

# Building Permits, U&Os, Licensing & Inspections

Presented by the  
DPIE Business Development Section  
*December 9, 2021*

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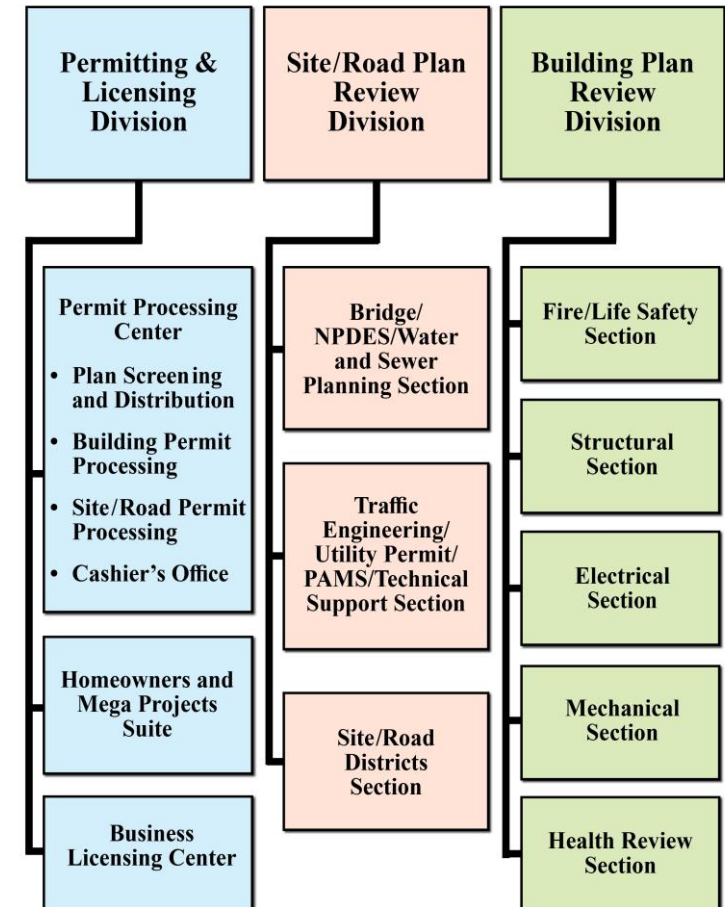
Angela D. Alsobrooks  
County Executive



Melinda Bolling  
Director



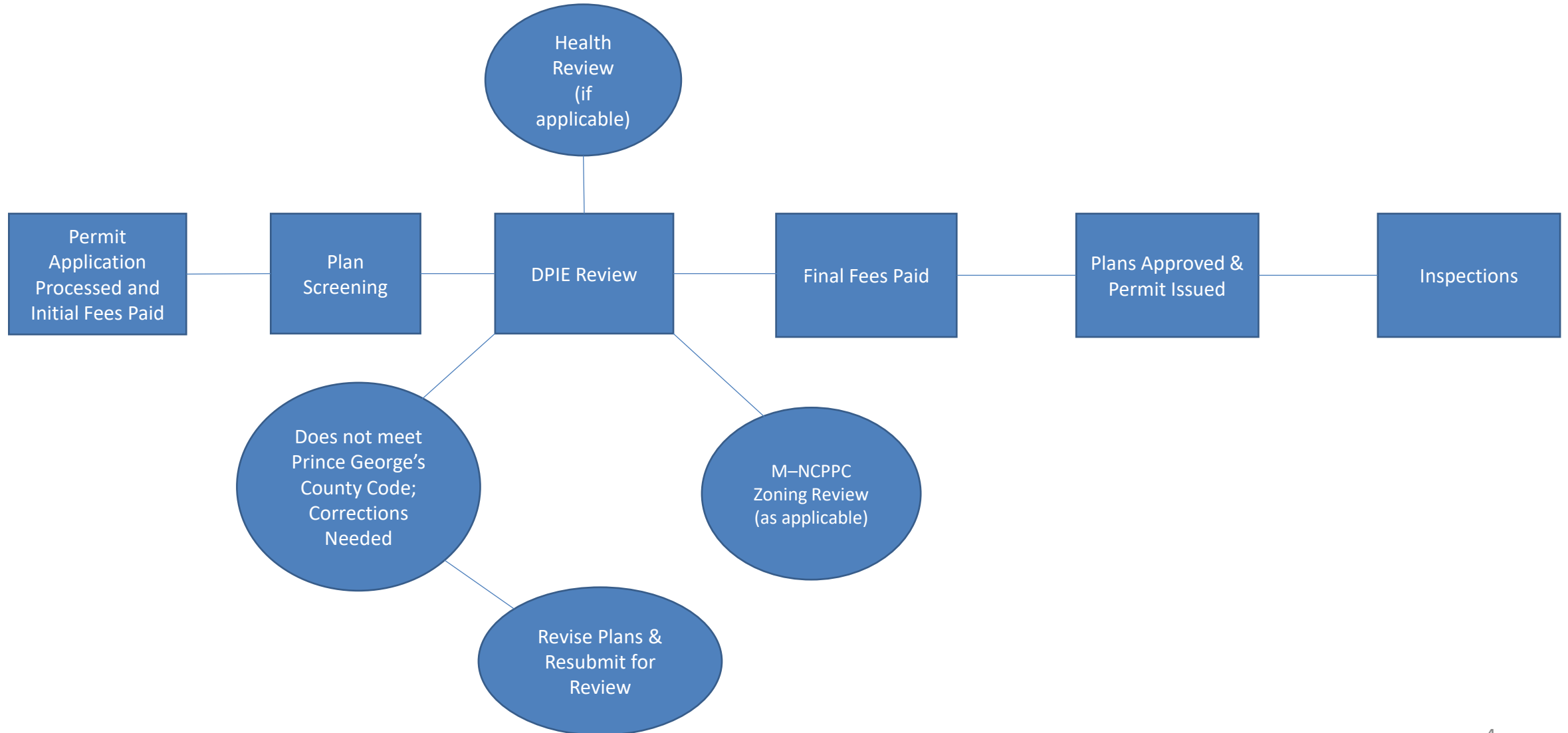
# Permit Division Structure



# Before Applying for a Permit

- 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 from contractors.
  - Make sure YOU are identified on the permit. Why is this important?
- Know your project deadlines: financing, building schedule and inspections.

# Permitting Process



## Permit Application Process & Fees

- Submit application online at <https://dpielpermits.princegeorgescountymd.gov/>
- 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>

# Zoning Explained

- The ordinance specifies permissible uses, such as residential, commercial, industrial, institutional or mixed-use, etc.
- The ordinance provides for the enforcement of private properties throughout the County, except in the City of Laurel.
- Applications submitted to M-NCPPC (Park & Planning).
- M-NCPPC also reviews the allowable lot coverage for property.

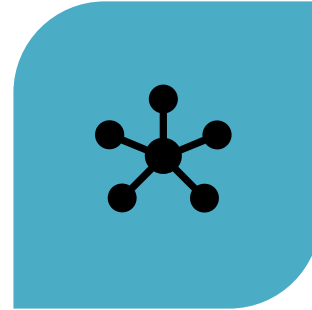
# Zoning Approval



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 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.



# Submittal of Plans

- All plan submittals must be electronic. An on-line application must be completed to begin the electronic permitting process in ePlan. Take ePlan Training – will resume in January 2022.
- After the application fields have been completed, and approved by plan screening, the applicant will be invited to upload plans as **single sheets**.
- In order to begin the review process, applicants must submit civil, structural, trade, and site plans with the application.
- This information is covered in more detail in the ePlan applicant quick start guide. [ePlan-Applicant-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.

# Building Permit Review Requirements

- Site plan
- Structural plans
- Architectural plans
- Mechanical plans
- Electrical plans
- Plumbing – Washington Suburban Sanitary Commission (WSSC) Permit
- Health plans



# Building Permit Review Requirements - Continued

- 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.

\*\*\*Make sure to apply for all additional permits (i.e., fire & sprinkler, mechanical, electrical)

\*\*\*[Tenant-Fit-Outs-Guide-PDF](#) (building permit)



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

DPIE PLAN REVIEW

THIRD PARTY PLAN REVIEW

PEER REVIEW

MANDATORY THIRD PARTY FIRE  
INSPECTIONS SYSTEMS REVIEW

## 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.
- Please check spam folder and log into ePlan account regularly.

# 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, change of use, name, or property owner
- Method of compliance – no grandfathering.

# Use and Occupancy Submittal

Things needed :

- Property Tax ID
- Site plan
- 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.*



# Permit Timeframes



Once a permit application has been filed, a permit must be issued within 6 months of the application date or it becomes null and void.



Once issued, work must begin within 6 months of permit issuance.



Construction inspections are required a minimum of every 6 months to keep the permit valid.



Only exceptions are grading permits, which have up to a 5-year lifespan.

# Permit Renewals & Extensions

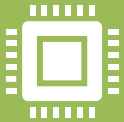
Must be submitted within  
30 days of expiration

Can be granted for (2) 6-  
month  
extension periods

# Business Licenses



The Licensing Center issues business licenses and regulates various business activities per the County Code.



In addition, staff monitors and investigates items/concerns related to Code Compliance throughout the active term of a license.



This includes ensuring certain Use and Occupancy (U&O) permits are current and that licenses adhere to professional standards and operate in accordance with County Code.

# Business Licenses

- Adult Book and Video Store
- Building Contractor
- Benefit Performance (Bazaar, Bingo, Dinner, Pull Tabs, Raffle, Silent Auction, Other)
- Benefit Performance/Charitable Gaming
- Benefit Carnival
- Benefit Circus
- Charitable Solicitor
- Door-to-Door Solicitor
- Electrical Contractor — Limited
- Food Truck Hub
- Fortune Telling
- Homeowner Waiver
- Master Electrician — Limited
- Mobile Vendors (Ice Cream Truck)
- Motor Vehicle Repair Facility
- Off-Road Vehicle Registration
- Pawn Dealer
- Pawn Dealer Employee
- Public Dance
- Secondhand Dealer
- Secondhand Dealer Employee
- Special Food Service Facility – Mobile Food Truck
- Food facilities, farmers markets or swimming pools

# Momentum Online System

- All Prince George's County Business Licenses are processed in Momentum, the County's new online system --  
<https://md-princegeorgescounty.civicplus.com/3669/Momentum-Online-Services>
- The new system allows customers to submit applications, upload documentation and make payments online. When the applications have been reviewed and approved, customers will be able to print their licenses at work or at home.



# 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 go to State of Maryland [Business License Information System \(BLIS\)](#).

# State Requirements



- ▶ The County [Clerk of the Court](#) license department assists with business licensing for the state.
- ▶ In addition, there is the State's [Division of Occupational and Professional Licensing](#) which regulates professional and trades licenses.

# Inspections Division

- The Inspections Division regulates construction, development and grading activity in the County through code enforcement and inspection, except in the City of Laurel.
- DPIE enforces accessibility, building, electrical, energy, fire, mechanical and other applicable County and State codes.
- The Health Department Inspections program regulates the inspections of food facilities, swimming pools and spas in the City of Laurel.

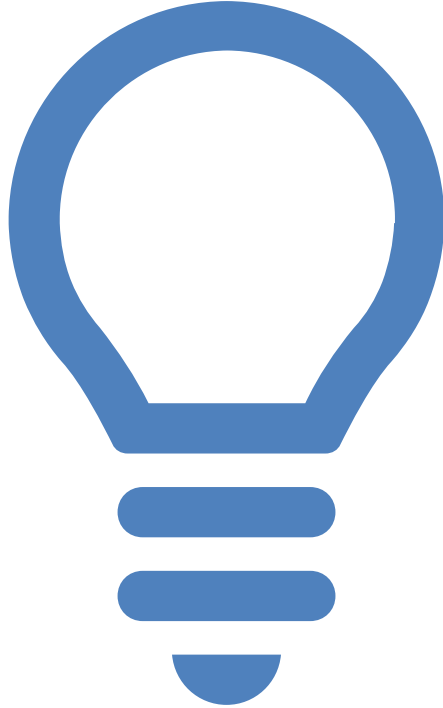




# Building inspections

- Inspectors provide oversight of residential and commercial construction and tenant renovations.
- Inspections are performed to ensure code compliance in a building's structural, electrical, mechanical and sprinkler systems.





# Electrical inspections

- The Commercial Construction and Life Safety Section (CCLSS) provides oversight for the third-party inspection process required for new commercial construction in the County and electrical inspections for commercial projects that don't require third-party inspection.
- Projects include schools, stores, restaurants, offices, places of worship and generators.
- Work that complies with updated electrical codes is accepted.
- DPIE also enforces regulations outlined in the County Code.

# Fire inspections

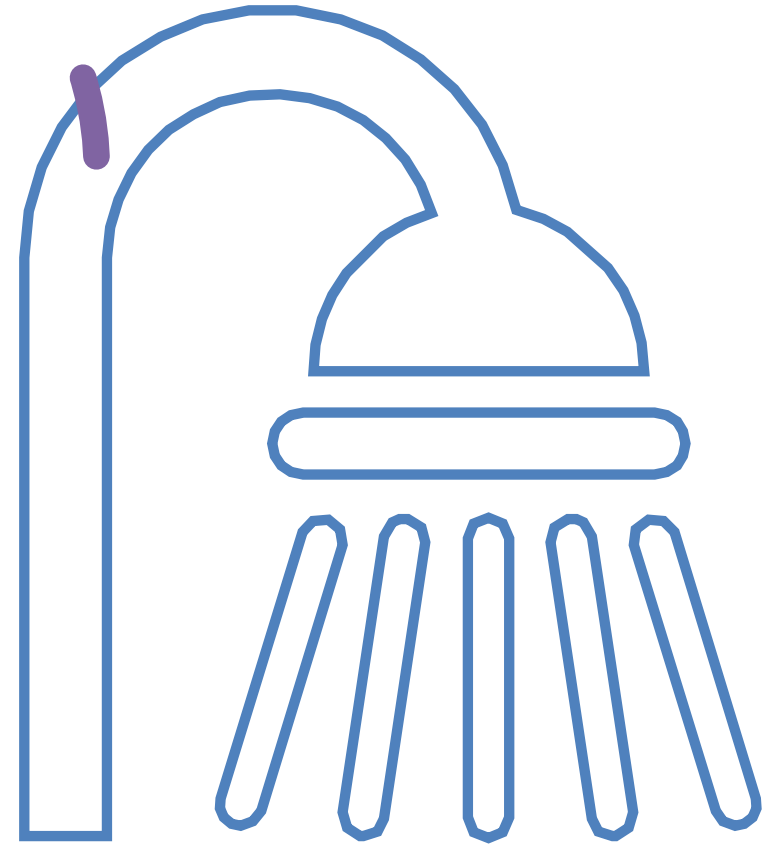


- DPIE shares responsibility for fire code enforcement with the County Office of the Fire Marshal.
- DPIE is responsible for fire code enforcement associated with a permit for building or occupancy.
- Customers requesting fire inspections associated with permits may be grouped into the following categories:
  - Use and Occupancy Permit (U&O)
  - Fire Protection System Certification
  - Fire Prevention Inspection

# Plumbing inspections and WSSC

County plumbing inspections are performed by the Washington Suburban Sanitary Commission (WSSC).

- WSSC has a satellite office at DPIE headquarters, 9400 Peppercorn Place, Suite 650, in Largo.
- The office assists customers dealing with new development or redevelopment projects to navigate the process of obtaining WSSC water and/or sewer plan approvals and permits.
- Call WSSC at 301-206-4003 for more information on plumbing inspections.



# Site development

Roadway, infrastructure and stormwater management inspections are conducted to ensure compliance with all applicable State and County codes.

- Inspectors conduct site and road development, sediment and erosion control, and various tree conservation inspections.
- This section also conducts inspections in support of permit and bond releases for site and road projects.






# Municipalities

There are 27 municipalities. Permitting and Inspection responsibilities are delineated in the following charts.

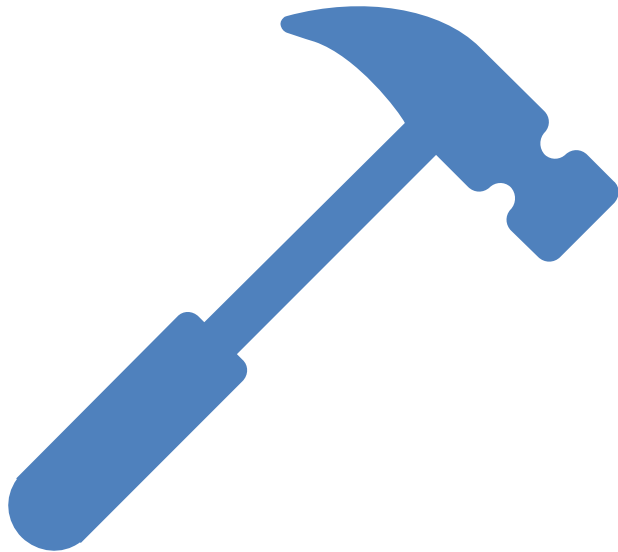
- [Municipal Inspections and Enforcement \(PDF\)](#)
- [DPIE Plan Review and Inspections Permit Responsibilities in Municipalities \(PDF\)](#)
- [Inspections Responsibilities in Municipalities \(PDF\)](#)
- To determine if your project is within one of these municipalities, please visit the [Atlas website](#); click on "Map Layers" (the second icon on the right).



# THIRD PARTY INSPECTIONS

- Required for commercial building projects estimated at \$200,000 or more.
  - Third party inspection agents are hired by the owner to evaluate the work of the various trade disciplines. The third-party inspectors then provide certification to the County attesting that work complies with code.
  - View requirements at:  
<https://www.princegeorgescountymd.gov/DocumentCenter/View/4338/Third-Party-Inspection-Program-TPIPMannual-and-Forms-PDF>
- 

# Pre-construction meetings



- Required for commercial building projects estimated at \$200,000 or more. See additional information at <https://md-princegeorgescounty.civicplus.com/DocumentCenter/View/4589/Pre-Construction-Meeting-PDF>
- Pre-construction meetings are conducted virtually.
- For more information, call 301-883-3820 and select option 5.





# Pre- construction meetings— Continued



The following must be present at the meeting:

- The entire third-party inspection team
- Tenant and/or owner representative
- General contractor (preferably the person onsite)
- Approved plans
- For interior alteration only permit(s), you need a valid Use and Occupancy Permit (U&O) or zoning use approval by the Maryland-National Capital Park & Planning Commission (M-NCPPC).

# 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 Inspections - continued

A Health Review Pre-Inspection is required for new kitchens. 301-883-7621 (For all new food establishments -- convenience stores, restaurants, school kitchens, café grocery stores, catering operations, public swimming pools and spas).



A Fire/EMS Department inspection may be required for daycare centers, places of assembly, and special events. 301-583-1830



A U&O is required prior to the issuance of a County Business License.

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# Scheduling an inspection

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

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

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**CALL 301-755-9000**

**WEEKDAYS 7 AM-11PM**

# Scheduling online

https://dpiestatus.princegeorgescountymd.gov/Site/Public/Citizens/ScheduleInspection.aspx#

Schedule Inspection

Prince Georges county MARYLAND

Monday, May 18, 2020  
DPIE Status

Home Permit Inspection ePayments

Schedule Inspection

\* Permit Number :  -  -   
Example: 1001 - 2013 - 00

\* Inspection Request Code :

\* Inspection Date :  \* Phone Number :

\* Enter the code shown below :  [More Info](#)

F1ABA

Fields marked with an asterisk \* are required.

Schedule Inspection

# Scheduling by calling

You may also call the County's **Automated Inspection Request/Information System (AIRIS)** at **301-755-9000** between the hours of 7 a.m. - 11 p.m., Monday through Friday.

- Before calling, make sure to have the following:
  - Contact phone number
  - Case number
  - Request code (see listing at the following link)  
<https://www.princegeorgescountymd.gov/DocumentCenter/View/4325/Code-Request-PDF?bidId=>
  - Date you would like inspection to occur

## Request Codes for Inspections

### Building, Mechanical and Residential Electrical

- 100 Inspector to Return Call
- 101 Initial Inspection
- 102 Pre-construction
- 103 Routine Inspection
- 104 Lift Stop Work Order
- 106 Use & Occupancy
- 107 Final Inspection
- 110 Footing
- 111 Foundation Wall
- 112 Backfill/Drain Tile
- 114 Framing
- 115 Slab (All Concrete Work including Aprons)
- 116 Close-In
- 151 Bond and Ground
- 152 Rough Wire Wall
- 153 Rough Wire Ceiling
- 154 Trench Concealment
- 155 Cut-In/Heavy-up

### Commercial Electrical

- 200 Inspector to Return Call
- 201 Initial Inspection
- 203 Routine Inspection
- 204 Lift Stop Work Order
- 207 Final Inspection
- 250 Pole Service (Commercial/Residential)
- 251 Bond and Ground
- 252 Rough Wire Wall
- 253 Rough Wire Ceiling
- 254 Trench Concealment

- 255 Cut-In/Heavy-up
- 256 Work with Cut-In
- 257 Rough Wiring Slab
- 258 Generators/Solar Panels (Commercial/Residential)
- 156 Work with Cut-In

### Site Development

- 300 Inspector to Return Call
- 301 Initial Inspection
- 302 Pre-Construction
- 303 Routine Inspection
- 304 Lift Stop Work Order
- 307 Final Inspection
- 321 Storm Drain Installation/Stormwater Devices
- 322 Storm Drain Maintenance
- 327 Excavation
- 328 Backfill
- 331 Bio-retention
- 332 Steel Inspection
- 333 Concrete Inspection
- 334 Infiltration Inspection
- 335 Subgrade Inspection
- 336 Controlled Fill
- 337 Removal of Sediment Controls
- 338 Tree Conservation Inspection
- 339 Critical Area Inspection
- 340 Landscaping
- 341 Parking Lot
- 342 Recreation Areas
- 343 Reforestation
- 344 Final Grading Only
- 345 Bond Release

# Request codes

# Preparing for an inspection



- Please have a complete U&O Permit package and ensure your permit and plans are onsite when the inspector arrives.
- All work performed must be in accordance with the approved plans.
- If there are any substitutions of methods, materials, or features, a plan revision is required.
- Make sure all equipment functions properly.
- Check to ensure all doors, lights, life safety items, fire extinguishers, etc., are in good working condition.



# Preparing for an inspection

## - continued

- A current inspection for each fire protection system (alarm, sprinkler, kitchen/hood, smoke control, emergency generator, etc.)
- All debris and trash is removed
- Inspection forms may be found at [dpie.mypgc.us](http://dpie.mypgc.us)



# Inspections phone numbers

Schedule an inspection: **301-755-9000**

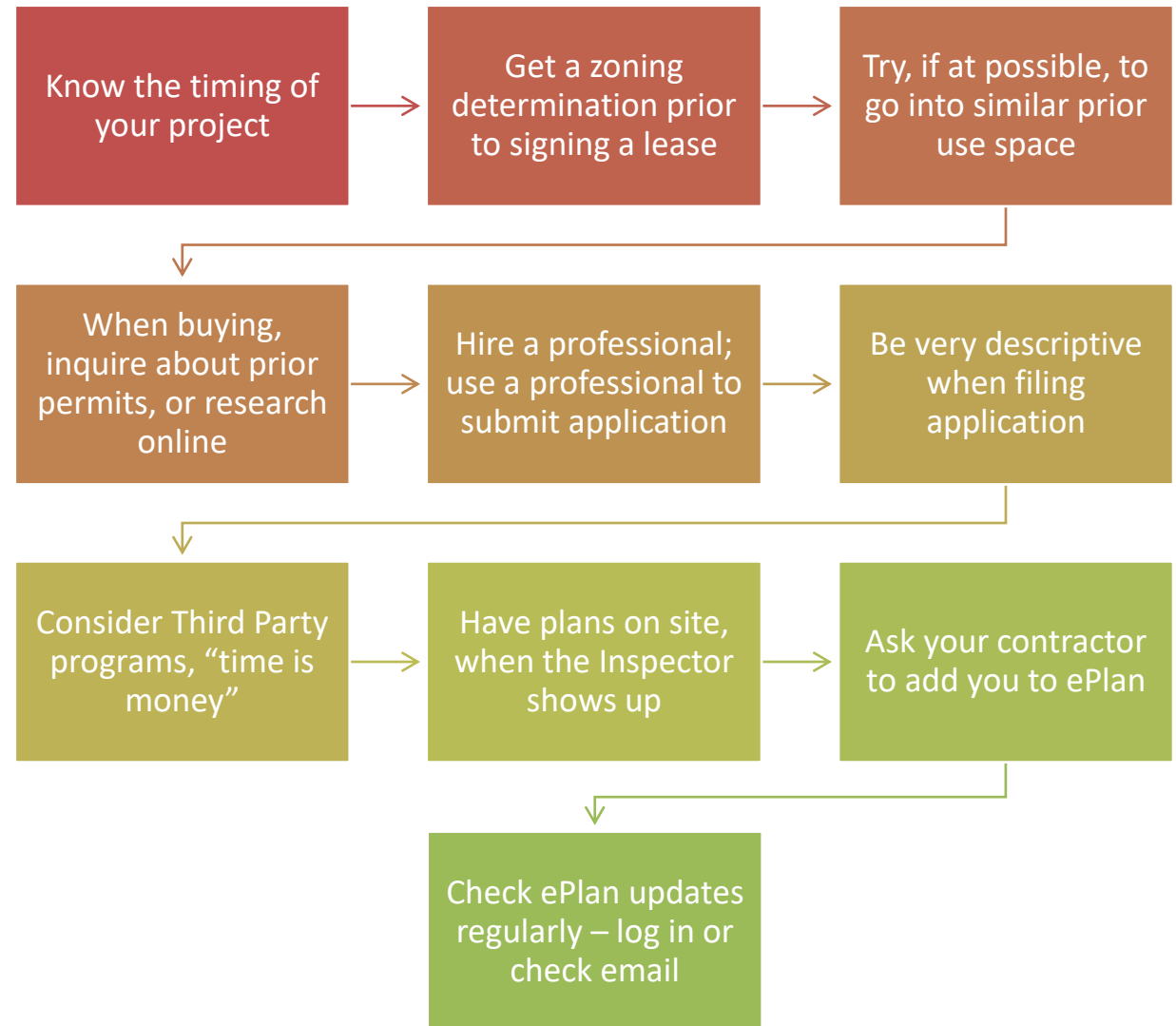
U&O inspections: **301-883-5390**

Third-Party Inspection Program: **301-883-3820**

Site Development Inspections:  
**301-883-3820**

Health Review Section, **301-883-7621**

# Top 10 Takeaways/Hints



# 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: 301.883.7621
- Clarence Moseley, Permits Center Manager:  
301. 636-2050 & [cemoseley@co.pg.md.us](mailto:cemoseley@co.pg.md.us)

# Thank you!

- Nicole Reece 301.636.2035
- nmreece@co.pg.md.us
- dpiebizdev@co.pg.md.us
- dpie.mypgc.us



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County Executive



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