

FOUNDATION PERMIT APPLICATION CHECKLIST

The following items are required when the application for permit is submitted:

1. Completed application via our Online Portal at [PPL Online Services](#).
2. One (1) digital copy of the construction plans relevant to a complete structural review of the building
3. One (1) digital copy of the approved site plan
4. One (1) digital copy of Soils Report, original signed, sealed document
5. One (1) digital copy of the Site Development Approval (SDA) issued through City of Gaithersburg Planning Department

The following items are not necessarily required at time of application, but are required before a building permit will be issued:

1. Copy of Maryland Contractors License
2. WSSC Development Approval, a.k.a. "pink slip"
3. All required site permits

Notes, Comments, Specifics:

1. Complete an application via our Online Portal at [PPL Online Services](#).
2. One (1) digital set of plans, the plans submitted must be the actual construction documents by which the project will be constructed, and must be signed and sealed (State of Maryland seal, only) on every page by the appropriate architect or engineer.
 - Note: Architect and/or engineers stamp and signature may be electronic and shall include professional certification statement required by State of Maryland regulations.

Refer to the [Project Plan Submittal Requirements](#) for detailed information on what needs to be submitted.

3. A digital copy of the City approved site plan must be included. (If the City approved site plan is not available at time of submission, please include a digital copy of the most recent rendition of the site plan available.) Please do not submit all the civil drawings, like landscaping, sediment control, storm drain profiles, etc; just one sheet of the site plan (per each set of plans) will do.
4. A digital copy of the geotechnical report done on the subject property. The cover letter portion of the report must be an original document, signed and sealed by a professional engineer registered in the State of Maryland.
5. A digital copy of the SDA **must be included** with your permit application. This lets us know that your project has been approved in concept by the City of Gaithersburg and is eligible to apply for a permit to do the actual construction.