

Tenant Fit Out Webinar

Presented by the
DPIE Business Development Section

June 2020



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County Executive



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Director



How to Chat or Ask Questions



All attendees are muted.



Please use the chat button to 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 the dpiebizdev email.



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

Tenant Fit-Out Defined

- A project involving interior construction within an existing building to accommodate a new tenant.
- A building permit (construction with use) is required for a tenant fit-out.
- All trade and other permits (electrical, mechanical, plumbing, fire alarm & sprinkler) must also be submitted.
- Once construction is completed, you will need an Use & Occupancy (U&O) permit to occupy the premises.

U&O Requirements

- A U&O Permit indicates the business identified meets local zoning and safety requirements and may legally operate at that location.
- One must obtain a U&O when there is a change in tenancy or property owner.
- A U&O Permit is needed to occupy the premises
- Method of compliance – no grandfathering.

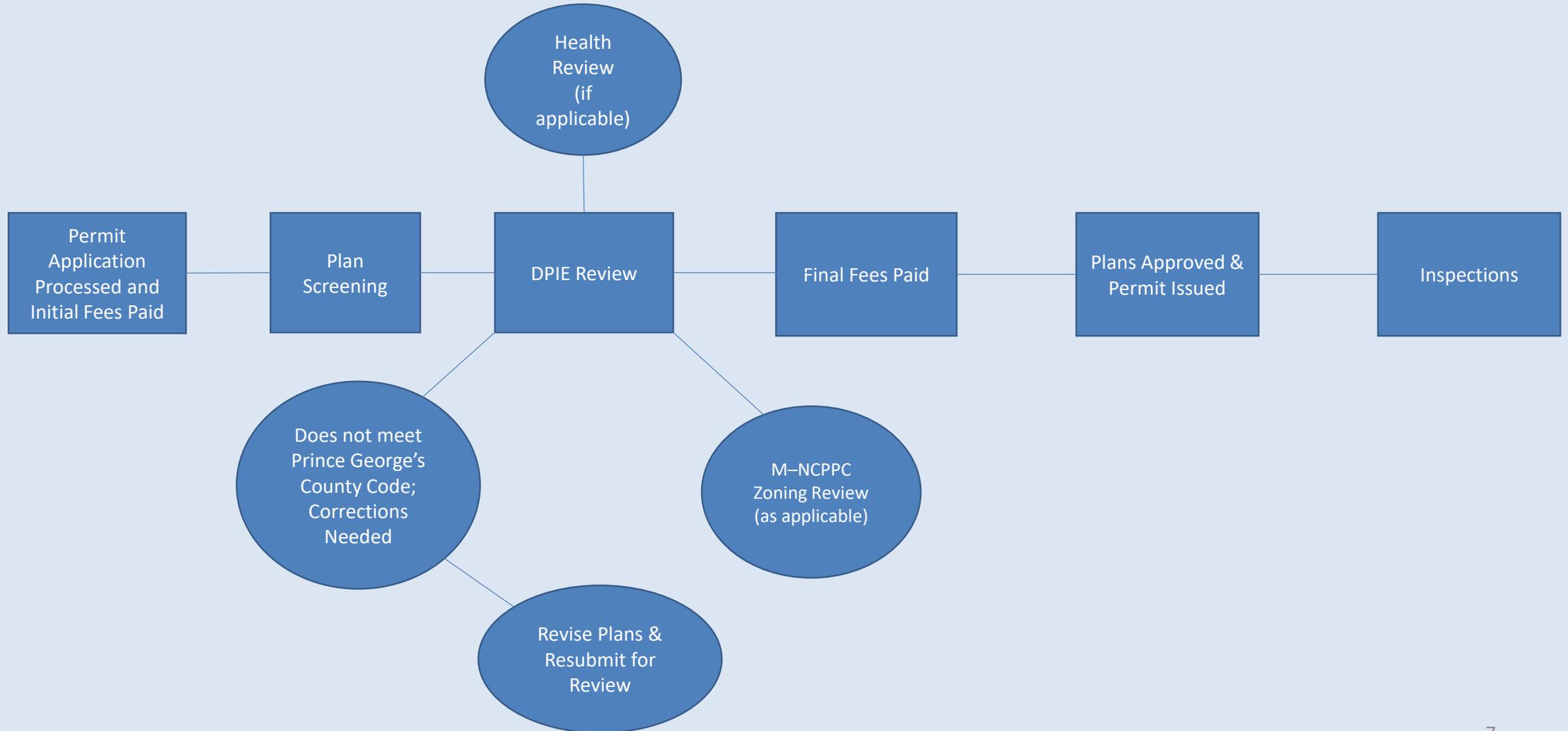
Zoning Explained (Before Buying Property or Signing a Lease)

- Make sure to check that your business can operate within the zone defined in the zoning ordinance. You **will** need zoning approval to change the use of the building (i.e. changing to a restaurant from a prior coffee shop).
- The ordinance specifies permissible uses (i.e. residential, commercial, industrial, institutional or mixed-use, etc.). The ordinance also provides for the enforcement of private properties throughout the County, except in the City of Laurel.
- The application is submitted to M-NCPPC (Park & Planning). They also review the allowable lot coverage for the property.

Hiring Design Professionals

- Should hire qualified architects, engineers and contractors:
 - They should be familiar with Prince George's County permitting processes and building code.
 - They should be licensed and bonded.
 - Be sure to identify them on the permit application and include the following: owner, occupant, contractor and contact information.
 - Be sure to verify permit receipt and case # from contractors.
- Know your project deadlines: financing, building schedule and inspections.

Permitting Process Flowchart



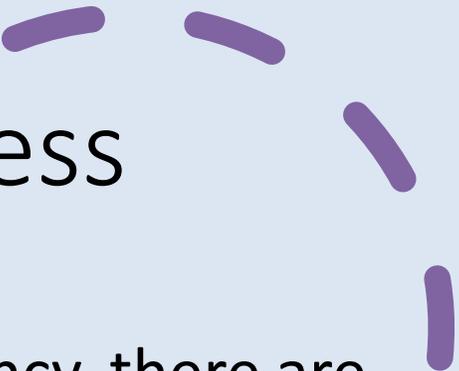
Permit Application Process

- Submit application online at: <https://dpielpermits.princegeorgescountymd.gov/>.
- Once the office re-opens, you may also visit the Permit Center and use the public computers. For a Tenant Fit-Out, you may apply online and do a same day walk-thru.
- Once your application has been approved for review, you will be invited to upload your plans in ePlan to track the reviews and comments.

**** Due to the COVID-19 emergency, DPIE offices are closed to the public. All applications should be submitted online.*

Fees

- May be paid by cash, check or money order only.
- Initially up to 50% of the estimated cost of the permit is required. The final 50% of permit plus a 5% technology fee will be added before issuance.
- For the fee schedule, visit:
<https://www.princegeorgescountymd.gov/DocumentCenter/View/23559/DPIE-Fee-Schedule>
- Third Party Inspections Program (TPIP) may be required; they are Mandatory, if the project costs exceed \$200,000.

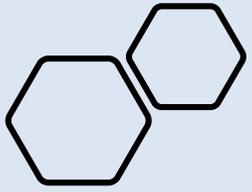


Walk-Thru Process



- Due to the COVID-19 emergency, there are no walk-thru permits, as the office is closed.
- Walk-thru is the process where reviews are done the same day while applicants wait.
- Construction that cannot be walked thru must be submitted for extensive review (4-6 week review period).

NOTE: If your project does not qualify as a “walk-thru” and a more expedited review is needed, optional Peer Review is available.



Walk-Thru Permits



BANKS



GENERAL OFFICE SPACES



CARRYOUT RESTAURANTS



SMALL AND MEDIUM BUSINESSES
(I.E. BARBER SHOPS, BEAUTY
SALONS OR OPTICAL STORES)

Permits You Can't Walk Through

Assisted living
(facilities with
more than 5
people)

Day care and
family centers
(with 9 or more
people)

Nightclubs, dance
halls, and
auditoriums

Spaces with live
entertainment

Assembly,
mercantile and
educational spaces

Projects 5,000
square-feet or
greater

Business and
storage spaces
10,000 square-feet
or greater

Projects that
involve more than
one floor level

Commercial
kitchen hoods

Tenant Fit-Out Permit Submittal

Things needed :

- Property Tax ID
- Three site plans (for U&O)
- Lease agreement or letter of authorization signed & dated by the owner
- Businesses will need the entity's name & registered agent; letter must be signed by authorized member
- Businesses must be registered in the State of Maryland

Note: If an occupant plans to make an alteration they would be required to obtain the owner's permission.

Online Submittal of Plans

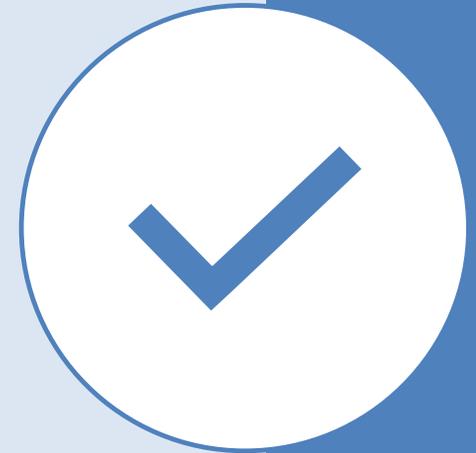
- Applicants must submit general, architectural, mechanical and electrical plans with the application.
- An on-line application must be completed to begin the electronic permitting process in ePlan.
- After the application fields have been completed, the applicant will be invited, within 1 to 2 business days, to upload plans as individual pages.
- This information is covered in more detail in the ePlan applicant User Guide & Quick Start Guide.

Plan Screening Requirements

- Required on submittals for all new residential buildings, commercial buildings, commercial additions and townhouses prior to entering the Building Permit application process.
- Plans are screened to determine if sufficient information has been included in the package for an engineering plans review period to be conducted.
- Submittal packages that achieve a positive screening will be approved to enter the Building Permit process. Packages that do not achieve a positive screening will be returned to the customer for correction.

Plans Needed for Review

- Site plan (3 copies)
- General/civil plans (2 copies)
- Architectural plans (2 copies)
- Mechanical plans (2 copies)
- Electrical plans (2 copies)
- Plumbing - WSSC Permit



Additional Building Permit Reviews

- Health review - required for food/public pool/spa/ potential air pollution and property on private well and septic systems
 - Fire protection systems review (sprinkler & fire alarm)
- ***All plans need to be signed and sealed by a professional architect or engineer.

DPIE Plan Review Period and Revisions

- It may take 4 to 6 weeks for a permit to complete the review cycle.
- The revision procedure can extend the review process.
- A revision fee will be assessed for any building revisions.
- Please make corrections as required and in a timely manner to reduce the review process time.

Third Party Plan Review:

Engineers review building plans to ensure compliance with all applicable building codes and standards.

PEER REVIEW

THIRD PARTY PLAN REVIEW

MANDATORY THIRD PARTY FIRE
INSPECTIONS SYSTEMS REVIEW

Municipal Collaboration

DPIE collaborates with the County's 27 municipalities on permitting and inspections. For more information, view:

- <https://www.princegeorgescountymd.gov/DocumentCenter/View/4894/Municipal-Inspections-and-Enforcement-PDF>
- [DPIE Plan Review and Inspections Permit Responsibilities in Municipalities \(PDF\)](#)



DPIE Inspections

- Once the permit is approved, you will receive a job card for an inspection.
- There are several additional inspections you may need such as:
 - Plumbing - Washington Suburban Sanitary Commission (WSSC)
 - Electrical - DPIE
 - Fire - Fire Department
 - Health - DPIE Health Review Section
- There is an existing PPT on the DPIE YouTube channel about inspections. Please see the following link to access it:
<https://www.youtube.com/watch?v=cF6twAr2Z3Q&feature=youtu.be>

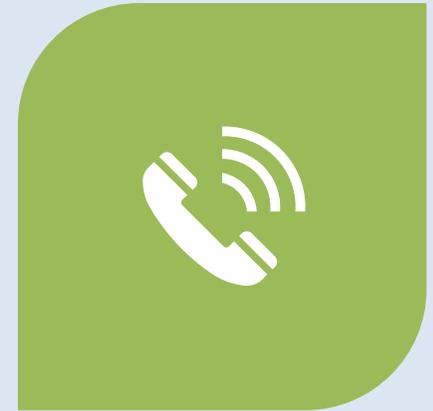
Scheduling an Inspection



SEE COMPLETE INSTRUCTIONS
AT [DPIE.MYPGC.US](https://dpie.mypgc.us)

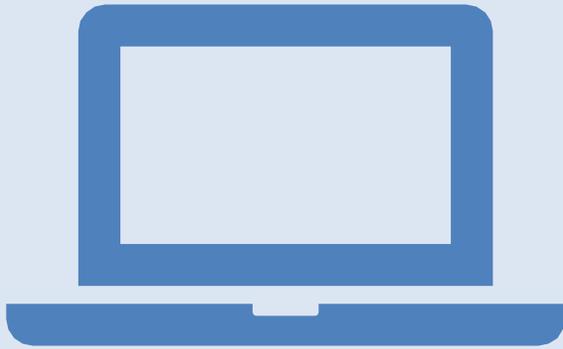


SCHEDULE ONLINE AT
[DPIE.MYPGC.US](https://dpie.mypgc.us)



CALL **301-883-5390**
WEEKDAYS 7 AM-11PM

Virtual Inspections



DPIE is also now offering limited virtual inspections for residential structures as an alternative to on-site inspections.

- Virtual inspections allow on-demand inspections to be performed remotely, utilizing technology.
- The inspections are conducted between the customer and inspector via video call on a smart phone or tablet.

DPIE Useful Links

Homepage

[DPIE.MyPGC.us](https://www.princegeorgescountymd.gov/1527/Commercial-Building)

Permits Information

www.princegeorgescountymd.gov/1497/Permits

Permit Fee Schedule

www.princegeorgescountymd.gov/documentcenter/view/10403

Online Permit Services (ePlan/Trade Permits)

<https://www.princegeorgescountymd.gov/1578/Online-Permit-Services>

Commercial Building Permit Information

<https://www.princegeorgescountymd.gov/1527/Commercial-Building>

Licensing Information

<https://www.princegeorgescountymd.gov/1214/Licensing>

State Business License Information

<https://businessexpress.maryland.gov/start/licenses-and-permits>

DPIE Contacts

- Directors Office: 301.636.2020
- Public Information Office: 301.636.2053
- Permitting and Licensing Division: 301.636.2050
- Site/Road Plan Review Division: 301.636.2060
- Building Plan Review Division: 301.636.2070
- Inspections Division: 301.883.3820
- Enforcement Division: 301.883.2090
- Health Review Section: 301-883-7261

Additional Contacts

- WSSC: 301.206.8886 or 301.206.4003
- M-NCPPC : 301.952.3208
- Economic Development Corporation (EDC): 301.583.4650

Thank you!

- Tanya Hedgepeth 301.636.2058
- Nicole Reece 301.636.2035
- dpiebizdev@co.pg.md.us
- dpie.mypgc.us



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