications
- Approval Letter From Property Owner/Homeowners Association/Management Company
- Initial Plans
- Miscellaneous Other
- Narrative
- Previously Approved Plan
- Site, Architectural, and Detailed Plans
- Transmittal

A red box highlights the dropdown menu and the attachment card. A 'Submit' button is located at the bottom right of the attachments section.

Click "Add Attachment," upload additional attachments:

The screenshot shows a web browser window with the URL `ppl.gaithersburgmd.gov/energovappsprod/selfservice/#/plan/41b232fb-c0f4-4396-9d9f-1ebd2f222816?tab=attachments`. The page header includes the City of Gaithersburg logo and a navigation menu with items like Home, Apply, Renew License, Dashboard, My Work, Today's Inspections, Map, Pay Invoices, and Search. The main content area displays plan details for **Plan Number: AFP-9945-2024**. A table provides the following information:

Type:	Amendment to Site Final Plans (Staff Approval)	Status:	Received		
IVR Number:	136572	Applied Date:	10/10/2024	Expiration Date:	
District:	Olde Towne	Assigned To:	Wyrick, Gretchen	Completion Date:	
Description:	CSS test plan.				

Below the table are tabs for Summary, Locations, Fees, Attachments (selected), Contacts, and Sub-Records. The Attachments section shows a list of existing attachments, including "Adjacent Property Owner Notifications.pdf" (33.77 KB, uploaded 10/10/2024). To the right of the list is a "Sort" dropdown menu set to "Needs Action". A blue "Add Attachment" button is highlighted with a red box, and a "Submit" button is located at the bottom right of the attachment area.

Click Submit:

AFP-9945-2024

ppl.gaithersburgmd.gov/energovappsprod/selfservice#/plan/41b232fb-c0f4-4396-9d9f-1ebd2f222816?tab=attachments

City of Gaithersburg

Home Apply Renew License Dashboard My Work Today's Inspections Map Pay Invoices Search

Plan Number: AFP-9945-2024 [Add to Cart](#)

Plan Details | Tab Elements | Main Menu

Type:	Amendment to Site Final Plans (Staff Approval)	Status:	Received		
IVR Number:	136572	Applied Date:	10/10/2024	Expiration Date:	
District:	Olde Towne	Assigned To:	Wyrick, Gretchen	Completion Date:	
Description:	CSS test plan.				

Summary Locations Fees **Attachments** Contacts Sub-Records

Attachments | Next Tab | Plan Details | Main Menu

Attachments Sort: Needs Action

Adjacent Property Owner Notifications.pdf
Size: 33.77 KB
Uploaded: 10/10/2024

Initial Plans
Corrected Plans.pdf
Size: 33.77 KB
Notes:
[Remove](#)

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

[Submit](#)

Your new attachments will now be uploaded:

Plan Number: AFP-9945-2024 Add to Cart

Plan Details | Tab Elements | Main Menu

Type:	Amendment to Site Final Plans (Staff Approval)	Status:	Received		
IVR Number:	136572	Applied Date:	10/10/2024	Expiration Date:	
District:	Olde Towne	Assigned To:	Wyrick, Gretchen	Completion Date:	
Description:	CSS test plan.				

Summary Locations Fees **Attachments** Contacts Sub-Records

Attachments | Next Tab | Plan Details | Main Menu

Attachments Sort: Needs Action

Corrected Plans.pdf
Size: 33.77 KB
Uploaded: 10/10/2024
Notes: Initial Plans

Adjacent Property Owner Notifications.pdf
Size: 33.77 KB
Uploaded: 10/10/2024

Select Type

Add Attachment

+

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

Submit

Staff will automatically be notified once additional attachments have been uploaded.