

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

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

The screenshot shows a web browser window with the URL [permittingservices.montgomerycountymd.gov/base/main.aspx](https://permittingservices.montgomerycountymd.gov/base/main.aspx). The page features a header with the email [rpatel@tmgainc.com](mailto:rpatel@tmgainc.com) and navigation links: [Main Page](#), [Update Contact](#), [Change Password](#), and [Log Off](#). Below the header is a section titled "Online Services - Main" with the instruction "Please select from one of the following options". A list of options is provided, each with a radio button:

- Apply for a New Permit
- Apply for a Permit Revision
- Make a Payment
- Renew Permit
- My Permits
- Information Request
- Print Use and Occupancy Certificate

At the bottom of the page, there is a footer with the following information: VISITING DPS? 2425 Reedie Drive, 7th Floor, Wheaton, MD 20902 | Parking & Directions | Accessibility | 7:30am - 4pm, Mon- Fri | 240-777-0311

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

permittingservices.montgomerycountymd.gov/informationrequest/InformationRequest.aspx

Apply & ePay | ePlans Upload | Schedule Inspections | Check Permit Status | Data Search | Design Consultation | Request Records | Property Complaint

rpattel@tmgainc.com | Main Page | Update Contact | Change Password | Log Off

### Apply Online - Information Request (Applicant Info)

Please follow the [instruction](#) to complete the application. All fields 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 \* rpattel@tmgainc.com

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.

permittingservices.montgomerycountymd.gov/informationrequest/InformationRequest1.aspx

**NOTE:** the property address can not be in the city of Rockville or Gaithersburg.

#### Location of Work

An Address  Permit or License Number  Other

Address (must be a valid address in Montgomery County):

Street No\* 9 Pre-Dir None Street Name\* Ashmont Street Type\* COURT Post-Dir None Apt./Suite   
City or Town\* Silver Spring State\* Maryland Zip Code\* 20908 -

Permit Application  
 Construction Plan

Please select one of the following options

The self-service online search function is available for documents created prior to 2014. Currently, self-service is available for Use and Occupancy Certificates, Site Plans, House Locations, Wall Checks, Well Locations, Site Plan Inspections and Septic Tank Locations. For all other documents or for documents created in 2014 or later, use the Fulfilled by DPS Staff option below.

Self Service  Fulfilled By DPS Staff

#### Information Request

USE & OCCUPANCY CERTIFICATE  SITE PLAN/HOUSE LOCATION/WALL CHECK  SITE PLAN INSPECTION  
 WELL AND SEPTIC PERMIT RECORDS

Please click the **Continue** button to enter detailed information of the Information Request. You may come back to change the information before submitting the application.

## 6. Click on Submit:

The screenshot shows a web browser window with the URL `permittingservices.montgomerycountymd.gov/informationrequest/InformationRequest3.aspx`. The page features a navigation bar with the email `rpatel@tmgainc.com` and links for `Main Page`, `Update Contact`, `Change Password`, and `Log Off`. Below the navigation bar is a section titled `Information Request Summary` containing the following information:

Information of Applicant	
Name:	Ruchita Patel
Address:	20440 Century Boulevard Germantown, MD 20874
Phone:	301-948-6666
Email:	rpatel@tmgainc.com

  

Information of Request	
Service Type:	Self Service
Regarding:	9 Ashmont CT Silver Spring, MD 20906
Record Type for Online:	Site Plan/House Location/Wall Check

At the bottom of the summary section are `Submit` and `Back` buttons. Below this is a footer with `VISITING DPS?` information, a location address, parking directions, accessibility, hours, and phone number. A small box at the bottom right indicates the user's license status: `TOPS Professional LM - LONGMEAD CROSSING C.S.A. Current Period: 11/01/2022 - 11/30/2022`.

## 7. Download the document:

The screenshot shows the `Documents Found` page. It displays the `Information Request (IR) Number: 463580`. The page contains the following text:

The Department of Permitting Service (DPS) has successfully received your records request. To view the available documents, click on the `Download Documents` button below. After viewing your documents, if you need further assistance from DPS, click on the `Request Assistance` button below to have your request fulfilled by a DPS staff member.

Record requests are processed in the order in which they are received. Most requests are fulfilled within 15 days. More complex requests may take up to 30 days. Please retain the IR number above for future reference.

For additional assistance, you can contact us by calling 240-777-0311.

We value your feedback regarding our online application process! Please take a moment to complete a brief survey

At the bottom of the page are `Download Documents` and `Request Assistance` buttons. The footer includes `VISITING DPS?` information and a navigation bar with `DIVISIONS`, `STAY INFORMED`, `NEED HELP?`, and `TRANSLATION` links.

## 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.