

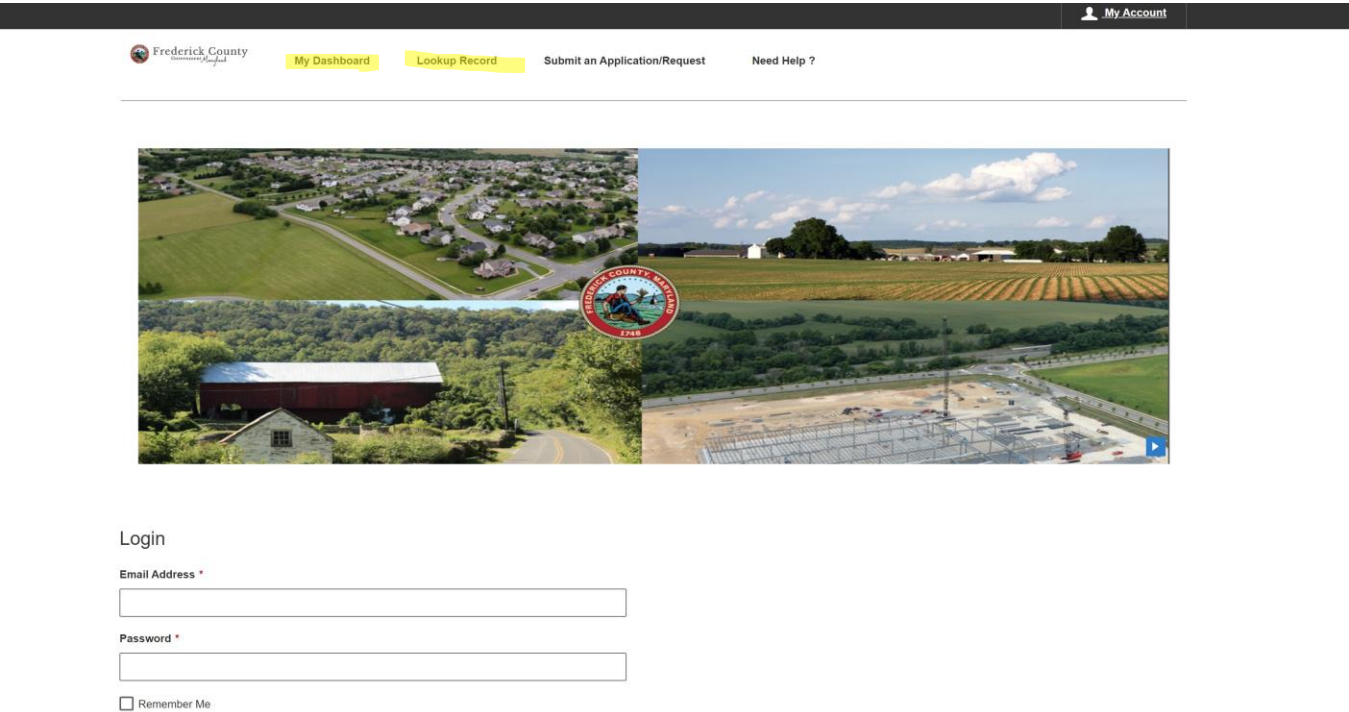
# FCG Permits & Inspections

Requesting Inspections

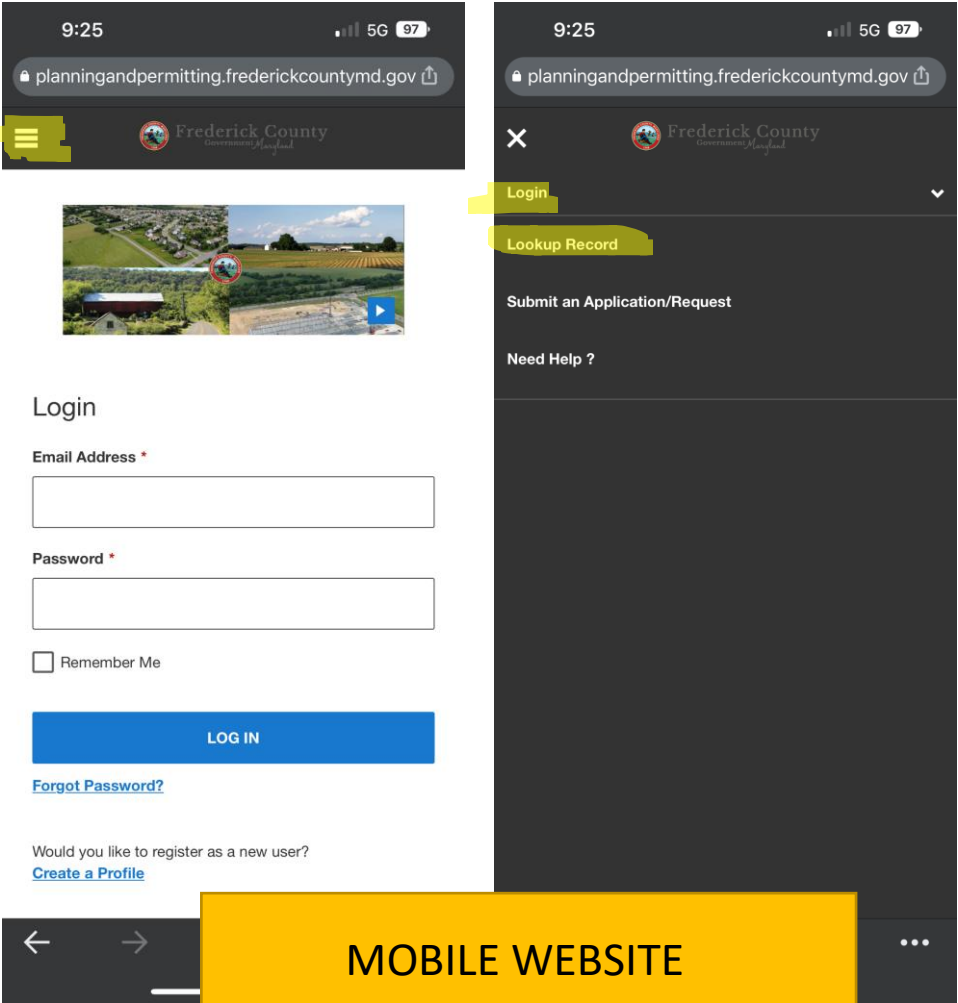
First, log in to your portal account. You do not need to be logged into your account to request an inspection. However, inspection comments can only be viewed if you are logged into your portal account, and your account is linked to the permit.

Online Permit Portal link: <https://planningandpermitting.frederickcountymd.gov/>

You can then find your permit via the “Lookup Record” option at the top of the page OR from your dashboard under “My Projects”. If you are using the mobile version of the website, click the menu option on the top left via the 3 bars first, then click on “Look up record”



DESKTOP WEBSITE



MOBILE WEBSITE

# Under the “Lookup Record” page, use the Search Bar on the left side to search for your permit. You can search via Permit number and/or address.

If you are searching by address, sometimes less information is better. If you are unable to find your property try using less information. For example; if your address is 11015 Coppermine Road Woodsboro MD, only type in 11015 Coppermine.

The desktop website interface for 'Find Records' includes a top navigation bar with the Frederick County logo and links for 'Lookup Record', 'Submit an Application/Request', and 'Need Help?'. A light blue banner below the navigation bar states: 'In light of the current Covid-19 virus some of our processes have been temporarily modified. For more details please visit: <https://frederickcountymd.gov/4592/Planning-Permitting>'. The main content area is titled 'Find Records' and features a left sidebar with a 'Filter' dropdown (set to 2), a 'Clear All' link, and a 'Search' button. Below the search bar are checkboxes for 'Open Records' (checked) and 'Closed Records'. Input fields for 'First Name', 'Last Name', 'Business Name', and 'Application Number' are present, with the 'Application Number' field containing the value '411506'. A 'Clear' link is at the bottom of the sidebar. The main content area has a 'Map' toggle, a 'Sort by' dropdown (set to 'Added Date'), and a 'View Details' button. The details for a 'Non Residential Building Permit' are displayed, including the address '3501 JOHN SIMMONS ST SUITE A203, FREDERICK MD 21704', the application number '411506', and a description of the permit. The status section shows 'Current Milestone' as 'Final Inspection' on '06/02/2022' and 'Expire Date' as '07/06/2023'. The details section shows 'Sub-type' as 'New Tenant Fit Out', 'Occupancy Type' as 'NONRESIDENTIAL BUSINESS', and 'Square Footage' as '1790'.

DESKTOP WEBSITE

The mobile website interface for 'Find Records' shows a top status bar with the time '9:25', signal strength, '5G' network, and battery level '96%'. The URL 'planningandpermitting.frederickcountymd.gov' is displayed. The main content area is titled 'Find Records' and features a 'Filter' dropdown (set to 0) and a 'Search' button. Below the search bar are checkboxes for 'Open Records' (checked) and 'Closed Records'. Input fields for 'First Name', 'Last Name', 'Business Name', and 'Application Number' are present, with the 'Application Number' field containing the value '412005'.

MOBILE WEBSITE

To find your permit from your dashboard, first click on “My Dashboard” at the top of the page. Then scroll down to “My Projects” to find your permit.

## My Projects

Filter ▾ 0

Map ☐

Sort by Added Date ▾

K Prev 1 2 Next K

[View Details](#)

**Residential Use Permit (Addition, Alteration, Accessory) for existing dwellings**

[Redacted]

[Redacted]

427126

[Request Revision/Addendum](#)  
[Withdraw Application Request](#)

**Fees**

Paid

**Status**

<b>Issued</b> 1 Pending Task	<b>Current Milestone</b> Inspections
<b>Added Date</b> 09/22/2022	<b>Expire Date</b> 09/26/2023

**Details**

**Sub-type**  
Deck

**Description**  
Construct 14' x 14' open deck with steps to grade

DESKTOP WEBSITE

10:22 LTE 92%

planningandpermitting.frederickcountymd.gov

## My Projects

Filter ▾ 0

Map ☐

Sort by Added Date ▾

K 1 2 K

[View Details](#)

**Residential Use Permit (Addition, Alteration, Accessory) for existing dwellings**

[Redacted]

[Redacted]

427126

[Request Revision/Addendum](#)  
[Withdraw Application Request](#)

MOBILE WEBSITE

Once you have found your permit from either lookup or your dashboard, click on the hyperlinked permit number. This will take you to the permit details page.

Map ☐

Sort by Added Date

View Details

**Non Residential Building Permit**

Red Canyon Physical Therapy

3501 JOHN SIMMONS ST SUITE A203  
FREDERICK MD 21704

[411506](#)

**Status**

<b>Current Milestone</b>	<b>Added Date</b>
Final Inspection	06/02/2022
<b>Expire Date</b>	
07/06/2023	

**Details**

<b>Sub-type</b>	<b>Occupancy Type</b>
New Tenant Fit Out	NONRESIDENTIAL BUSINESS

**Square Footage**

1790

**Description**

RCPT is seeking to create a new suite in an existing vacant suite on the second floor of this two-story office building. A new demising wall will be necessary to separate their suite from the adjacent. The new program will include waiting area, office, restroom, PT area, and service room.

DESKTOP WEBSITE

9:25 5G 96

planningandpermitting.frederickcountymd.gov

Sort by Added Date

View Details

**Non Residential Building Permit**

Panera Bread Bennett Creek Boulevard

3266 BENNETT CREEK AVE  
Frederick MD 21704

[412005](#)

**Status**

<b>Current Milestone</b>	<b>Added Date</b>
Inspections	06/10/2022
<b>Expire Date</b>	
08/08/2023	

**Details**

<b>Sub-type</b>	<b>Occupancy Type</b>
New Tenant Fit Out	NONRESIDENTIAL

MOBILE WEBSITE

On the permit details page, scroll down to the Inspections section.

Here you will see all inspections for your permit. To request the inspection, click the “Request Inspection” button on the corresponding inspection that you would like.

Inspections ⓘ				11 ^
Description	Request Date ▾	Scheduled Date ▾	Result Code ▾	
SITE COMPLIANCE INSPECTION <a href="#">ID 1354842</a>			WAIVED	<a href="#">View Details</a>
FRAMING INSPECTION <a href="#">ID 1347018</a>		09/28/2022	PASSED	<a href="#">View Details</a>
BLDG PROGRESS INSPECTION <a href="#">ID 13353723</a>	09/28/2022	09/28/2022	PASSED	<a href="#">View Details</a>
FRAMING INSPECTION <a href="#">ID 1336944</a>		08/25/2022	PASSED	<a href="#">View Details</a>
BUILDING FINAL INSPECTION <a href="#">ID 1354844</a>				<a href="#">Request Inspection</a>
CEILING INSPECTION <a href="#">ID 1336945</a>			PASSED	<a href="#">View Details</a>
TEMPORARY COO <a href="#">ID 1354874</a>	09/29/2022	09/28/2022	PASSED	<a href="#">View Details</a>
FIRE FINAL INSPECTION <a href="#">ID 1354843</a>		10/10/2022		<a href="#">Request Inspection</a>

DESKTOP WEBSITE

9:26 5G 96  
planningandpermitting.frederickcountymd.gov

Inspections ⓘ 3 ^

Description  
FRAMING INSPECTION  
[ID 1342711](#)

Request Date  
-

Scheduled Date  
-

Result Code  
-

[Request Inspection](#)

Description  
CEILING INSPECTION  
[ID 1342712](#)

Request Date  
-

Scheduled Date  
-

Result Code  
-

[Request Inspection](#)

MOBILE WEBSITE

In the new pop-up window, complete the “Request Date” section. If you have other information such as location details and/or contact person details, complete those sections as well. The once done, click the bottom button “Submit Request” to submit the inspection request.

SAME FOR BOTH  
DESKTOP AND  
MOBILE WEBSITE

Inspection Request

Details for the Request

Fields with \* are Required

☐ Partial Inspection

Request Date \*

MM/DD/YYYY

Request Time (optional)

Select

Location Details (optional)

Location Details

300 characters left

Special Instructions for the Request

Contact Person ⓘ

Contact Information ⓘ

Instructions ⓘ

Instructions

300 characters left

YOU ARE REQUESTING

Date

Time

Location Details

Cancel

Submit Request

To view results/comments for your inspection, you will need to be logged into your account and have your account linked to the permit. Then click on the “My Dashboard” option at the top of the page.

First find the permit, via the “My Projects” section of your dashboard.

Then click on the “View Details” button or the hyperlinked permit number for the permit.

## My Projects

Filter ▾ 0

Map ☐

Sort by Added Date ▾

⏪

Prev

1

2

Next

⏩

View Details

Residential Use Permit (Addition, Alteration, Accessory) for existing dwellings

427126

[Request Revision/Addendum](#)  
[Withdraw Application Request](#)

Fees

Paid

Status

Issued  
1 Pending Task

Added Date  
09/22/2022

Current Milestone  
Inspections

Expire Date  
09/26/2023

Details

Sub-type  
Deck

Description  
Construct 14' x 14' open deck with steps to grade

DESKTOP WEBSITE

10:22 📶 LTE 92  
[planningandpermitting.frederickcountymd.gov](#)

My Projects

Filter ▾ 0

Map ☐

Sort by Added Date ▾

⏪

1

2

⏩

View Details

Residential Use Permit (Addition, Alteration, Accessory) for existing dwellings

427126

[Request Revision/Addendum](#)  
[Withdraw Application Request](#)

MOBILE WEBSITE



Then go to the Inspections section and then click on the “View Details” button for the inspection.

Inspections ⓘ				2 ^
Description	Request Date ▼	Scheduled Date ▼	Result Code ▼	
Deck Framing ID 1353560				Request Inspection
Deck Pier Footers ID 1353561	10/06/2022	10/06/2022	PASSED	View Details

DESKTOP WEBSITE

10:22

LTE

92

planningandpermitting.frederickcountymd.gov

Inspections ⓘ

2 ⤴

Description

Deck Framing

📄

ID 1353560

Request Date

Scheduled Date

-

-

Result Code

-

Request Inspection

Description

Deck Pier Footers

📄

ID 1353561

Request Date

Scheduled Date

10/06/2022

10/06/2022

Result Code

PASSED

View Details

MOBILE WEBSITE

MOBILE WEBSITE

Once the inspection details section has been opened, you can then see the Details, Results, and Comments.

## Deck Pier Footers

ID 1353561 | Series #1

Scheduled Date  
10/06/2022

### Request Inspection

#### Details for the Request

<b>Request Date</b> 10/06/2022	<b>Location Details</b> Boyd 301-924-2111
<b>Request Time</b>	

### Results

<b>Started Date</b> Pending	<b>Completed Date</b> 10/06/2022 9:08 AM	<b>Result</b> PASSED	<b>Result Date</b> 10/06/2022 9:08 AM
<b>Inspection Hours</b> 0	<b>Comments</b> Onsite inspection with contractor on site - E.S.		

DESKTOP WEBSITE

10:23  
planningandpermitting.frederickcountymd.gov

Deck Pier Footers  
ID 1353561 | Series #1  
Scheduled Date  
10/06/2022

Request Inspection

Details for the Request  
Request Date  
10/06/2022  
Request Time  
Location Details

Results  
Started Date  
Pending  
Completed Date  
10/06/2022 9:08 AM  
Result  
PASSED  
Result Date  
10/06/2022 9:08 AM  
Inspection Hours  
0  
Comments  
Onsite inspection with contractor on site - E.S.

Associated Record

10:23  
planningandpermitting.frederickcountymd.gov

Deck Pier Footers  
ID 1353561 | Series #1  
Scheduled Date  
10/06/2022

Request Inspection

Details for the Request  
Request Date  
10/06/2022  
Request Time  
Location Details

Results  
Started Date  
Pending  
Completed Date

MOBILE WEBSITE