

After Hour and Saturday Commercial Inspection Request

Washington County understands that commercial projects sometimes require expedited production schedules. To meet that need, we offer additional inspection times for an additional fee.

To schedule an after hour commercial inspection on weekdays, please call 48 hours in advance. Hours of availability are 4 p.m. - 8 p.m., Monday through Friday, for a fee of \$100.*

Saturday commercial inspection requests must be received by 3:30 p.m. Wednesday to secure inspector availability. Saturday inspections are available 8 a.m. - 4 p.m. for a fee of \$150.*

Inspection requests may be made by calling 240-313-2434 or visiting 747 Northern Avenue in Hagerstown. Fax and e-mail requests are also accepted. Please call the number above for further details.

The contact provided on the Request Form will receive a coordination call from the inspector within 24 hours of the requested inspection time.

**Customers will be charged the total fee for after hour and Saturday inspections canceled within 48 hours of the requested inspection time.*



For more information:
Washington County Division of
Permits and Inspections
747 Northern Avenue
Hagerstown, Maryland 21742-4748
Phone: (240) 313-2460
Fax: (240) 313-2461
www.washco-md.net



Washington County
Quick Reference:
**Commercial
and Residential
Inspections**

Inspections

The Division of Permits and Inspections is responsible for providing inspection services for permitted work performed in Washington County. Inspectors are available Monday through Friday 7 a.m. - 3:30 p.m. All inspections performed during these hours are included in the permit fee. In most cases, inspections are performed within 24 hours or less.

Inspections are performed on all types of projects including residential, commercial and industrial structures. Inspections include but are not limited to:

- Right-of-way/Entrance
- Building
- Electrical
- HVAC/Mechanical
- Plumbing
- Stormwater
- Roadway
- Gas
- Grading



Scheduling Inspections

Call: 240-313-2488

- Schedule inspections 24 hours in advance
- Target completion within 24 hours
- Place permit placard onsite and visible from the road
- Keep the approved plans and permit information on site and available to inspector
- Access required to the area of inspection. Be sure the area is unlocked and ladders provided if necessary
- Work to remain uncovered until inspection has been approved

Online Permitting Services

Inspections can be scheduled online by using Citizen Access at <https://accela.washco-md.net/CitizenAccess/Default.aspx>

All users must be registered. Trade permits (electrical, plumbing and mechanical) may also be applied for online and all users must have their account enabled and associated with an active Washington County license before permits can be completed. Users may contact the Permitting Office at 240-313-2460 for training, registration and information on how to apply.

Interactive Voice Response System (IVR)

For the convenience of contractors and citizens, the Division of Permits & Inspections utilizes the Interactive Voice Response System. By using a touch-tone phone and calling **240-313-2488**, callers can schedule and cancel inspections, obtain inspection results and check on the status of building permits twenty-four (24) hours a day, seven (7) days a week.

Customer service is a top priority within this department and we are proud to offer customers options to make the construction process more convenient and efficient.

For a step by step IVR guide, visit: <https://www.washco-md.net/wp-content/uploads/IVR-User-Guide-050422-2.pdf>

When using the Interactive Voice Response (IVR) System remember:

- Use the building permit activity number for information pertaining to building permits.
- Stand-alone permits (plumbing, mechanical and electrical permits that are not part of a building construction project) must use the permit number assigned to the individual trade permit(s).
- Project numbers (numbers beginning with P) are not to be used for transactions on the IVR System.
- Inspections called in prior to 12:00 a.m. will be scheduled for the following business day.