## HOW TO DOWNLOAD A SITE PLAN WITH YOUR HOUSE MARKED ON IT

- 1. Go to <a href="https://permittingservices.montgomerycountymd.gov/account/Login.aspx">https://permittingservices.montgomerycountymd.gov/account/Login.aspx</a>.
- 2. Create an account if you don't already have one.
- 3. After signing in, click on Information Request

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	Please select from one of the following options		
	Apply for a New Permit		
	Apply for a Permit Revision		
	O Make a Payment		
	○ Renew Permit		
	O My Permits		
	O Information Request		
	O Print Use and Occupancy Certificate		
VISITING DPS? 9242	15 Reedie Drive, 7th Floor, Wheaton, MD 20902   🖨 Parking & Directions   & Accessibility   🛛 7:30am - 4pm, Mon- F	ri   <b>%</b> 240-777-0311	~

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	Apply O	nline - Information Request (Applicant Info	b)	
	Please follow the <b>instruction</b> () to complete the application. All fi	elds marked with an * are required.		
		Applicant Information		
	Last Name *	Patel	(or Company Name)	
	First Name *	Ruchita	(or Company Branch)	
	M.I.			
	Street *	20440 Century Boulevard		
	(continue)			
	City *	Germantown		
	State *	Maryland ~		
	Zip Code *	20874 -		
	Phone *	301 - 948 - 6666 ext.		
	E-mail *	rpatel@tmgainc.com		
		Continue Start Over (Clear All)		

4. Your applicant information should be already filled in. If not, update it, then click on Continue:

5. Fill in the location of work (i.e. the address of the property for which the plat is needed). Select Self Service, then select Site Plan/House Location/Wall Check, then Continue.

Personal 🧧 Read Later 🖡 My Plan - F Note: The property addr	Planner 🏚 SharePoint 🔨 TMGA - Dropbox 🏟 Onboarding - The 🗸 Vantaca 🙆 Know8e4 rress can not be in the city of Kockwine or Galutersburg.	Other bookmar
	Location of Work	
	● An Address ○ Permit or License Number ○ Other	
Address (must be a vali	lid address in Montgomery County):	
	Street No* Pre-Dir Street Name* Street Type* Post-Dir Apt./Suite	
	9 None v Ashmont COURT v None v Search Clear	
	City or Town* State* Zip Code*	
	Silver Spring Maryland V 20906 -	
	Permit Application	
	Construction Plan	
	Please select one of the following options	
The self-service online House Locations, Wall ( the Fulfilled by DPS Sta	e search function is available for documents created prior to 2014. Currently, self-service is available for Use and Occupancy Certificates, Site Plans, I Checks, Well Locations, Site Plan Inspections and Septic Tank Locations. For all other documents or for documents created in 2014 or later, use aff option below.	
	Self Service      Fulfilled By DPS Staff	
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USE & OCCUPANO	NCY CERTIFICATE Z SITE PLAN/HOUSE LOCATION/WALL CHECK SITE PLAN INSPECTION	
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## 6. Click on Submit:

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		Name: Ruchita Pa Address: 20440 Cer Germanto Phone: 301-948-6	iter itury Boulevard wn, MD 20874 666 gwing com		
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		Service Type: Self Servic	e		
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8. The document will download as a zip file. Open the zip file and select the plat that you need. Note, there may be other documents as well, but at least one of them should be the plat.