

LICENSE



Welcome!
The Webinar Will
Start Shortly.

September 24, 2020

Presented by the
Business Development Section, Licensing Center & Enforcement Division



Melinda Bolling
Director



Angela D. Alsobrooks
County Executive

LICENSE



Business License Webinar

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Introductions and Logistics



All attendees will be muted.



Use the chat button on the right to ask questions.



Questions will be taken at the end of the presentation in the remaining time allotted.



Outstanding questions should be directed to dpiebizdev@co.pg.md.us.



Email dpiebizdev@co.pg.md.us if you need a personal consultation.

Momentum Online System

- ▶ New application system will be available in Fall 2020.
- ▶ The initial installment will focus on business, single-family rental and short-term rental licensing.
- ▶ Momentum will also allow customers to track compliance with licensing requirements.



Momentum, continued

The new technology allows you to:

- ▶ Create a new online user profile with a valid email address
- ▶ Register your entity with the County
 - ▶ To register a company, an EIN # is required.
 - ▶ To register an individual, a valid government-issued identification is required.
- ▶ Renew a business license
 - ▶ Enter your current license number in the migrated app # field.
- ▶ **NOTE:** Detailed instructions will be published for the new online system.

Multifamily Rental Licensing

- ▶ For any property containing three or more dwelling units, a [multifamily rental license](#) is required. Inspections are required prior to issuance of any license.
- ▶ Requirements:
 - ▶ \$75 per unit for a two-year license.
 - ▶ Application and Disclosure Statement (*must be signed and notarized*).
 - ▶ A copy of the Use and Occupancy Permit (U&O) and copy of the current Fire Department Inspection Report
 - ▶ [Wood balcony railing certification](#) if applicable per [State of Maryland Legislation SB401](#).





Single-Family Rental Licensing

- ▶ A single-family rental property must have a valid rental license. The license fee is \$115 for two years.
- ▶ Exemptions include:
 - ▶ The tenant is a member of the immediate family.
 - ▶ The landlord is an active member of the armed forces, diplomatic corps or foreign service and maintains the property as a permanent residence or
 - ▶ The landlord has relocated due to employment or education, but maintains the property as his/her permanent residence and the lease does not exceed two consecutive years.



Short-Term Rental Licensing Program

- ▶ The Short-Term Rentals Program legislation took effect October 2019. The legislation provides requirements and penalties.
- ▶ A Short-Term Rental HOST/PLATFORM License is required and costs \$150/\$2,000 per year and expires one year from the date of issuance.
- ▶ Tracks owners' compliance laws and regulations



Short-Term Rental Licensing, continued



- ▶ **HOST/OWNER Application** (homeowner looking to rent property.):
 - ▶ Allows homeowners to apply, pay and receive the Short-Term Rental License from the County's online system. Costs \$150 per year.
- ▶ **PLATFORM Application** (i.e., Airbnb, etc.):
 - ▶ Allows online platforms that facilitate short-term rentals to apply, pay and receive the Short-Term Rental Platform Licenses from the County's online system. Costs \$2,000 per year.



Food Truck Permits

- ▶ MOBILE FOOD SERVICE FACILITY PERMIT
 - ▶ Individual license to operate a food truck issued by the Health Dept. to operate at fairs, festivals and carnivals ONLY.
- ▶ SPECIAL FOOD SERVICE FACILITY PERMIT
 - ▶ A food truck hub is an outdoor area in which two or more mobile units cluster together to sell freshly-prepared food.
 - ▶ There can be up to 12 hubs in the County. A Food Truck Hub License will be issued on a yearly basis to a hub coordinator.
 - ▶ Contact the coordinator at the link to the [Food-Truck-Hubs](#).

Mobile Food Service Facility Requirements

- ▶ STEP 1: Fire inspection
- ▶ STEP 2: Submit Application
 - ▶ Apply for a Mobile Food Service Facility Permit at DPIE and pay \$300 fee (includes Health Inspection)
- ▶ STEP 3: Call the Health Department to schedule an inspection



Mobile Food Service Facility Requirements

- ▶ STEP 4: If you would like to operate at a food truck hub, contact food truck coordinators to check availability.
- ▶ STEP 5: Submit application - Special Food Service Facilities - Mobile Unit License to DPIE
- ▶ STEP 6: Once application is approved, DPIE will schedule an on-site inspection prior to license issuance.



Trade Licenses

- ▶ Building Contractor's License
- ▶ Electrical Master, Limited Master License*
- ▶ Electrical Contractor, Limited Contractor, Subcontractor or Sub-Contractors Limited License
- ▶ Journeyman Electricians License*
- ▶ Apprentice Electricians License
- ▶ Other: Homeowner Waiver

** Can be obtained via examination or reciprocity





Entertainment

- ▶ Benefit Performance - Carnival or Circus Permit
- ▶ Benefit Performance - Charitable Gaming Event Permit
- ▶ Benefit Performance - Non-Profit Organizations Permit
- ▶ Public Dance License



Store and Sales

- ▶ Adult Book or Video Store
- ▶ Door-to-Door Solicitor
- ▶ Employee License for Pawn or Secondhand Dealer
- ▶ Mobile Vendor (Ice Cream Only)





Vehicle

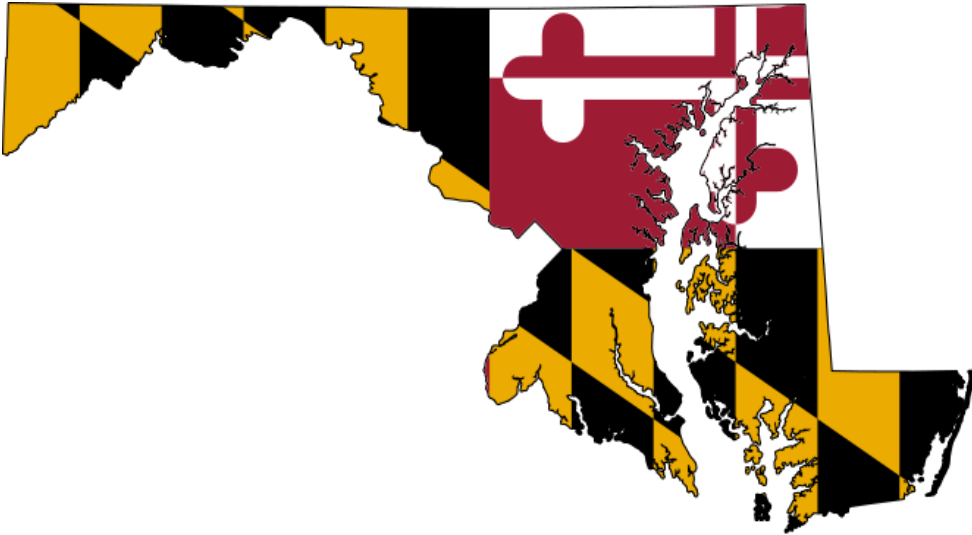
- ▶ Motor Vehicle Repair Facility License
- ▶ Off-Road Vehicle Registration



Licensing Forms and Fees

- ▶ The licensing application forms may be found on the County website at the following [link](#):
- ▶ The forms will remain available only through September 28th as the County is moving to the Momentum Application Platform, tentatively in October.
- ▶ For information on licensing fees, visit the DPIE fee schedule at the following website [link](#).

State Requirements



- ▶ The State of Maryland's Business License Division issues licenses for certain specified Maryland businesses located within Prince George's County.
- ▶ To find out whether you are required to obtain a business license from the Clerk's Office, visit the State of Maryland [Business License Information System \(BLIS\)](#).

State Requirements



- ▶ The County Clerk of the Court's license department assists with business licensing for the state.
- ▶ In addition, the State's Division of Occupational and Professional Licensing regulates professional and trade licenses.



Useful Links

- ▶ [Licensing-Forms](#)
- ▶ [Food Truck Hubs](#)
- ▶ [Multifamily Rental Licensing](#)
- ▶ [Single-Family Rental Licensing](#)
- ▶ [Short-Term Rentals Licensing](#)
- ▶ [Fee Schedule](#)

Thank You!

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QUESTIONS

