



Community Partners' Meeting

Angela D. Alsobrooks
County Executive



DEPARTMENT OF PERMITTING,
INSPECTIONS AND ENFORCEMENT

Melinda Bolling
Director

Spring 2022

From the Director

Happy Spring, Community Partners!

The Spring Community Partners' Meeting comes as we initiate a renewed effort to provide you with information about DPIE services and programs. In March, we unveiled an updated and more user-friendly website. We are adding information to our web pages to better explain procedures. Our Publications page has been expanded to include additional documents in English and Spanish that you can access and share with your networks. In May, we begin our monthly "Third-Thursday Community Information Sessions" to inform customers about everything from the County Code to researching the permit history of properties.

Visit us frequently on the website at dpie.mypgc.us and let us know how we can assist you!

Melinda Bolling



DPIE Agency Overview

Manages County government operations in the areas of permitting, business licensing, plan review, inspections and property code enforcement.



Director
Melinda Bolling

Deputy Director
Gary Cunningham

Deputy Director
Dawit Abraham

dpiе.mypgc.us
301-636-2000

**Call 311 to report
complaints.**

Permitting and Licensing — Bellur Ravishankar, Associate Director **301-636-2050**

Processes building and site plan permits; issues licenses

Permitting — <https://www.princegeorgescountymd.gov/1497/Permits>

Licensing — <https://www.princegeorgescountymd.gov/1214/Licensing>

Building Plan Review — Bellur Ravishankar, Associate Director **301-636-2070**

Reviews plans for residential and commercial projects

<https://www.princegeorgescountymd.gov/1279/Building-Plan-Review>

Enforcement — Valerie Cary, Associate Director **301-883-6168**

Investigates code violations; conducts inspections at residential, commercial and industrial properties

<https://www.princegeorgescountymd.gov/1221/Code-Enforcement-Property-Maintenance>

Inspections — Behdad Kashanian, Associate Director **301-636-2080**

Regulates construction, development and grading through inspection and enforcement of codes

<https://www.princegeorgescountymd.gov/1232/Inspections>

Site/Road Plan Review — Mary Giles, Associate Director **301-636-2060**

Reviews/approves site and roadway plans for proposed development and road improvement projects

<https://www.princegeorgescountymd.gov/1352/SiteRoad-Plan-Review>

Monthly Community Information Sessions Coming in May

Beginning May 19, DPIE will begin its Third-Thursday Community Information Sessions. Each session will focus on a particular topic and will include a brief presentation, comments by an agency expert and a short Q&A period.

The May 19 topic is “Verify Before You Buy.” Participants will learn how to research important aspects of residential and commercial properties before making a purchase.

Sessions will take place from 11 am – 12 noon. A Zoom link will be posted on the DPIE website in advance. Questions related to DPIE for the Q&A must be submitted to dpiepio@co.pg.md.us by May 2.



**Verify Before
You Buy**

Department of Permitting, Inspections and Enforcement
May 19, 2022



Angela D. Alsobrooks
County Executive

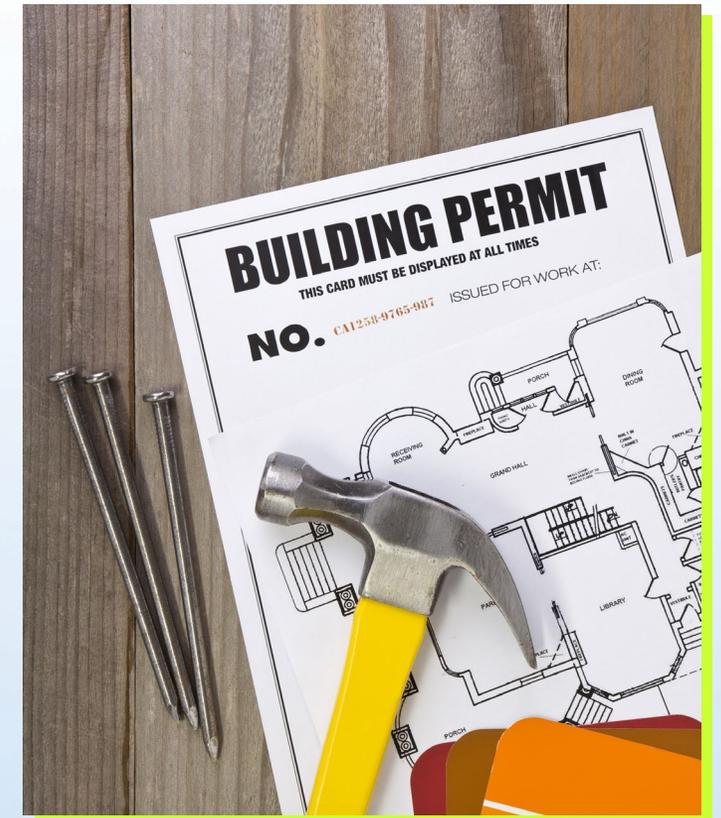


DPIE
DEPARTMENT OF PERMITTING,
INSPECTIONS AND ENFORCEMENT
Melinda Bolling
Director

Permitting and Licensing Division

Provides administrative oversight of permits and licenses

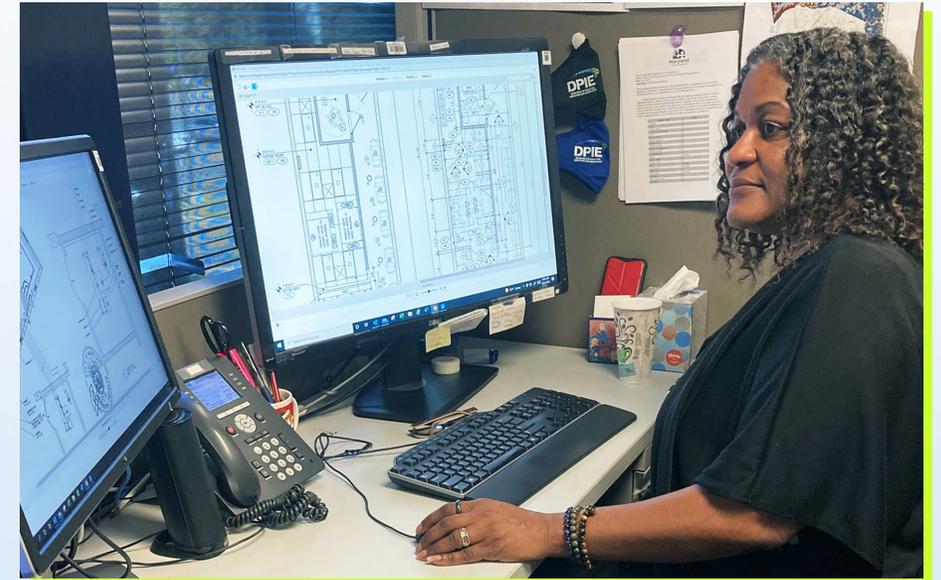
- Provides a one-stop permit approval process to ensure that permits are reviewed in a timely manner
- Reviews and processes all permit applications for construction and alterations of residential and commercial buildings
- Provides document screening for permit application submittals
- Responds to questions regarding the status and issuance of permits and engineering plan reviews
- Provides same day review/approval for projects that meet the “walk-through” requirements (currently for homeowners only)
- Issues permits, licenses and regulates various business activities per County Code
- Offers the Peer Review Program and the Third-Party Plan Review Program for review of commercial projects



Building Plan Review Division

Provides the review and approval of plans for residential and commercial construction

- Reviews and approves plans for all residential and commercial projects to ensure compliance with applicable codes pertaining to the following disciplines:
 - Structural
 - Mechanical
 - Energy
 - Electrical
 - Health
 - Fire Protection
 - Accessibility
- Reviews and approves plans for development involving water and sewer connections, plumbing devices and natural gas connections by WSSC
- Processes plans for internal and external agencies
- Provides plan review and inspections of new properties served by well and septic systems, public swimming pools and spas, and new food service facilities to ensure compliance with State and County Health regulations



Site/Road Plan Review Division

Reviews and approves plans for site and road construction

- Reviews floodplain studies
- Reviews and approves proposed utility work and small wireless facilities in public rights-of-way
- Reviews and approves plans for site and road development involving:
 - Site development
 - County and private roads
 - Paving
 - Grading
 - Driveways
 - Stormwater management and storm drainage
 - State highway roads (stormwater management only)
- Reviews and recommends issuance of site/road permits
- Reviews traffic studies and site development concept plans
- Reviews development plans relative to various environmental requirements



DPIE Partners with Sister Agencies to Address County Drainage Issues, Flooding

DPIE regularly collaborates with the Department of the Environment (DoE), the Department of Public Works and Transportation (DPW&T) and the Prince George's Soil Conservation District (PGSCD) on drainage issues. A comprehensive report compiled by a committee of the four agencies, "Drainage and Flooding in Prince George's County," was recently submitted to the County Council. Access the [Drainage and Flooding presentation](http://dpie.mypgc.us/) at <http://dpie.mypgc.us/>.



Drainage and Flooding in Prince George's County



Inspections Division

Enforces building, site and road development codes and regulations

- Provides oversight of construction, development and grading for construction and renovations
- Provides oversight of the Third-Party Inspections Program process required for new commercial construction
- Condemns and demolishes abandoned, unsafe and uninhabitable structures in the County and the municipalities
- Performs Use & Occupancy Permit (U&O) inspections to verify conformance with code regulations (except within the City of Laurel)
- Performs inspections and enforces codes for building, electrical, mechanical, energy, fire/life safety, grading, stormwater management, and accessibility, and other regulations for construction projects
- Inspects site and road development, including tree conservation, site development, and sediment and erosion control





Buyer Beware!

Unpermitted Construction Hammers Unsuspecting Home Buyers

Unscrupulous “flippers” purchase properties cheap, make shoddy repairs or changes without the required permits and inspections, then sell them to unsuspecting buyers who later experience problems.

Protect yourself before you buy:

- Hire a certified independent inspector to inspect the home and identify any problems with construction.
- Visit the DPIE website to check for any permits that have been pulled for work on the property.
- Walk away from any house with unpermitted construction or make the seller fix the problems and secure the appropriate permits and inspections before you sign on the dotted line.
- Notify DPIE so the seller can be held accountable. County Council legislation helps authorities take action against flippers.

Access the following resources on the DPIE website:

- Find out when a permit is required:
<https://www.princegeorgescountymd.gov/1501/Residential-Building>
- Check permits by address:
<https://dpiestatus.princegeorgescountymd.gov/Site/Public/Citizens/ActivitySearch.aspx>. When entering the street name, use the first term. For example, search Chancellors Drive using “Chancellors.”
- Read the Homeowner’s Guide to Permits:
<https://www.princegeorgescountymd.gov/documentcenter/view/4897>
- Request copies of permits through the Maryland Public Information Act (MPIA):
<https://www.princegeorgescountymd.gov/2763/Methods-for-Submitting-MPIA-Request>

For more information, call the Permits Office at 301-636-2050, ext. 5 or visit [Permits Online](#).

Be proactive! Take action BEFORE you buy!

VERIFY Before You Buy!

Before you purchase a residential or commercial property in Prince George's County, do your due diligence by researching the following aspects of the property:



CODE VIOLATIONS

File a Maryland Public Information Act Request ([MPIA](#)) to check violations.



DRAINAGE AND FLOODING ISSUES

See a [comprehensive report](#).



PERMIT HISTORY

Check the [permit history](#) on any property and visit [PGAAtlas](#) for additional information.



PERMIT YOUR PROJECT

Read the [Homeowners Guide to Permits](#) for home improvement projects that require permits.



**UNPERMITTED CONSTRUCTION
(FLIPPED PROPERTIES)**

Check the [permit history](#) and the State Department of Assessments and Taxation ([SDAT](#)) to verify renovations were permitted.



NUISANCE PROPERTIES

File an [MPIA Request](#) to determine if the property has been referred to the Nuisance Abatement Board. Check Data Prince George's for [crime stats](#).



RENTAL LICENSES

For single family and short-term rentals, file an [MPIA Request](#) for information.



**ZONING
(M-NCPPC)**

Determine if a property is zoned for commercial or residential use and find other zoning information by visiting [PGAAtlas](#).

A little investigation now will protect you from problems later!

Enforcement Division

Enforces property maintenance standards and appropriate zoning laws

- Inspects residential, commercial and industrial properties to ensure compliance with housing, property maintenance and zoning codes
- Frequently addresses issues related to tall grass and weeds, open storage, accumulation of junk and trash, etc.



- Issues citations for all residential properties not in compliance with County Code
- Enforces the Zoning Ordinance to ensure private properties comply with approved land uses
- Regulates the placement of signs on private property and in public rights-of-way
- Inspects and licenses short-term rental properties and licenses all residential single-family rental properties

10 Frequent Code Violations

1. Operating a business, such as a restaurant or nail salon, out of a residence.
2. Performing automotive work on a driveway or street.
3. Doing unpermitted construction — construction without the appropriate permits and inspections.
4. Accumulating trash and dumping.
5. Parking commercial vehicles in driveways or on residential streets.
6. Parking vehicles on unpaved surfaces.
7. Failing to adequately maintain a property.
8. Allowing a property to fall into disrepair.
9. Keeping junk cars, tires, old appliances, building materials, etc. on your property.
10. Leaving abandoned properties unsafe and unsecured.



Landscape Litter Violates County Code and Negatively Impacts the Aesthetics of Residential and Business Communities

Make sure your property complies with County property maintenance requirements and positively impacts your neighborhood.

Don't Litter the Landscape!



Trash and debris; overflowing dumpsters and trash cans; dumped items; ugly, illegal signs; untagged and junk vehicles; old appliances, building materials; unkempt and unsecured vacant properties; tall grass and weeds; vehicles parked on unpaved surfaces



BLIGHTED Commercial Properties Violate County Code!

Operation Business Compliance (OBC) Is Cleaning Up Commercial Eyesores

Commercial property owners and their management companies are responsible for upkeep and ensuring that tenants comply with Code requirements. Operation Business Compliance (OBC) identifies properties in violation and works to bring them into compliance with standards, including:



- All businesses must have a valid Use & Occupancy Permit to operate
- Buildings, grounds and parking lots must be appropriately maintained — peeling paint, broken windows, busted concrete, filthy sidewalks, etc., are prohibited
- Commercial properties must be free of trash, debris, dumped items and illegal vehicles
- Trash receptacles must be emptied regularly and cleaned around to prevent overflow
- Properties must have adequate lighting in business and parking areas
- Parking lot spaces must be clearly marked
- Unpermitted illegal signs are prohibited

Call PGC311 to report property standards violations at commercial properties.

Don't Litter the Landscape!

DILAPIDATED Shopping Centers Violate County Code!

Operation Business Compliance (OBC) Is Focusing on Enforcement at Strip Malls

Owners and management companies of shopping centers are responsible for keeping the properties up to County Code and ensuring that tenants comply with regulations. Operation Business Compliance (OBC) identifies shopping areas in violation and works to bring them into compliance with standards, including:

- All businesses must have a valid Use & Occupancy Permit to operate
- Buildings, grounds and parking lots must be appropriately maintained — peeling paint, broken windows, busted concrete, filthy sidewalks, etc., are prohibited
- Commercial properties must be free of trash, debris, dumped items and illegal vehicles
- Trash receptacles must be emptied regularly and cleaned around to prevent overflow
- Properties must have adequate lighting in business and parking areas
- Parking lot spaces must be clearly marked
- Unpermitted illegal signs are prohibited



Call PGC311 to report property standards violations at commercial properties.

Don't Litter the Landscape!

Did You Know That **UGLY** Sign Litter Is Also **ILLEGAL**?

Posting roadside signs is a violation of Prince George's County Code. Violators face a fine of up to \$1,000 per location a sign is posted.

Instead of littering the landscape, advertise your goods and services on social media, community listservs, bargain consumer websites or buy ads in local newspapers.



Don't litter the landscape.





Angela D. Alsobrooks
County Executive



Melinda Bolling
Director

Beautifully and Comply While Growing Green with Pride

- ◆ Clear fallen branches and debris.
- ◆ Remove old appliances, building materials, furniture, untagged vehicles and vehicle parts.
- ◆ Trim plants, cut the grass and pull weeds before they reach they reach 12 inches tall.
- ◆ Fix and clean deck and patio furniture and recreational equipment for kids.
- ◆ Replace outdated holiday decorations with seasonally appropriate ones.
- ◆ Spruce up and secure vacant property.

Property maintenance standards protect the aesthetics, safety and value of our communities.



DPIE urges you to Beautifully and Comply!

For more information, visit the
DPIE website at dpi.e.mypgc.us.

Beautify and Comply While Growing Green with Pride Dumpster Drop-Off

Got household junk in your yard?

DPIE, in conjunction with DoE and DPW&T, is holding a Dumpster Drop-Off event for residents from 8 am–2 pm on Saturday, April 23, as part of **Growing Green with Pride Day** in Prince George's County.

Where: North — The Public Works Salt Dome, 11900 Montgomery Rd, Beltsville
South — The Clinton Park & Ride lot, 900 Stuart Lane, Clinton



DO BRING: sofas, dressers, tables, bookcases, entertainment centers, desks, fans, vacuums, chairs, doors, cabinets, smaller household items, mattresses and box springs (must be covered in protective encasements), and grills.

DON'T BRING: refrigerators, air conditioners, washing machines, dryers, hot water heaters, tree stumps and trunks, yard waste, lawn mowers, auto parts, tires, construction materials, carpeting, sheds, fences, hazardous waste, household trash, glass and mirrors, and other wood waste/debris.

For questions, email dpiepio@co.pg.md.us or call 301-636-2053.



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Nuisance Abatement Board (NAB)

- The NAB was established to hear complaints that allege acts that disturb the public peace or endanger the health, life or safety of residents, workers or visitors in the County.
- The seven-member board includes representatives from DPIE, the fire department, the police department and four citizens appointed by the County Executive.
- If the board finds a nuisance exists, it will order the activity to cease and may assess a fine. The initial fine is \$500; subsequent fines are \$1,000.
- The NAB is helping to restore order to some troubled neighborhoods.



Administrative Hearing Unit (AHU)

- The AHU is comprised of hearing officers who handle complaints about unlawful vehicles, open storage, trash and debris, tall grass and weeds, etc. They issue summonses, notices and default orders.
- Complaints are reported to 311 and routed to DPIE, where they are investigated and violation notices and/or citations issued. Respondents may request a hearing within 30 days of the issuance of a citation. The hearings are held within 30 days. Hearing officers render a decision within five days.
- County Council legislation extended the AHU's authority to include adjudicating citations issued for unpermitted construction and short-term rental violations. Final dispositions and orders for abatement are issued directly by the AHU hearing officers. The process now bypasses District Court and expedites orders for abatement.



Business Development Section (BDS)

The Business Development Section was created to help spur economic development by assisting the County's business partners. The team serves as a contact between businesses and staff and liaises with other government agencies on behalf of entrepreneurs. They offer webinars, trainings and a monthly BDS newsletter.

The BDS supports the growth of a thriving and diverse business community in Prince George's County by providing guidance and assistance to entrepreneurs as they navigate the permitting and licensing process. They will assist you by:

- Coordinating with agency personnel to facilitate completion of paperwork and document review
- Educating business owners about DPIE requirements and processes
- Liaising with entrepreneurs and other government agencies

The Prince George's County
Department of Permitting,
Inspections and Enforcement
Business Development Section



Angela D. Alsobrooks
County Executive

Our mission is to support the growth of a thriving and diverse business community in Prince George's County by providing guidance and assistance to entrepreneurs as they navigate the permitting and licensing process.

Contact our Business Development Team today!
DPIEBizDev@co.pg.md.us

Nicole M. Reece
301-636-2035

Charles H. Cooper
301-636-2020

DPIE
DEPARTMENT OF PERMITTING,
INSPECTIONS AND ENFORCEMENT
Melinda Bolling
Director

*Permit us to help you grow
your business!*

DPIE Public Information Office

Official contact for information related to DPIE programs and services



- Serves as the information liaison between DPIE and Prince George's County residents, community leaders, homeowner and civic organizations, business partners, media outlets and other entities.
- Facilitates customer service complaint resolution and responds to inquiries under the Maryland Public Information Act (MPIA).
- Publishes periodic bulletins and a monthly e-newsletter called *Under Construction*, a summary of agency services, code requirements and other helpful information. You may subscribe at [Subscribe My PGC](#) or by sending an email to dpiepio@co.pg.md.us.

To file an MPIA request, visit [MPIA Processing at DPIE](#) on the DPIE website.

Email dpiepio@co.pg.md.us for more information.

DPIE Publications



Information for Citizens and HOA/Civic Groups

DPIE is participating in the County's priority to reduce litter by decreasing document printing. The following code enforcement and property maintenance documents are available on dpiе.mypgc.us. Click the **RESOURCES** tab, then the **PUBLICATIONS** tab or Google DPIE Publications. Feel free to share the documents with your networks!

Flyers

- ◆ Beautify Your Property and Bring It into Compliance!
- ◆ Buyer Beware! Unpermitted Construction
- ◆ Did You Know That Ugly Sign Litter Is Also Illegal?
- ◆ DPIE Alert: Storms — Steps to Help Mitigate Storm Damage to Your Property
- ◆ Improperly Installed Fences May Cause Drainage Problems and Flooding!
- ◆ Many Home-Based Businesses Are Prohibited in Prince George's County!
- ◆ NO Landscape Litter — Landscape Litter Violates County Code
- ◆ Operating a Restaurant and Selling Food at Home Are Illegal!
- ◆ Posting Illegal Signs Is Expensive!
- ◆ PYP — Permit Your Projects!
- ◆ The 10 Most Frequent Code Violations in Prince George's County
- ◆ Who Handles That?

Booklets

- ◆ Homeowner and Community Code Enforcement
- ◆ Multifamily Code Enforcement
- ◆ Homeowners Guide to Permits



Information Translations

El Departamento de Permisos, Inspecciones y Cumplimiento
(The Department of Permitting, Inspections and Enforcement [DPIE])



¡Operar un restaurante y vender comida en casa es ilegal!

¡Operar un restaurante, cafetería u otro restaurante y preparar comida en casa para la venta son violaciones del Código del Condado de Prince George que pueden crear riesgos de seguridad para las personas que viven allí!

- **¡Fuego!** Cocinar grandes cantidades de alimentos en un departamento, condominio, casa de pueblo o casa unifamiliar puede ocasionar incendios porque se pueden encender estufas no diseñadas para la producción en masa de comidas.
- **¡Envenenamiento por monóxido de carbono!** Muchas residencias no están equipadas con sistemas de ventilación adecuados para la producción en masa de comidas. Respirar monóxido de carbono puede provocar lesiones graves.
- **¡Peligro extraño!** Traer extraños a su casa para comprar alimentos expone a su familia a personas posiblemente sin escrúpulos que pueden regresar más tarde sin invitación.
- **¡Ratas y cucarachas!** Las ratas se sienten atraídas por todo tipo de alimentos y las cucarachas acuden en masa a los mostradores, armarios y pisos donde se han arrojado los alimentos. ¡Las áreas de almacenamiento y preparación de alimentos que se utilizan para producir grandes cantidades de alimentos pueden atraer alimañas y sus gérmenes!
- **¡Violación de distanciamiento social COVID-19!** Tener más de unas pocas personas dentro de una residencia viola los estándares de distanciamiento social ordenados por nuestros legisladores para mantenernos a salvo durante la emergencia actual de COVID-19. COVID-19 es una enfermedad viral grave que se transmite a través de la exposición de una persona sana a una persona infectada. Usar una máscara, lavarse las manos con frecuencia y mantener una distancia de al menos seis (6) pies de los demás son las mejores herramientas para ayudar a prevenir la propagación del virus.

Operar un restaurante ilegal o una operación de venta de alimentos puede generar una multa de hasta \$2,300 y otras consecuencias.

¡No te pongas a ti ni a tu familia en riesgo! ¡No cree molestias públicas para su vecindario!

Si está operando un restaurante ilegal o vendiendo comida en casa, ¡DETÉNGASE inmediatamente!

Para obtener más información sobre los mercados de agricultores, los camiones de comida y otras opciones permitidas para vender alimentos, visite el sitio web de DPIE en <http://dpi.e.mypgc.us>.



Angela D. Alsbrooks
County Executive



Prince George's County
Proud
Our Way to Success



DPIE
DEPARTMENT OF PERMITTING,
INSPECTIONS AND ENFORCEMENT
Melinda Bolling
Director

- In an effort to share both departmental and County information with our communities, DPIE is publishing pages in other languages. On [DPIE's website](#) select the [Resources tab](#) at the bottom of the left column.
- The fifth item in the left column is [Information Translated to Other Languages](#).
- Be sure and check back on a regular basis as we continue to convert and add additional DPIE documents, as well as County notices and COVID-19 updates.
- For instructions on how to translate information, visit DPIE's website at dpi.e.mypgc.us.



IT'S HERE

THE PGC311 SYSTEM
HAS LAUNCHED

24-HOUR SERVICE APP AND WEB PORTAL
NEW EASY-TO-USE FEATURES
UP-TO-DATE SERVICE REQUEST TRACKING

DOWNLOAD THE PGC311 APP TO YOUR
IPHONE OR ANDROID TODAY!

[APPLE APP STORE](#) [GOOGLE PLAY](#)

MORE INFO AT PGC311.COM OR OCR.MYPGC.US/PGC311



Prince George's county
Office of Community Relations

connecting people, connecting resources





Thank you!

Contact DPIE Public Information Officer

AVIS THOMAS-LESTER

athomaslester@co.pg.md.us

301-636-2053

for more information.

Visit the DPIE website at **dpiе.mypgc.us**