

# Department of Permitting, Inspections and Enforcement



## MISSION AND SERVICES

The Department of Permitting, Inspections and Enforcement (DPIE) promotes economic development and redevelopment in Prince George’s County and protects the health and safety of County residents, businesses and visitors through highly integrated and efficient permitting, inspection and licensing services that ensure compliance with established building codes and property standards.

### CORE SERVICES

- Ensure compliance of proposed plans with established codes and standards for new construction and alteration of residential and commercial buildings and site/road development construction
- Inspect residential and commercial properties to enforce compliance with County property standards, zoning requirements and building codes
- Issue licenses for various business activities regulated under applicable County and other codes

### FY 2022 KEY ACCOMPLISHMENTS

- Continued the development and implementation of the County’s new enterprise system for permitting, licensing, inspection and enforcement.
- Adopted the 2018 International Building, Residential, Mechanical, Energy and Fire Codes and the 2017 National Electric Code with County Subtitles 4, 9 and 11.
- Implemented the Business Development Division to assist entrepreneurs and business owners in navigating DPIE’s permitting and licensing processes and coordinate with external agencies.
- Implemented new process guidelines for expediting permits for electric vehicle charging stations.

## STRATEGIC FOCUS AND INITIATIVES IN FY 2023

The agency's top priorities in FY 2023 are:

- Reduce the amount of time between permit application and issuance including plan review and permit processing.
- Complete the development and implementation of a new permitting and licensing system to replace the legacy ePermits system.
- Continue to convert on-site and off-site paper files to a digital document management and screening system using an outside contractor.

## FY 2023 BUDGET SUMMARY

The FY 2023 proposed budget for the Department of Permitting, Inspections and Enforcement is \$26,547,200, an increase of \$13,408,400 or 102.1% over the FY 2022 approved budget.

### Expenditures by Fund Type

Fund Types	FY 2021 Actual		FY 2022 Budget		FY 2022 Estimate		FY 2023 Proposed	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$11,471,900	100.0%	\$13,138,800	100.0%	\$15,267,900	100.0%	\$26,547,200	100.0%
<b>Total</b>	<b>\$11,471,900</b>	<b>100.0%</b>	<b>\$13,138,800</b>	<b>100.0%</b>	<b>\$15,267,900</b>	<b>100.0%</b>	<b>\$26,547,200</b>	<b>100.0%</b>

### Reconciliation from Prior Year

	Expenditures
<b>FY 2022 Approved Budget</b>	<b>\$13,138,800</b>
<b>Increase Cost: Recovery Reduction</b> — A decrease in recoverable expenditures from the Stormwater and Solid Waste Enterprise Funds resulting from the elimination of recoveries in the Enforcement Division	\$7,896,800
<b>Increase Cost: Fringe Benefits</b> — Increase in the fringe benefit rate from 31.2% to 35.4% to align with projected costs	1,650,900
<b>Increase Cost: Compensation - Mandated Salary Requirements</b> — Annualization of FY 2022 salary adjustments	1,465,700
<b>Increase Cost: Compensation</b> — Reflects other salary adjustments due to a decrease in salary vacancy lapse and attrition	777,300
<b>Increase Cost: Operating</b> — Increase in funding for the Clean Lot program to support beautification and litter reduction efforts	500,000
<b>Increase Cost: Operating</b> — Increase to support the commercial inspection services contract to augment the Inspections Division staffing	500,000
<b>Increase Cost: Operating</b> — Increase in funding to support the engineering consultant contracts	350,000
<b>Increase Cost: Technology Cost Allocation</b> — Increase in OIT charges based on anticipated countywide costs for technology	129,300
<b>Increase Cost: Other Operating Contracts</b> — Increase in funding to support information technology initiatives	72,800
<b>Increase Cost: Operating</b> — Increase in general and administrative contracts to support instructional videos and marketing costs	53,500

**Reconciliation from Prior Year** *(continued)*

	<b>Expenditures</b>
<b>Increase Cost: Other Operating</b> — Increase in funding to support essential travel and training	20,900
<b>Decrease Cost: Operating</b> — Reflects reductions in periodicals, membership fees, and supplies to align with historical trends	(8,800)
<b>FY 2023 Proposed Budget</b>	<b>\$26,547,200</b>

**STAFF AND BUDGET RESOURCES**

Authorized Positions	FY 2021 Budget	FY 2022 Budget	FY 2023 Proposed	Change FY22-FY23
<b>General Fund</b>				
Full Time - Civilian	289	308	308	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	289	308	308	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
<b>TOTAL</b>				
Full Time - Civilian	289	308	308	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	289	308	308	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

Positions By Classification	FY 2023		
	Full Time	Part Time	Limited Term
Account Clerk	2	0	0
Accountant	1	0	0
Administrative Aide	25	0	0
Administrative Assistant	7	0	0
Administrative Specialist	9	0	0
Associate Director	6	0	0
Budget Management Analyst	3	0	0
Citizens Services Specialist	1	0	0
Community Developer	2	0	0
Construction Standards Code Enforcement Officer	4	0	0
Construction Standards Inspector	61	0	0
Deputy Director	2	0	0
Director	1	0	0
Engineer	58	0	0
Engineering Technician	25	0	0
Environmental Health Specialist	4	0	0
Executive Administrative Aide	1	0	0
General Clerk	4	0	0
Human Resources Analyst	3	0	0
Info Tech Engineer	3	0	0
Info Tech Manager	1	0	0
Info Tech Project Coordinator	1	0	0
Investigator	1	0	0
Paralegal Assistant	1	0	0
Permits Specialist	6	0	0
Permits Supervisor	3	0	0
Planner	0	0	0
Property Standards Code Enforcement Officer	4	0	0
Property Standards Inspector	68	0	0
Realty Specialist	1	0	0
<b>TOTAL</b>	<b>308</b>	<b>0</b>	<b>0</b>

**Expenditures by Category - General Fund**

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Proposed	Change FY22-FY23	
					Amount (\$)	Percent (%)
Compensation	\$20,709,821	\$19,941,800	\$21,054,400	\$22,261,200	\$2,319,400	11.6%
Fringe Benefits	7,378,184	6,700,600	6,817,100	8,351,500	1,650,900	24.6%
Operating	8,263,295	10,423,900	11,323,900	11,965,200	1,541,300	14.8%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$36,351,300</b>	<b>\$37,066,300</b>	<b>\$39,195,400</b>	<b>\$42,577,900</b>	<b>\$5,511,600</b>	<b>14.9%</b>
Recoveries	(24,879,400)	(23,927,500)	(23,927,500)	(16,030,700)	7,896,800	-33.0%
<b>Total</b>	<b>\$11,471,900</b>	<b>\$13,138,800</b>	<b>\$15,267,900</b>	<b>\$26,547,200</b>	<b>\$13,408,400</b>	<b>102.1%</b>

In FY 2023, compensation expenditures increase 11.6% over the FY 2022 budget primarily resulting from FY 2022 merit increases and decreases in staff attrition and salary lapse. Compensation costs include funding for 295 out of 308 full time positions, eight personal service contracts for hearing officers and seven temporary/seasonal employees. Fringe benefits expenditures increase 24.6% over the FY 2022 budget as a result of the compensation adjustments and higher fringe rate.

Operating expenditures increase 14.8% over the FY 2022 budget due primarily to increases in consulting contracts for the Clean Lot program to support the County’s beautification and litter reduction efforts, commercial inspections and engineering services. In addition, funding increased due to technology cost allocation charge, communication services and training.

Recoveries decrease 33.0% under the FY 2022 budget to reflect a decrease in recoverable expenditures primarily resulting from the elimination of recoveries in the Enforcement Division.

**Expenditures by Division - General Fund**

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Proposed	Change FY22-FY23	
					Amount (\$)	Percent (%)
Director's Office	\$5,448,432	\$5,432,600	\$6,129,600	\$7,779,100	\$2,346,500	43.2%
Permitting and Licensing	1,702,751	1,714,400	2,036,000	2,020,500	306,100	17.9%
Site/Road Plan Review	116,621	1,457,100	909,800	829,200	(627,900)	-43.1%
Building Plan Review	1,340,499	1,130,800	1,810,400	1,738,600	607,800	53.7%
Inspections	2,927,792	3,191,700	3,493,800	4,171,500	979,800	30.7%
Enforcement	(64,195)	212,200	888,300	10,008,300	9,796,100	4,616.4%
<b>Total</b>	<b>\$11,471,900</b>	<b>\$13,138,800</b>	<b>\$15,267,900</b>	<b>\$26,547,200</b>	<b>\$13,408,400</b>	<b>102.1%</b>

## General Fund - Division Summary

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Proposed	Change FY22-FY23	
					Amount (\$)	Percent (%)
<b>Director's Office</b>						
Compensation	\$3,588,121	\$3,200,800	\$4,012,200	\$3,606,300	\$405,500	12.7%
Fringe Benefits	1,356,115	1,075,600	1,113,900	1,340,600	265,000	24.6%
Operating	4,236,434	4,867,500	4,714,800	4,984,600	117,100	2.4%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$9,180,670</b>	<b>\$9,143,900</b>	<b>\$9,840,900</b>	<b>\$9,931,500</b>	<b>\$787,600</b>	<b>8.6%</b>
Recoveries	(3,732,238)	(3,711,300)	(3,711,300)	(2,152,400)	1,558,900	-42.0%
<b>Total Director's Office</b>	<b>\$5,448,432</b>	<b>\$5,432,600</b>	<b>\$6,129,600</b>	<b>\$7,779,100</b>	<b>\$2,346,500</b>	<b>43.2%</b>
<b>Permitting and Licensing</b>						
Compensation	\$2,270,782	\$2,509,400	\$2,514,500	\$2,827,200	\$317,800	12.7%
Fringe Benefits	865,639	843,100	838,400	1,060,300	217,200	25.8%
Operating	669,117	517,100	838,300	557,400	40,300	7.8%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$3,805,538</b>	<b>\$3,869,600</b>	<b>\$4,191,200</b>	<b>\$4,444,900</b>	<b>\$575,300</b>	<b>14.9%</b>
Recoveries	(2,102,787)	(2,155,200)	(2,155,200)	(2,424,400)	(269,200)	12.5%
<b>Total Permitting and Licensing</b>	<b>\$1,702,751</b>	<b>\$1,714,400</b>	<b>\$2,036,000</b>	<b>\$2,020,500</b>	<b>\$306,100</b>	<b>17.9%</b>
<b>Site/Road Plan Review</b>						
Compensation	\$3,178,257	\$3,200,900	\$3,267,600	\$3,606,300	\$405,400	12.7%
Fringe Benefits	1,194,244	1,075,500	1,140,700	1,352,700	277,200	25.8%
Operating	473,562	1,296,300	617,100	420,000	(876,300)	-67.6%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$4,846,063</b>	<b>\$5,572,700</b>	<b>\$5,025,400</b>	<b>\$5,379,000</b>	<b>\$(193,700)</b>	<b>-3.5%</b>
Recoveries	(4,729,442)	(4,115,600)	(4,115,600)	(4,549,800)	(434,200)	10.6%
<b>Total Site/Road Plan Review</b>	<b>\$116,621</b>	<b>\$1,457,100</b>	<b>\$909,800</b>	<b>\$829,200</b>	<b>\$(627,900)</b>	<b>-43.1%</b>
<b>Building Plan Review</b>						
Compensation	\$1,874,051	\$1,936,400	\$1,841,600	\$2,181,600	\$245,200	12.7%
Fringe Benefits	700,066	650,600	620,600	820,600	170,000	26.1%
Operating	365,717	329,300	1,133,700	1,111,500	782,200	237.5%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$2,939,834</b>	<b>\$2,916,300</b>	<b>\$3,595,900</b>	<b>\$4,113,700</b>	<b>\$1,197,400</b>	<b>41.1%</b>
Recoveries	(1,599,335)	(1,785,500)	(1,785,500)	(2,375,100)	(589,600)	33.0%
<b>Total Building Plan Review</b>	<b>\$1,340,499</b>	<b>\$1,130,800</b>	<b>\$1,810,400</b>	<b>\$1,738,600</b>	<b>\$607,800</b>	<b>53.7%</b>

**General Fund - Division Summary** *(continued)*

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Proposed	Change FY22-FY23	
					Amount (\$)	Percent (%)
<b>Inspections</b>						
Compensation	\$4,701,465	\$4,530,000	\$4,659,000	\$4,897,500	\$367,500	8.1%
Fringe Benefits	1,566,764	1,522,200	1,488,100	1,843,000	320,800	21.1%
Operating	905,514	1,063,900	1,271,100	1,960,000	896,100	84.2%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$7,173,743</b>	<b>\$7,116,100</b>	<b>\$7,418,200</b>	<b>\$8,700,500</b>	<b>\$1,584,400</b>	<b>22.3%</b>
Recoveries	(4,245,951)	(3,924,400)	(3,924,400)	(4,529,000)	(604,600)	15.4%
<b>Total Inspections</b>	<b>\$2,927,792</b>	<b>\$3,191,700</b>	<b>\$3,493,800</b>	<b>\$4,171,500</b>	<b>\$979,800</b>	<b>30.7%</b>
<b>Enforcement</b>						
Compensation	\$5,097,145	\$4,564,300	\$4,759,500	\$5,142,300	\$578,000	12.7%
Fringe Benefits	1,695,356	1,533,600	1,615,400	1,934,300	400,700	26.1%
Operating	1,612,951	2,349,800	2,748,900	2,931,700	581,900	24.8%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$8,405,452</b>	<b>\$8,447,700</b>	<b>\$9,123,800</b>	<b>\$10,008,300</b>	<b>\$1,560,600</b>	<b>18.5%</b>
Recoveries	(8,469,647)	(8,235,500)	(8,235,500)	—	8,235,500	-100.0%
<b>Total Enforcement</b>	<b>\$(64,195)</b>	<b>\$212,200</b>	<b>\$888,300</b>	<b>\$10,008,300</b>	<b>\$9,796,100</b>	<b>4,616.4%</b>
<b>Total</b>	<b>\$11,471,900</b>	<b>\$13,138,800</b>	<b>\$15,267,900</b>	<b>\$26,547,200</b>	<b>\$13,408,400</b>	<b>102.1%</b>

## DIVISION OVERVIEW

### Director's Office

The Office of the Director is responsible for the direction, planning, implementation and administration of services provided by the agency’s five operating divisions which include the Division of Permitting and Licensing, Division of Site/Road Plan Review, Division of Building Plan Review, Division of Inspections and Division of Enforcement. The Director works collaboratively with utility companies, State Highway Administration, Maryland National Capital Park and Planning Commission (M-NCPPC) and other government agencies to address interagency concerns.

### Fiscal Summary

In FY 2023, the division expenditures increase \$2,346,500 or 43.2% over the FY 2022 budget. Staffing resources remain unchanged from the FY 2022 budget. The primary budgetary changes include:

- An increase in personnel costs due primarily to the annualization of FY 2022 merit increases and lower attrition.

- An increase in fringe benefit costs due to the alignment with projected costs.
- An increase in operating expenses due to an increase in the technology cost allocation charges and consulting services contracts.
- A decrease in recoverable costs based on current recovery rates.

	FY 2022 Budget	FY 2023 Proposed	Change FY22-FY23	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	\$5,432,600	\$7,779,100	\$2,346,500	43.2%
<b>STAFFING</b>				
Full Time - Civilian	34	34	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>34</b>	<b>34</b>	<b>0</b>	<b>0.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%



### Permitting and Licensing

This division is comprised of four sections: Permits Administration Section, Special Services (Homeowners and Mega Projects) Suite, Business Licensing Center and Cashier’s Office.

The Permits Administration Section is responsible for the core services of the agency such as application processing, plan intake and distribution, telephone coverage, records management, permit renewals, responses to public information requests, dissemination of accurate information and permit issuance. The adopted building code and the State of Maryland require that all permit records, including all paperwork and plans, must be archived in accordance with the State’s regulations for file retention. In order to enhance customer service by shortening the time that it takes for the agency to perform a permit issuance, a controlled point of entry is established, and intake personnel are cross-trained for all aspects of permit applications and submittals.

The Special Services Suite manages the fast track permit processing for major projects that will enhance economic growth in the County and provide support for homeowners with smaller projects. This unit coordinates meetings with customers and the appropriate reviewing disciplines.

The Business Licensing Center regulates various business activities per the County Code by processing and issuing over 25 business licenses and over 15 Health Department licenses. Additionally, staff ensures that certain use and occupancy permits are current and that licenses adhere to professional standards and operate in accordance with the County Code.

The Cashier’s Office accepts cash and check payments from customers paying for business licenses and all permit types, ensuring County policies and procedures are adhered to for revenue intake.

### Fiscal Summary

In FY 2023, the division expenditures increase \$306,100 or 17.9% over the FY 2022 budget. Staffing resources remain unchanged from the FY 2022 budget. The primary budget changes include:

- An increase in compensation due to the annualization of FY 2022 merit increases and decreases in vacancy lapse and attrition.
- An increase in the fringe benefit rate primarily due to a higher fringe rate over the FY 2022 budget.
- Operating expenditures increase to support technology costs, contracts for engineering and inspection services as well as the Clean Lot program.
- An increase in recoveries based on growth in personnel costs and operating expenditures.

	FY 2022 Budget	FY 2023 Proposed	Change FY22-FY23	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$1,714,400</b>	<b>\$2,020,500</b>	<b>\$306,100</b>	<b>17.9%</b>
<b>STAFFING</b>				
Full Time - Civilian	43	43	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>43</b>	<b>43</b>	<b>0</b>	<b>0.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

**Site/Road Plan Review**

The Site/Road Plan Review Division performs engineering plan, permit review and approval services pertaining to site grading, drainage, stormwater management, floodplain, traffic, County public and private roads and site work. This division interacts with developers, engineers, architects, citizens, homeowners, County and State CIP teams, utility companies and others to assist in the issuance of approvals and permits for site related activities. This division interacts with other agencies (M-NCPPC, Soil Conservation District, Washington Suburban Sanitary Commission (WSSC), State Highway Administration (SHA), Maryland Department of the Environment (MDE) and the U.S. Army Corps of Engineers) to coordinate approvals and permits compatible with approvals issued by these agencies.

The Utility/Technical Support Section implements the policy and specification for utility installation and maintenance in order to enhance the safety and convenience for the traveling public and mitigates the impact of utility work on local community residents.

**Fiscal Summary**

In FY 2023, the division expenditures decrease \$627,900 or 43.1% under the FY 2022 budget. Staffing

resources remain unchanged from the FY 2022 budget. The primary budget changes include:

- An increase in compensation costs due to FY 2022 merit increases and a decrease in budgeted salary attrition.
- An increase in fringe benefit costs due to higher fringe benefit rate and other compensation adjustments.
- A decrease in operating costs due to a reallocation of costs to other divisions.
- An increase in recovered costs while maintaining historical recovery rates.

	FY 2022 Budget	FY 2023 Proposed	Change FY22-FY23	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$1,457,100</b>	<b>\$829,200</b>	<b>\$(627,900)</b>	<b>-43.1%</b>
<b>STAFFING</b>				
Full Time - Civilian	41	41	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>41</b>	<b>41</b>	<b>0</b>	<b>0.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

### Building Plan Review

The Building Plan Review Division contains two sections that include Building Plan Review and Health Review.

The Building Plan Review Section is responsible for the following activities:

- Commercial building plan reviews for fire, structural, electrical, mechanical, ADA, energy and accessibility
- Residential building plan reviews for structural and energy compliance
- Commercial and residential sprinkler reviews
- Commercial fire alarm reviews
- Building code variances and waivers
- Administration of the Electrical Code

Staff from the Health Review Section reviews plans and performs inspections related to new well and septic systems, swimming pools and licensed food establishments.

### Fiscal Summary

In FY 2023, the division expenditures increase \$607,800 or 53.7% over the FY 2022 budget. Staffing resources remain unchanged from the FY 2022 budget. The primary budget changes include:

- An increase in compensation due to FY 2022 merit increases and vacancy lapse attributed to this division.
- An increase in fringe benefits due to a higher fringe rate.
- An increase in operating expenditures due to increases in engineering consulting services and temporary services.
- An increase in recoveries related to salary, fringe and operating adjustments.

	FY 2022 Budget	FY 2023 Proposed	Change FY22-FY23	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$1,130,800</b>	<b>\$1,738,600</b>	<b>\$607,800</b>	<b>53.7%</b>
<b>STAFFING</b>				
Full Time - Civilian	32	32	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>32</b>	<b>32</b>	<b>0</b>	<b>0.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

### Inspections

The Inspections Division provides regulation of construction, development and grading activity in the County, with the exception of the City of Laurel. This division completes inspections of all horizontal (site grading, stormwater management, road/bridge and utility) and vertical (structural, electrical, mechanical, fire-life safety, energy, and accessibility) elements of new development or improved projects.

The following sections comprise this division: Site/Road Inspection, Residential Building Inspection, Commercial Construction and Life Safety Section, Fire Inspections and the Water and Sewer/Plumbing/Gas Connection Review Section.

The Site/Road Inspection Section inspects horizontal related permits broken down into three districts, North, Central and South. In addition, site/road inspectors evaluate the existing infrastructure (bridges, sidewalks, driveway aprons, roadways and storm drainage structures) and make recommendations for modifications and the repair of the infrastructure for inclusion in the capital improvement program. Utility inspectors ensure that utility work conducted in the public right-of-way is performed in a manner consistent with the County’s policy and specification for utility installation and maintenance.

The Residential Building Inspection Section conducts inspections of residential construction and light commercial projects. Through the use of a combination of inspectors, staff evaluates new construction for compliance with structural, life safety, mechanical, electrical and grading requirements.

The Commercial Construction and Life Safety Section provides commercial electrical inspections for commercial projects that are not third party. This includes stores, offices, schools, restaurants and places of worship, as well as home generators. Currently, inspectors are enforcing the 2014 National Fire Protection Association 70 National Electrical Code; however, work installed in full compliance with updated electrical codes is accepted. The County also enforces regulations outlined in the County Code, Subtitles 4, Building, and 9, Electrical, found on the Legislative/Zoning Information System.

Regarding Fire Inspections, DPIE shares joint responsibility with the Office of the Fire Marshal (Fire Prevention and Life Safety Office) in the Fire/EMS Department for fire code enforcement. The division of responsibility is delegated by the Fire Chief to DPIE through a Memorandum of Understanding. DPIE is responsible for fire code enforcement associated with a permit for building or occupancy. Fire Prevention is responsible for existing buildings that have an associated use and occupancy permit.

The Water and Sewer/Plumbing/Gas Connection Review Section is included within this division and is funded by the Washington Suburban Sanitary Commission (WSSC).

### Fiscal Summary

In FY 2023, the division expenditures increase \$979,800 or 30.7% over the FY 2022 budget. Staffing resources remain unchanged from the FY 2022 budget. The primary budget changes include:

- An increase in compensation due to FY 2022 merit increases, vacancy lapse and anticipated staff attrition.
- An increase in fringe benefits due to a higher fringe rate and other compensation adjustments in this division.
- An operating increase due primarily to an increase in engineering consulting services for this division.
- An increase in recoveries related to salary, fringe and operating adjustments.

	FY 2022 Budget	FY 2023 Proposed	Change FY22-FY23	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$3,191,700</b>	<b>\$4,171,500</b>	<b>\$979,800</b>	<b>30.7%</b>
<b>STAFFING</b>				
Full Time - Civilian	73	73	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>73</b>	<b>73</b>	<b>0</b>	<b>0.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

### Enforcement

The Division of Enforcement contains several sections that include Administrative Support, Residential Property Standards and Zoning and Commercial Property Standards.

This division enforces the zoning ordinance, use and occupancy permits, anti-litter and weed ordinances and the Property Maintenance Ordinance and Housing Code. It also educates residents and homeowner/civic associations about the County’s community initiatives. This division’s focus is on sustaining the existing structures in Prince George’s County.

The Administrative Section consists of administrative aides, general clerks and public service aides who perform administrative functions.

The Residential Property Standards Section includes the Multi-Family Unit and Single-Family Unit. The function of this section is to enforce the minimum standards of the Prince George’s County Housing Code. The Multi-Family Unit focuses on multi-family / common ownership housing properties. This unit responds to interior and exterior apartment complex and condominium complaints and conducts surveys of these properties. In addition, violation notices are issued to property owners for any deficiencies noted. The Single-Family Unit focuses on single-family homes.

The Zoning and Commercial Property Standards Section focuses on commercial property, responding to commercial complaints and conducting surveys. In addition, violation notices will be issued to property owners for any deficiencies noted by the inspection staff.

The purpose is to enforce the minimum standards of the Prince George’s County Code.

### Fiscal Summary

In FY 2023, the division expenditures increase \$9,796,100 or 4,616.4% over the FY 2022 budget. Staffing resources remain unchanged from the FY 2022 budget. The primary budget changes include:

- An increase in compensation due to FY 2022 merit increases in this division.
- An increase in fringe benefits due to compensation adjustments in this division.
- An increase in operating expenses due to operating increases in office automation, training costs, and vehicles and heavy equipment repair and maintenance.
- A decrease in recoveries resulting primarily from the elimination of recoveries for this division.

	FY 2022 Budget	FY 2023 Proposed	Change FY22-FY23	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$212,200</b>	<b>\$10,008,300</b>	<b>\$9,796,100</b>	<b>4616.4%</b>
<b>STAFFING</b>				
Full Time - Civilian	85	85	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>85</b>	<b>85</b>	<b>0</b>	<b>0.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

## SERVICE DELIVERY PLAN AND PERFORMANCE

**Goal 1** — To provide for site, road and building sustainability services for new construction and alteration of residential/commercial buildings and properties.

**Objective 1.1** — Reduce the average amount of time to issue a building permit.

FY 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
33	29	34	36	35	↔

### Trend and Analysis

Since its inception, DPIE has undertaken numerous initiatives to automate many of its functions through online systems for permit and license applications and issuance, plan review and inspection. DPIE's new permitting and licensing system, the enhanced ePlan system, and other system enhancements are providing online remote access to process permit/license applications, review plans, and issue permits/licenses. These automation initiatives enabled the agency to maintain much of its functionality and productivity despite the closure of the DPIE offices starting in mid-March 2020 due to COVID-19 related precautions.

The economic challenges caused by the COVID-19 pandemic (FY 2020 and FY 2021) resulted in fewer applications and issuance of building permits; however, site development permitting did not show a similar slowdown. With the rebounding of the nation's economy since the beginning of FY 2022, both measures of activity are expected to show increases during the next several years.

### Performance Measures

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
<b>Resources (Input)</b>					
Site/road plan reviewers	28	32	33	33	33
Outside individuals certified for peer review program - Site/Road	31	35	37	37	38
Outside individuals certified for peer review program- Building	46	48	49	51	52
Building plan reviewers	26	24	23	23	23
<b>Workload, Demand and Production (Output)</b>					
Site/Road permits issued	2,164	1,484	2,227	2,300	2,350
Building plan permits issued	43,810	38,849	38,474	42,000	43,000
<b>Efficiency</b>					
Site/Road District/Utility/NPDES plans and permits reviewed per staff	474	535	787	852	900
Building plan reviews completed per building plan review staff	2,000	1,705	1,113	1,215	1,500
<b>Impact (Outcome)</b>					
Days for DPIE building plan review	30	29	34	36	35

**Objective 1.2** — Increase the percentage of Building and Site/Road development inspections completed within two days after requested.

FY 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
98%	97%	99%	96%	97%	↔

**Trend and Analysis**

The Inspections Division combines the resources of the Building and Site/Road Inspection sections. The scheduling of inspections is done remotely through online and telephone-based systems. The use of virtual inspections permits DPIE inspectors to perform inspections of interior building features without direct interaction between DPIE inspectors and persons at construction sites. Inspections Division staff who are County residents have reduced their exposure and time to perform their inspection duties by taking their County vehicles home after work. Non-resident inspectors can park their County vehicles overnight in approved County-owned parking facilities near their assignment areas instead of having to travel to and from the DPIE Inspections Annex in Largo each day. These changes have improved inspection staff safety and productivity and enhanced the Division's ability to schedule and perform requested inspections within two days of receiving a request and to address unscheduled inspections relating to damaged structures despite the restrictions on direct contact between DPIE Building and Site/Road inspectors and construction site personnel.

**Performance Measures**

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
<b>Resources (Input)</b>					
Inspectors	51	54	58	51	53
<b>Workload, Demand and Production (Output)</b>					
Inspections conducted	225,238	230,025	224,731	208,572	220,000
Violations issued	782	1,129	977	968	990
<b>Efficiency</b>					
Inspections per inspector	4,448	4,292	3,874	4,090	4,150
<b>Quality</b>					
Customer approval rating based on maximum 4.0 scale	3	3	2	3	3
<b>Impact (Outcome)</b>					
Days to conduct an inspection after requested	1	2	3	2	2
Building and site development inspections completed within two days	98%	97%	99%	96%	97%

**Goal 2** — To provide for sustainability of existing residential and commercial properties through inspection and enforcement to ensure properties in the County are in compliance with established regulations.

**Objective 2.1** — Increase number of properties with violations that are found in compliance with County property standards codes upon reinspection.

FY 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
58%	54%	54%	55%	56%	↑

### Trend and Analysis

The Enforcement Division staff inspect both residential and commercial properties to ensure compliance with applicable property standards, codes and zoning ordinances. The interiors of single-family and multi-family rental units are inspected by code enforcement inspectors with continued emphasis on senior living facilities.

Some property standards enforcement functions were curtailed during the initial years of the COVID-19 pandemic. Enforcement Division inspectors, property owners and occupants were more reluctant to engage in on-site visits out of an abundance of caution to avoid exposure to the COVID-19 virus. Resumption of property standards enforcement is expected to begin in FY 2023 as the COVID-19 pandemic subsides.

### Performance Measures

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
<b>Resources (Input)</b>					
Code enforcement inspectors	52	57	62	63	64
<b>Workload, Demand and Production (Output)</b>					
Inspections	51,465	30,967	17,548	16,020	20,000
Violation notices issued	5,665	4,622	4,328	4,468	5,000
Reinspections	5,534	9,286	6,849	6,300	7,000
Number of civil citations Issued	1,042	1,098	174	180	1,000
Number of properties boarded up by County	124	39	41	25	30
Number of properties cleaned up by County	286	162	184	240	260
Number of multi-family rental inspections	234	348	197	372	380
<b>Efficiency</b>					
Inspections and reinspections per inspector	1,092	710	537	500	600
<b>Quality</b>					
Customer satisfaction with enforcement services (4.0 scale)	4	3	3	2	3
<b>Impact (Outcome)</b>					
Reinspection cases found in compliance	70%	54%	54%	55%	56%



**Goal 3** — To provide for the timely issuance of licenses in compliance with the County Code.

**Objective 3.1** — Increase the issuance of business and health licenses and permits within one day of application.

FY 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
84%	80%	80%	81%	82%	↑

**Trend and Analysis**

The Licensing Section integrates the licensing process with the new e-permitting system for license processing. The new system tracks and processes credit card payments, various teleconferencing applications and promptly issues identification cards. These various platforms facilitate online access and have been instrumental in enabling the Licensing Division staff to efficiently process license/permit applications and issue licenses and permits. Many of these processes are being integrated and automated with the deployment of the new system.

The impact from the COVID-19 pandemic (FY 2020 and FY 2021) resulted in reduced applications for both business and health licenses. With the rebounding of the region's economy since the beginning of FY 2022, both measures of activity are expected to show increases during the next several years.

**Performance Measures**

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
<b>Resources (Input)</b>					
License staff	5	5	4	4	4
<b>Workload, Demand and Production (Output)</b>					
Business licenses issued	2,081	2,037	2,252	2,300	2,400
Health license permits issued	8,561	6,108	4,419	7,140	7,500
<b>Efficiency</b>					
License/permit applications reviewed per reviewer	2,128	1,745	1,668	2,360	2,475
<b>Impact (Outcome)</b>					
Days to issue a license/permit	1	1	1	1	1
Licenses/permits issued within one day after receipt of application	80%	80%	80%	81%	82%

