

DPIE BUSINESS DEVELOPMENT SECTION (BDS)

JANUARY 12, 2022



Melinda Bolling
Director



Angela D. Alsobrooks
County Executive





ABOUT BDS

Support the growth
of a thriving and
diverse commercial
business community

Provide guidance
and assistance
through the
permitting and
licensing process

ABOUT BDS

Coordinate with agency personnel to facilitate the completion of paperwork and document review

Educate business owners about DPIE requirements and processes

Liaise with entrepreneurs and other government agencies



ZONING REVIEW

Zoning review is an important part of the DPIE permit approval process.

The review is performed by the Maryland-National Capital Park and Planning Commission (M-NCPPC), which is commonly referred to as Park & Planning.

It is recommended that businesses obtain a letter of use determination before signing a lease or buying property.

This can be done by contacting the M-NCPPC Information Services team by submitting the online request form. The form can be found on the [Planning Information Services page](#) of the M-NCPPC website.

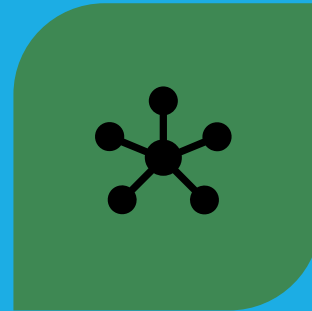
ZONING APPROVAL



TO BUILD ON
VACANT LAND



TO ADD AN ADDITION
TO AN EXISTING
BUSINESS BUILDING



TO CHANGE THE
“USE”
OF THE BUILDING



TO CHANGE THE
EXTERIOR OF THE
BUILDING

BUILDING PERMITS DEFINED

Building Permit Defined – Per County Code



Erecting a *building* or structure
(unless exempted under the
Building Code);



Enlarging, structurally altering,
moving, or adding to an existing
building or structure; or



Excavating for any *building* or
structure.

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USE AND OCCUPANCY (U&O) REQUIREMENTS

Permit needed to occupy the premises, regardless of construction or no construction.

Business identified meets local zoning and safety requirements and may legally operate at that location.

Must obtain a U&O when there is a change in tenancy or property owner

Method of compliance – no grandfathering.

U&O INSPECTIONS

For a U&O Inspection, the inspector will verify that a building meets zoning, property maintenance and life safety requirements.

You may review the U&O Checklist at <https://www.princegeorgescountymd.gov/DocumentCenter/View/10958/Use-and-Occupancy-Checklist-and-Letter-PDF?bidId=>

It is important to remember that a U&O permit is not a permit for construction. Rather an applicant must possess a building permit to proceed with construction.

U&O CHECKLIST

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princegeorgescountymd.gov/DocumentCenter/View/10958/Use-and-Occupancy-Checklist-and-Letter-PDF?bidId=

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CERTIFICATE OF USE & OCCUPANCY CHECKLIST Page 1 of 3

U&O INSPECTION CHECK LIST

Name of Business _____ Date _____ U&O # _____

Type of Business _____

Address _____

Owner/Manager/Applicant _____ Telephone # _____

Address _____

A U&O CERTIFICATE CANNOT BE ISSUED UNTIL THE FOLLOWING ITEMS ARE CORRECTED AND COMPLETED

NFPA 101	9.6.1.3	Fire Alarm System; Testing/Maintenance (NICET III or better).	_____
NFPA 101	9.6.2.10.1	Smoke Detector.	_____
NFPA 101	9.11.1	Sprinkler System; Testing/Maintenance (NICET III or better).	_____
NFPA 1	11.7.5	Emergency Generator; Testing/Maintenance.	_____
NFPA 101	9.9	Portable Fire Extinguishers; serviced, tagged, and mounted. Size/Classification #2A-10-BC.	_____

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NFPA 101	7.10.1.2	Exit Sign(s) Requirement/function in Normal/Emergency Mode.	_____
NFPA 101	7.10.5.1	Exit Sign(s) with Continuous Illumination.	_____
NFPA 101	7.10.5.2.1	Directional Exit Sign(s) Required.	_____
NFPA 101	7.9.1.1	Emergency Lights required/Battery backup required.	_____
NFPA 101	7.9.2.2	Obstruction to Egress/Mean of Escape.	_____
NFPA 101	7.1.10.1	Address Display Required.	_____
Sub Title	11-274	Site Compliance.	_____
Zoning	27-253(c)	Missing outlet covers.	_____
NEC	406	Permits required for all Sign(s).	_____
Zoning	27-596	Access to utilities (blocking).	_____
Sub Title	11-109		_____

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U&O CHECKLIST, CONTINUED

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CERTIFICATE OF USE & OCCUPANCY CHECK LIST Page 2 of 3

NFPA 101	8.3.3.7	Wire Glass and Fire Door Required.	_____
NFPA 101	8.3.3.1		_____
NFPA 101	7.2.1.8.1	Self Closing Device/Fire Door Required.	_____
NFPA 101	7.2.1.5.1 & 7.2.1.5.2	Locks/Latches.	_____
NFPA 101	7.2.1.5.5.1	"This door remains unlocked" Sign.	_____
NFPA 101	7.2.1.7.1 (.2)	Panic Hardware installation.	_____
NFPA 101	6.1.14.4.1	Separation between occupancies required.	_____
IBC	Table 509	Boiler & furnace rooms-1 hour Fire rated wall or sprinkler head.	_____
NFPA 1	3.3.174	Special Hazard (MSDS Listing required).	_____
NFPA 1	63.3.1.9.5	Securing Compressed Gas Cylinders.	_____
Zoning	27-593	Sign not permitted.	_____
NFPA 1	11.1.5.5 & 11.1.5.6	Extension cords/power strips are for temporary use only.	_____

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Sub Title	11-161	Abatement of dangerous conditions.	_____
P.G. Subtitle 9		Electric Permit required for all electrical work. IBC	_____
IBC	Sec. 105.1	Plumbing Permit required for plumbing work. IBC	_____
IBC	Sec. 105.1	Mechanical Permit required for mechanical work. IBC	_____
IBC	Sec. 105.1	Obtain a permit for interior construction. IBC	_____
Zoning	27-253(c)	Remove items not associated with the nature of the business.	_____
Zoning	27-253(a) (1)	Each individual occupant must obtain a separate Use and Occupancy Certificate.	_____
PM	13.00	Property Maintenance - Apartment Rental License	_____
NFPA 101	13.00	Kitchen suppression system. Health Department inspection	_____
CSD/HD	CSD/HD	Health Department inspection required for ALL food preparation, Sales and storage facilities.	_____
Subtitle 11	MOU 5.2.3 & 11-159	Fire Department inspection required for child/day care, assisted/congregate facilities, schools, institutions, liquor establishments, and all assembly occupancies.	_____

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U&O CHECKLIST, CONTINUED

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CERTIFICATE OF USE & OCCUPANCY CHECK LIST Page 3 of 3

NFPA 329 & 30
Subtitle 11 – 259 Underground storage tanks testing and maintenance _____

Subtitle 4-203
IPMC section 606.1 Elevators and Conveying Systems Testing & Maintenance Report _____

COMPLIANCE/REINSPECTION IS REQUIRED WITHIN 30 DAYS.

1st Inspection: _____ Date: _____
2nd Inspection: _____ Date: _____
3rd Inspection: _____ Date: _____

An inspection of the subject property has disclosed the code violations noted. Therefore, a building construction permit with use (CU) permit will be required. When applying for a CU permit, it is required that interior and/or exterior construction plans/drawings be submitted at the time of application for a complete plans review.

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This Use and Occupancy Application case number _____ will be voided immediately.

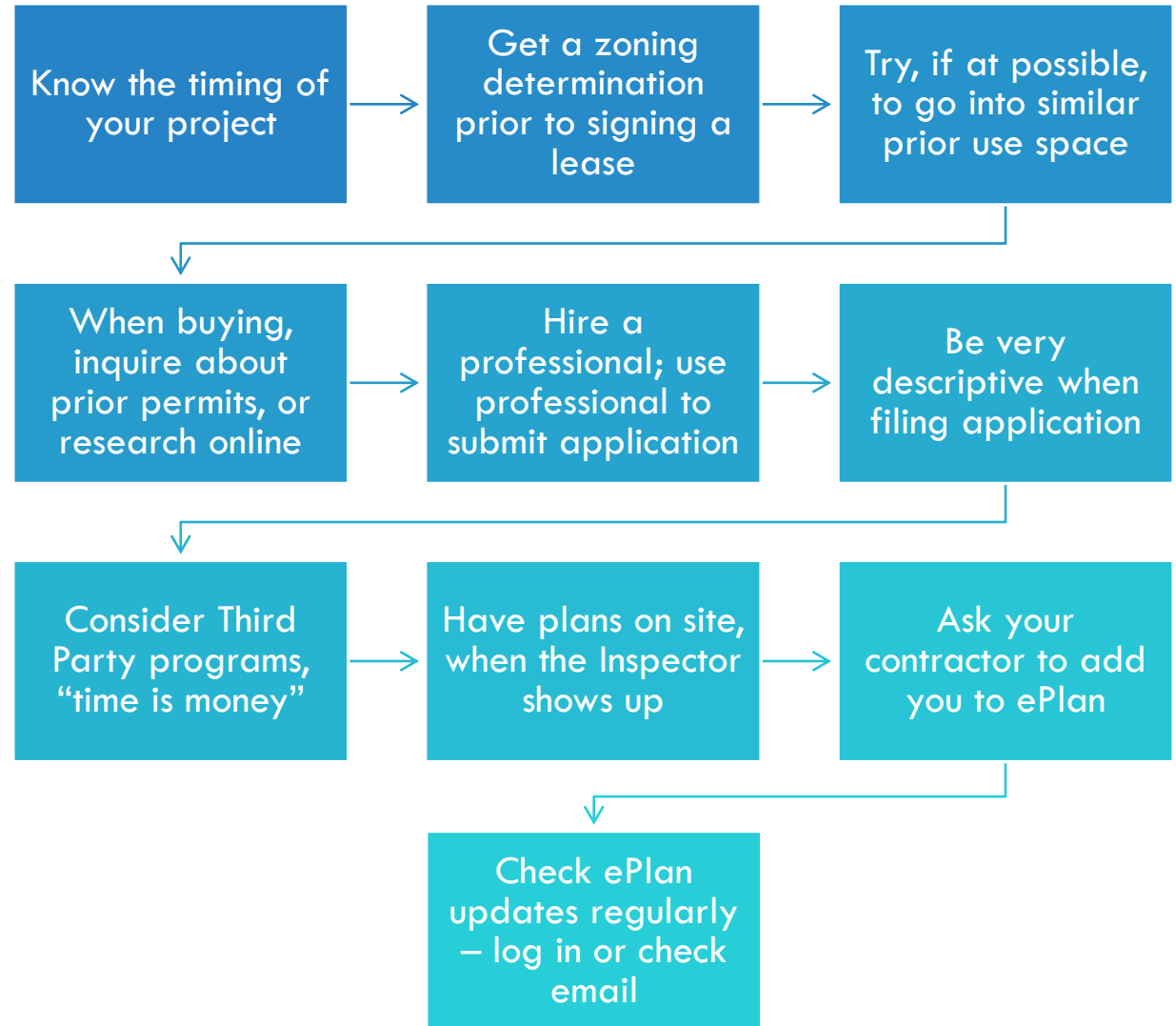
Correction Order Issued & Attached

Issued By _____ Date _____
Received By _____ Date _____

THE CONTENT IN THIS DOCUMENT IS NOT INCLUSIVE OF ALL CODE REQUIREMENTS AND INSPECTION CRITERIA.
NICET III CERTIFICATION IS REQUIRED FOR ALL SPRINKLER & FIRE ALARM SYSTEMS.

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TOP 10 HINTS



THANK YOU!



Nicole Reece



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