

HOW TO RENEW YOUR POOL FACILITY WITH AN EXISTING CASE # IN THE NEW MOMENTUM SYSTEM

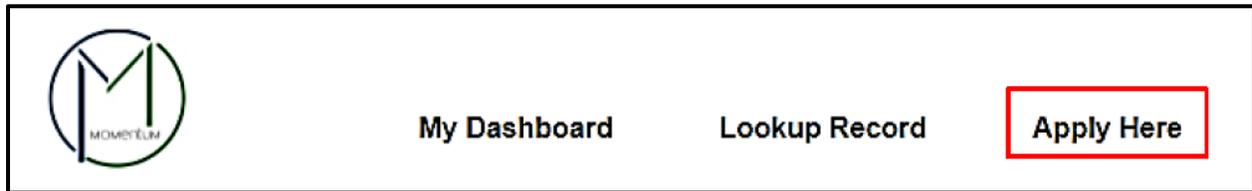
The purpose of this document is to outline the steps needed to renew your **pool facility** with your existing case number. This is a **one-time** renewal process used **only** if you have an existing case # from the old permitting and licensing system. This process is to help transition your existing case # into a Momentum application (Starts with APP-). Subsequent renewals will follow a different course of action outlined by the new Momentum system.

Step 1: Visit the website <https://momentumhome.princegeorgescountymd.gov>

Step 2: Click on Create User Account.

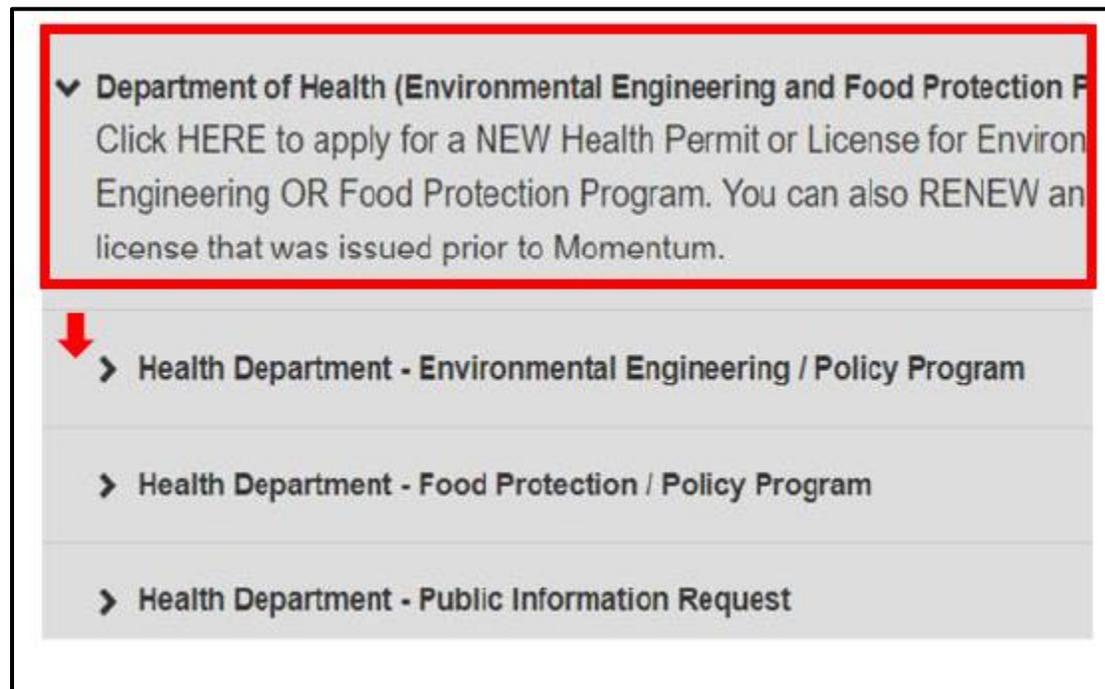
Step 3: Login with your Username and Password. Refer to the [Profile User Manual](#) on how to create an account if you don't have a login.

Step 4: From the Momentum Dashboard, Select "Apply Here"



Step 5: Select the Department of Health (Environmental Engineering and Food Protection Program)

Step 6: Select the Health Department – Environmental Engineering / Policy Program



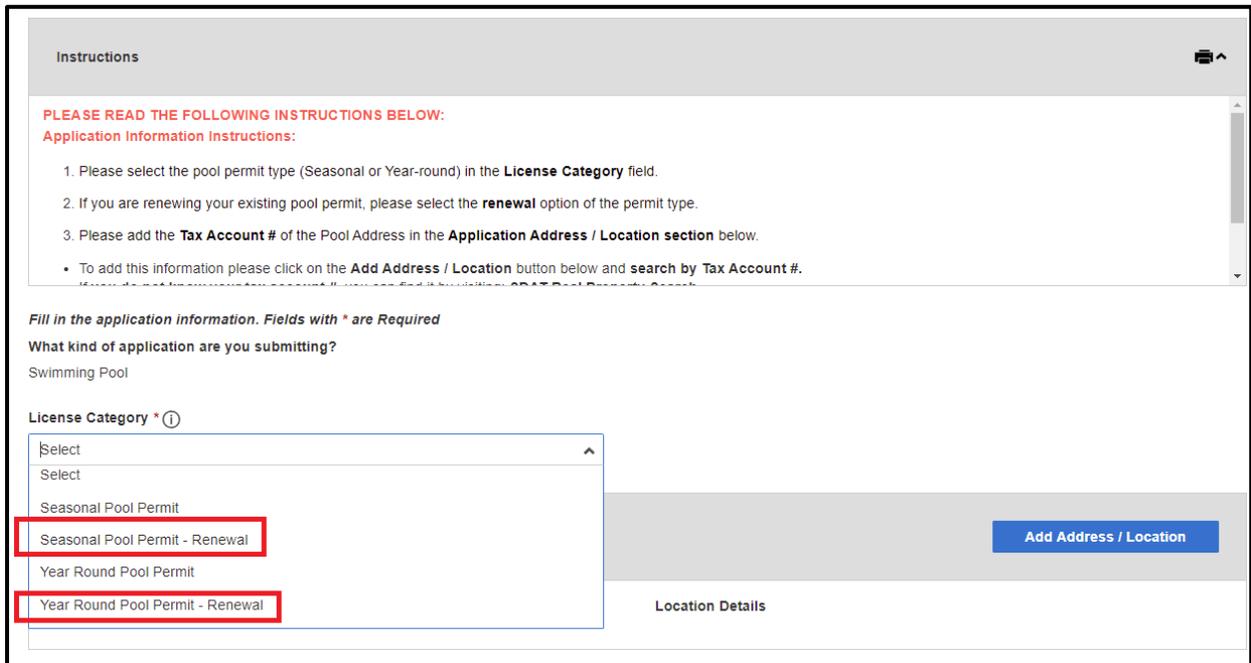
Step 7: Use the drop-down menus and select **Swimming Pool**



Application Information

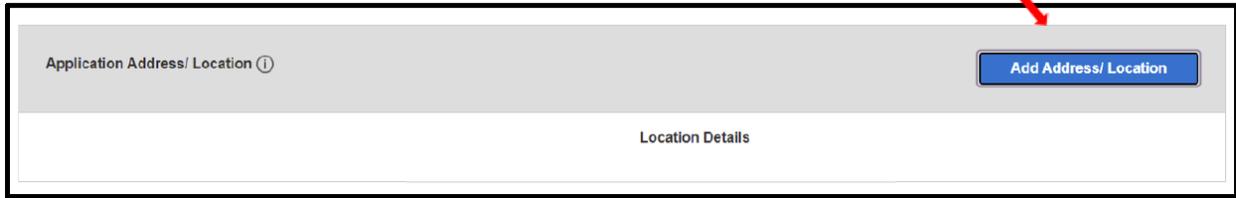
Step 8: Read the general instructions before proceeding to select your license application category.

- If you are renewing your Seasonal Outdoor Pool / Spa please select **Seasonal Pool Permit – Renewal**
- If you are renewing your Year-Round Indoor Pool / Spa please select **Year Round Pool Permit - Renewal**



Step 9: Add your Tax Account # in the Application Address / Location Section

- Click on the Add Address / Location button

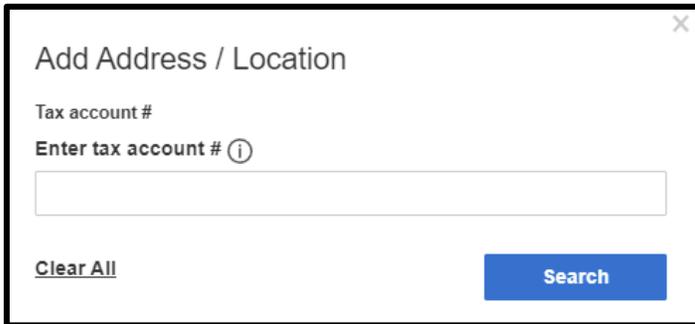


Application Address/ Location ⓘ

Add Address/ Location

Location Details

- Enter Tax Account #
- Click Search (If match found, the system will display Tax Account # in the Results section)
- Select your Tax Account # in the Results section and click on the Add Address / Location button to associate the Tax Account # to your application.



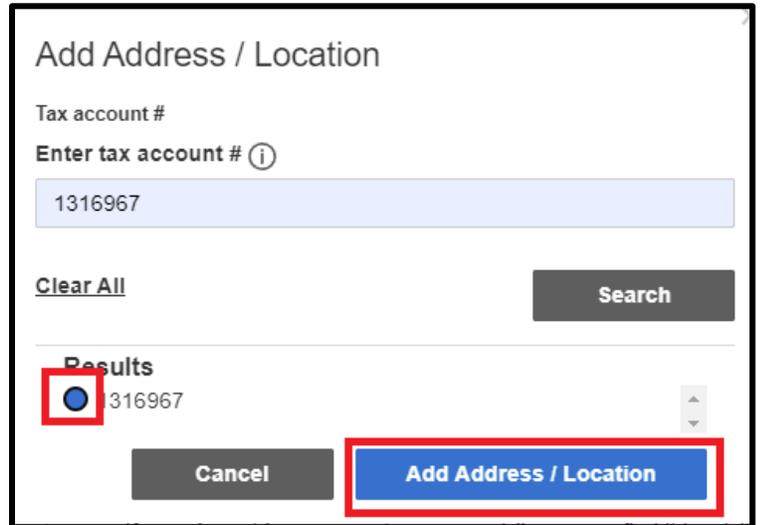
Add Address / Location

Tax account #

Enter tax account # ⓘ

Clear All

Search



Add Address / Location

Tax account #

Enter tax account # ⓘ

1316967

Clear All

Search

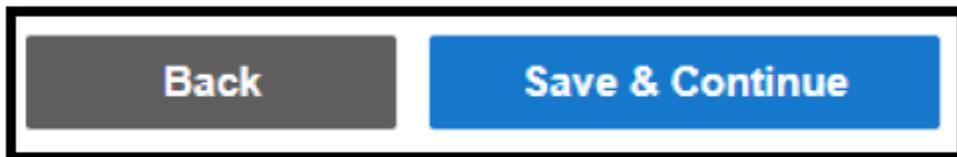
Results

1316967

Cancel

Add Address / Location

Step 10: Click Save and Continue



Back

Save & Continue

NOTE: Back button will take you to the previous page whereas Save and Continue will save your data and move you to the next step.

APPLICATION SECTION: Enter your Prince George's County Registration # and your Existing License # HERE

Step 11: Provide your existing case # in field #1 (please enter exactly as it is listed including the dashes (e.g. 12345-2021-0)

Step 12: If you already have an existing Registration # (Starts with REG-) then you may provide the number in Field #2. Otherwise, leave this field blank and you will be able to apply for a registration in a later section of the application.

Submit a New Application [Click here to save the progress](#)

1 2 3 4 5 6

Instructions

PLEASE READ THE FOLLOWING INSTRUCTIONS BELOW:
Application Information Instructions:

1. Please select the pool permit type (Seasonal or Year-round) in the **License Category** field.
2. If you are renewing your existing pool permit, please select the **renewal** option of the permit type.
3. Please add the **Tax Account #** of the Pool Address in the **Application Address / Location** section below.
 - To add this information please click on the **Add Address / Location** button below and **search by Tax Account #**.

Enter Your Prince George's County Registration # and Your Existing License # HERE:

1. Please provide the license # that you wish to renew. *

2. Enter your Prince George's County Registration # here. (e.g REG-XXXXX)

If you do not have a Registration #, please proceed to the Registration section below.

Step 13: Continue to the next section and complete all required fields as listed on the application.

NOTE: At the end of the application, carefully review the Acknowledgement section for required fees, documents, and important information.

Step 14: Type the name of the person who completed the application

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Signature (Please type your full name) *

Step 15: If you **do not** have a registration, continue to the next section: REGISTER HERE: Company Registration (DO NOT COMPLETE IF YOU HAVE AN EXISTING REGISTRATION #) and complete all required fields as listed on the application.

REGISTER HERE: Company Registration (DO NOT COMPLETE IF YOU HAVE AN EXISTING REGISTRATION #)

<p>Type Of Business <input type="text" value="Select"/></p> <p>Incorporated Date ⓘ <input type="text" value="MM/DD/YYYY"/></p> <p>Federal EIN or Tax ID <input type="text"/></p> <p>City <input type="text"/></p> <p>Zip <input type="text"/></p> <p>Cell Phone <input type="text"/></p>	<p>Company Name <input type="text"/></p> <p>Where Incorporated? <input type="text" value="Select"/></p> <p>Address <input type="text"/></p> <p>State <input type="text" value="Select"/></p> <p>Business Phone <input type="text"/></p> <p>Email <input type="text"/></p>
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Step 16: Click Save and Continue

BackSave & Continue

Review Application

Step 17: Review Application and, if needed, click on the Edit icon to make changes.

Review Information
Please carefully review the information below. If you need to make any changes, click the edit button.

Application Information **Edit**

After reviewing application, scroll down and click Submit.

BackSubmit

Once application is submitted a new Momentum application # will be generated.

PLEASE NOTE: YOUR APPLICATION IS NOT YET COMPLETE. YOU MAY NEED TO UPLOAD REQUIRED DOCUMENTS AND PAY THE RENEWAL FEE IN ORDER TO COMPLETE YOUR APPLICATION SUBMITTAL.

Step 18: Click on the application # link to view outstanding tasks.

Application Confirmation

Thank You! Your record was submitted. Below is your record #. To view the details of your record, click on the hyperlink.

 [APP0001-2021-SEASN](#)

If your application Status says Processing and the Current Milestone says Completeness Review, then your application has been successfully submitted to the Health Department for review. You will be notified via email if there is any additional information needed.

For questions regarding Environmental applications please contact 301-883-7681 or email EnvironEngProgram@co.pg.md.us