

# Building Permits, U&Os, Inspections

Presented by the  
DPIE Business Development Section

*February 16, 2022*



Angela D. Alsobrooks  
County Executive



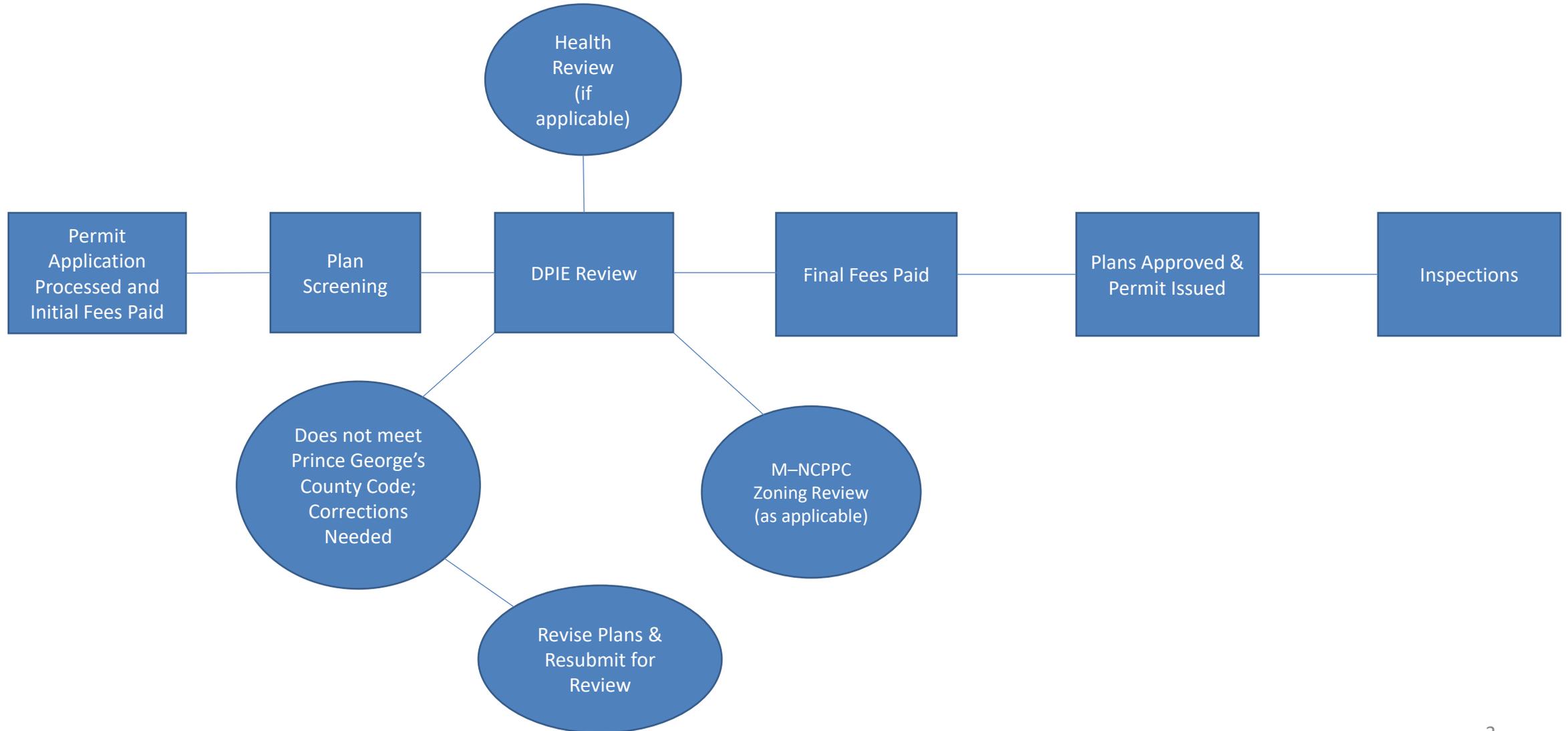
Melinda Bolling  
Director



# 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.

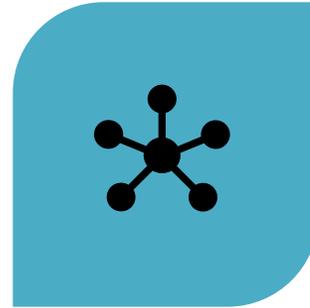
# Zoning Approval



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

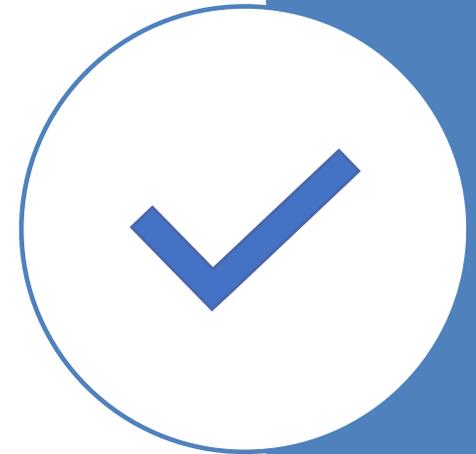
- All plan submittals must be electronic. An on-line application must be completed to begin the electronic permitting process in ePlan. Take ePlan Training – will resume in January 2022.
- After the application fields have been completed, and approved by plan screening, the applicant will be invited 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

# Inspections Division

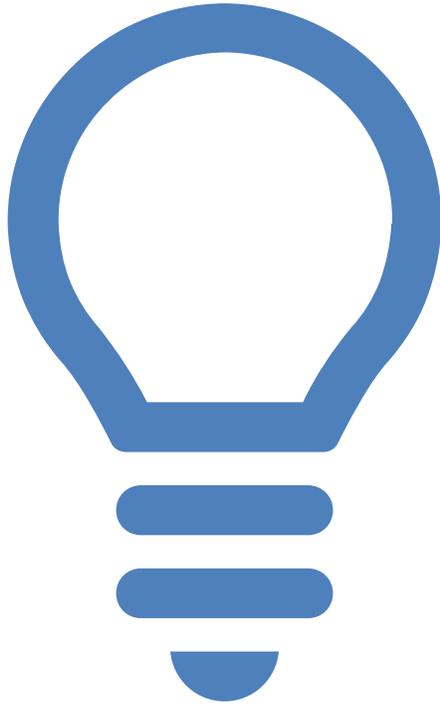
- The Inspections Division regulates construction, development and grading activity in the County through code enforcement and inspection, except in the City of Laurel.
- DPIE enforces accessibility, building, electrical, energy, fire, mechanical and other applicable County and State codes.
- The Health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

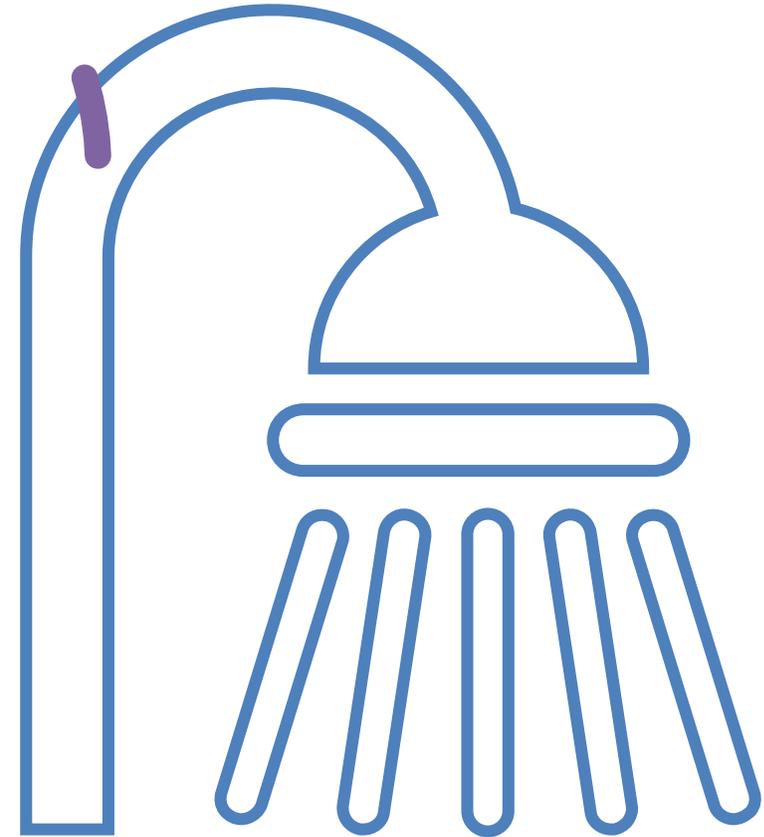


- DPIE shares responsibility for fire code enforcement with the County Office of the Fire Marshal.
- DPIE is responsible for fire code enforcement associated with a permit for building or occupancy.
- Customers requesting fire inspections associated with permits may be grouped into the following categories:
  - 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

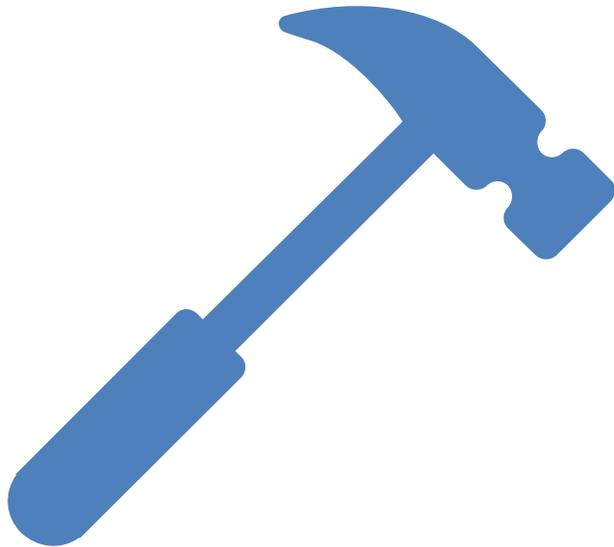
There are 27 municipalities. Permitting and Inspection responsibilities are delineated in the following charts.

- [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-TIPManual-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.

A large red circular graphic on the left side of the page, partially cut off by the edge.

**Scheduling  
an  
inspection**

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

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

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**CALL [301-755-9000](tel:3017559000)**

**WEEKDAYS 7 AM-11PM**

# Scheduling online

The screenshot shows a web browser window with the URL <https://dpiestatus.princegeorgescountymd.gov/Site/Public/Citizens/ScheduleInspection.aspx#>. The page header features the Prince Georges County logo and the date "Monday, May 18, 2020" with the page title "DPIE Status". A navigation menu includes "Home", "Permit", "Inspection", and "ePayments". Below the menu is a "Schedule Inspection" button. The main form contains the following fields:

- \* Permit Number :  -  -   
Example: 1001 - 2013 - 00
- \* Inspection Request Code :
- \* Inspection Date :  \* Phone Number :

A CAPTCHA box displays the code "F1ABA" with a "More Info" link. Below the CAPTCHA is a "Schedule Inspection" button. The Windows taskbar at the bottom shows the search bar and various application icons.

# 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

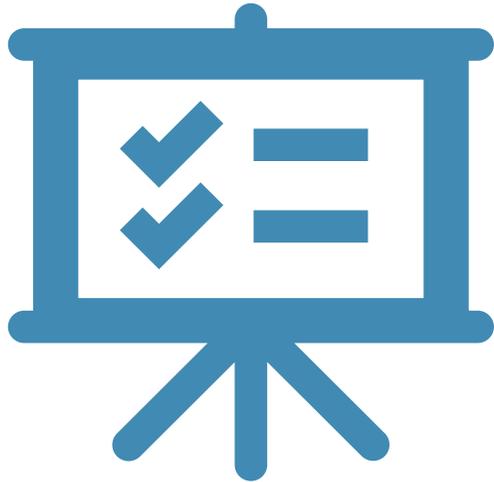
- 255 Cut-In/Heavy-up
- 256 Work with Cut-In
- 257 Rough Wiring Slab
- 258 Generators/Solar Panels (Commercial/Residential)
- 156 Work with Cut-In

### 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

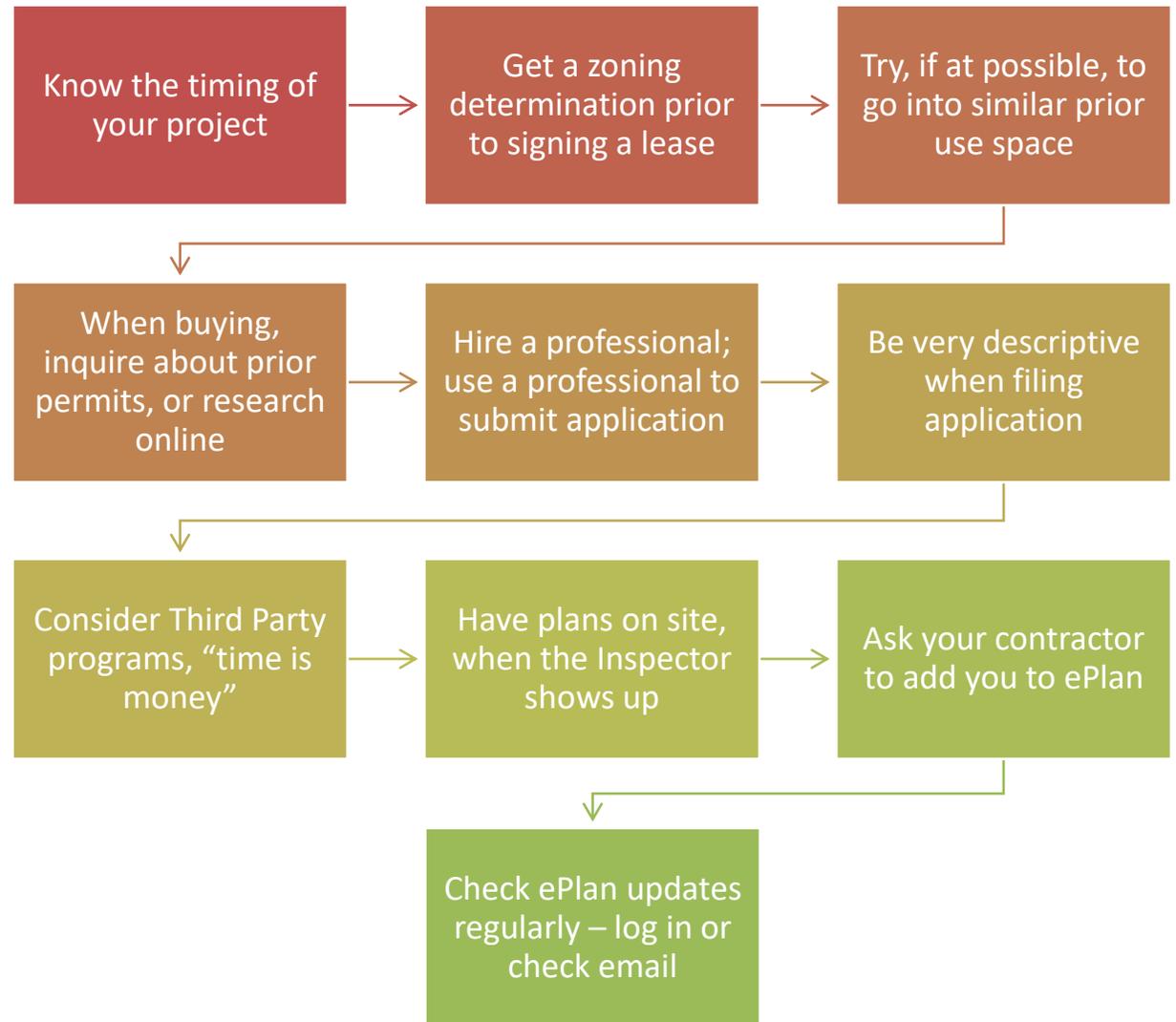
U&O inspections: 301-883-5390

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
- dpielibizdev@co.pg.md.us
- dpiemypgc.us



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