



DEPARTMENT OF PERMITTING,
INSPECTIONS AND ENFORCEMENT

Melinda Bolling
Director



Angela D. Alsobrooks
County Executive

THIRD-THURSDAY COMMUNITY INFORMATION SESSION

 **VERIFY**

Before You Buy!



From the Director

Welcome!

You save money for years and buy the perfect property. Then, the basement begins to leak, electrical outlets spark, and a deck collapses. You have purchased a property with unpermitted construction, which may end up costing you thousands of dollars in repairs. However, unpermitted construction is not the only thing you should watch for. You also need to check for drainage problems, zoning, neighborhood nuisance concerns and other issues.

This presentation was designed to help you avoid problems by researching various aspects of the property before you buy. We hope this information will help you make a successful investment.

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

dpie.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

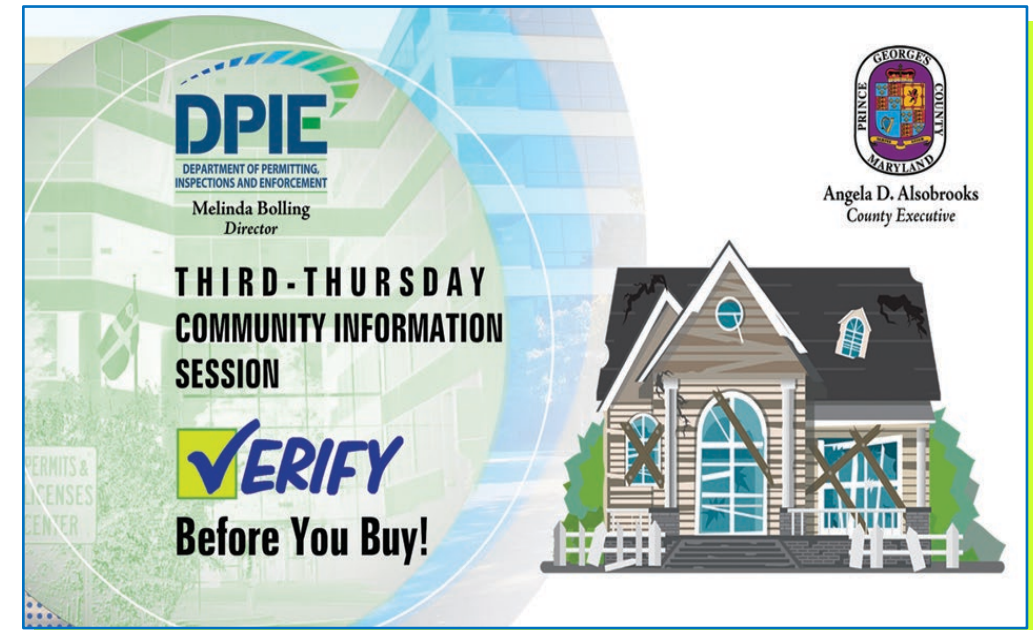
<https://www.princegeorgescountymd.gov/1352/SiteRoad-Plan-Review>

Monthly Community Information Sessions

With this seminar, DPIE begins its virtual Third-Thursday Community Information Sessions. Each session will focus on a particular topic and include a brief presentation, comments by agency experts and a Q&A period.

Sessions will take place from 11 a.m. – 12 noon on the third Thursday of each month. Topics will vary. Each session will be announced in the DPIE *Under Construction* newsletter and on the DPIE website.

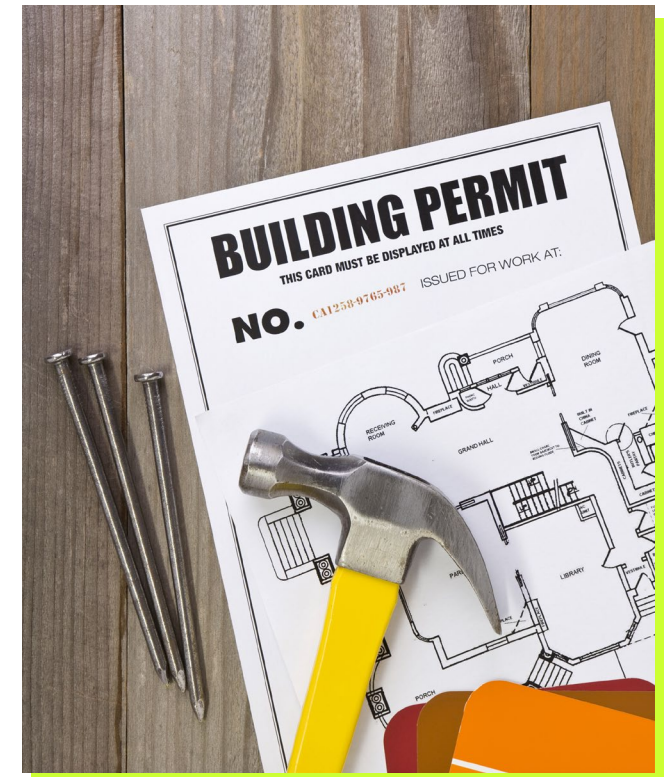
Participants may register and submit questions in advance to dpiepio@co.pg.md.us. A Zoom link will be provided to those who register. Call 301-636-2053 for more information.



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
 - Grading
 - Stormwater management and storm drainage
 - State highway roads (stormwater management only)
 - County and private roads
 - Driveways
 - Water and sewer
 - Paving
- Reviews and recommends issuance of site/road permits
- Reviews traffic studies and site development concept plans
- Reviews development plans relative to various environmental requirements



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



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



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](#).



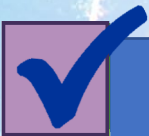
PERMIT HISTORY

Check the [permit history](#) on any property and visit [PGAtlas](#) 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 [PGAtlas](#).

A little investigation now will protect you from problems later!

Frequent Neighborhood 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 over 10,000 pounds in driveways or on residential streets.
6. Parking vehicles on unpaved surfaces.
7. Keeping junk cars, tires, old appliances, building materials, etc., on your property.
8. Failing to properly maintain a property.
9. Allowing grass and weeds to grow taller than 12 inches.
10. Leaving abandoned properties unkempt, unsafe and unsecured.



NAB Facts about Bad Neighbors

- The Nuisance Abatement Board (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.
- NAB cases are referred by the police department, fire department, health department, DPIE, and other government agencies. Citizens may not report cases to the NAB.
- 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 \$1,000 fine.
- File a Maryland Public Information Act (MPIA) Request Form to find out if the property or nearby properties have been the subject of board action.



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 presented to the County Council. The Drainage Committee meets monthly to discuss water issues. Access the [Drainage and Flooding presentation](https://dpie.mypgc.us) at dpie.mypgc.us.



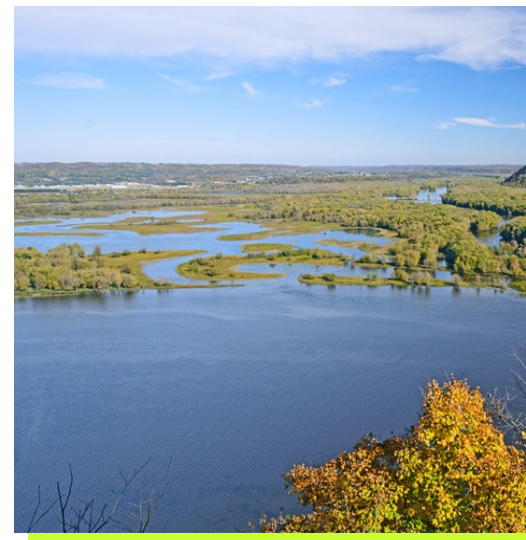
Drainage and Flooding in Prince George's County

Before You Dive in, Investigate Floodplain Issues

Doing due diligence before you purchase a property can ensure water won't dampen your chances of being happy in your new home or business!

Check to determine if the property is located on or near a floodplain:

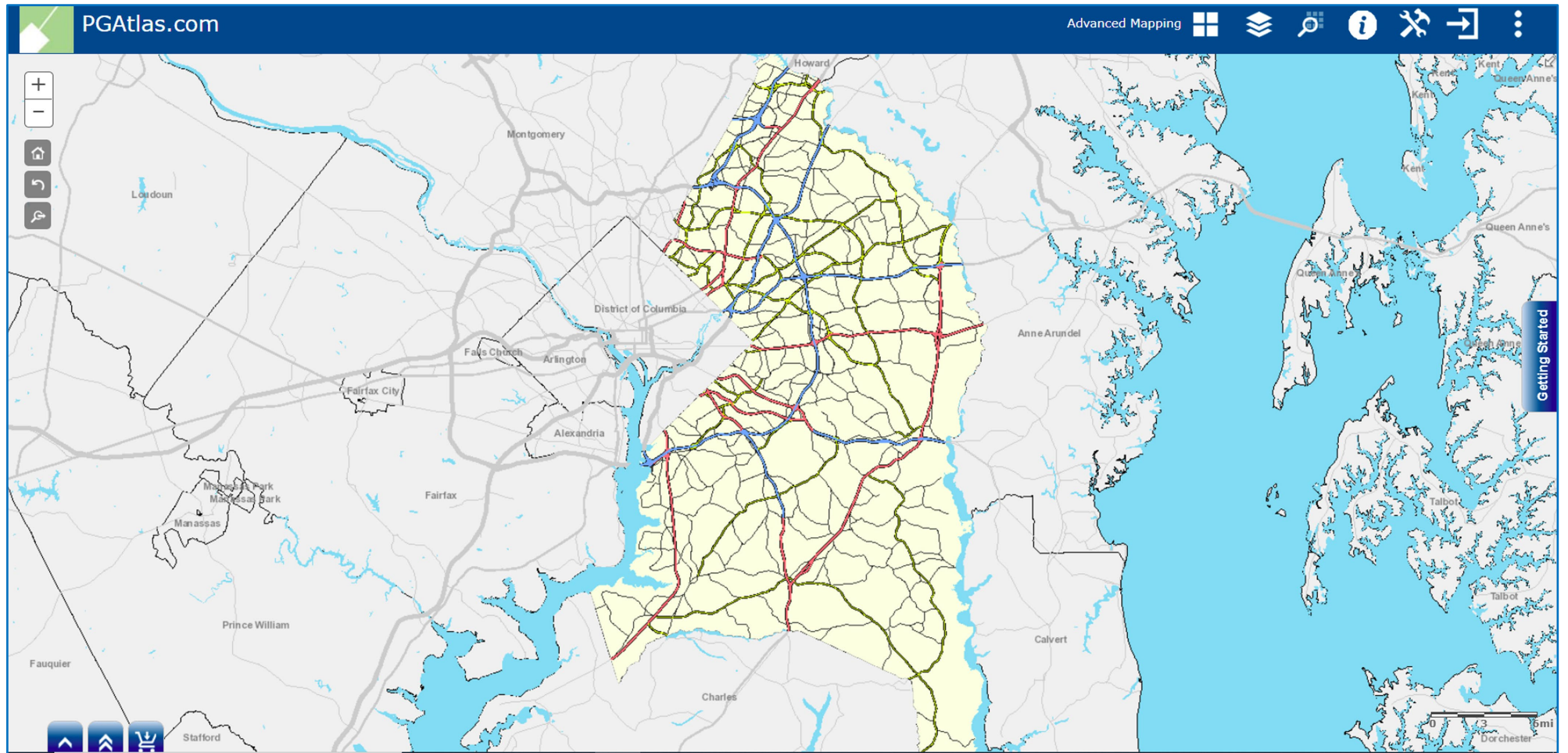
- Visit the PGAtlas.com (www.pgatlas.com) floodplain layer.
- Submit a [Floodplain Information Request Form](#) (\$57.75)
 - You will receive a letter with information including whether the property is located on an existing mapped floodplain, has a stream that requires a floodplain study, or that the property is not located on a floodplain.
- DO NOT BUY until you know the exact floodplain information on the property!



For more information, contact Floodplain Manager Salman Babar at SUBabar@co.pg.md.us or 301-636-2063.

Use PGAtlas to Acquire Important Property Information

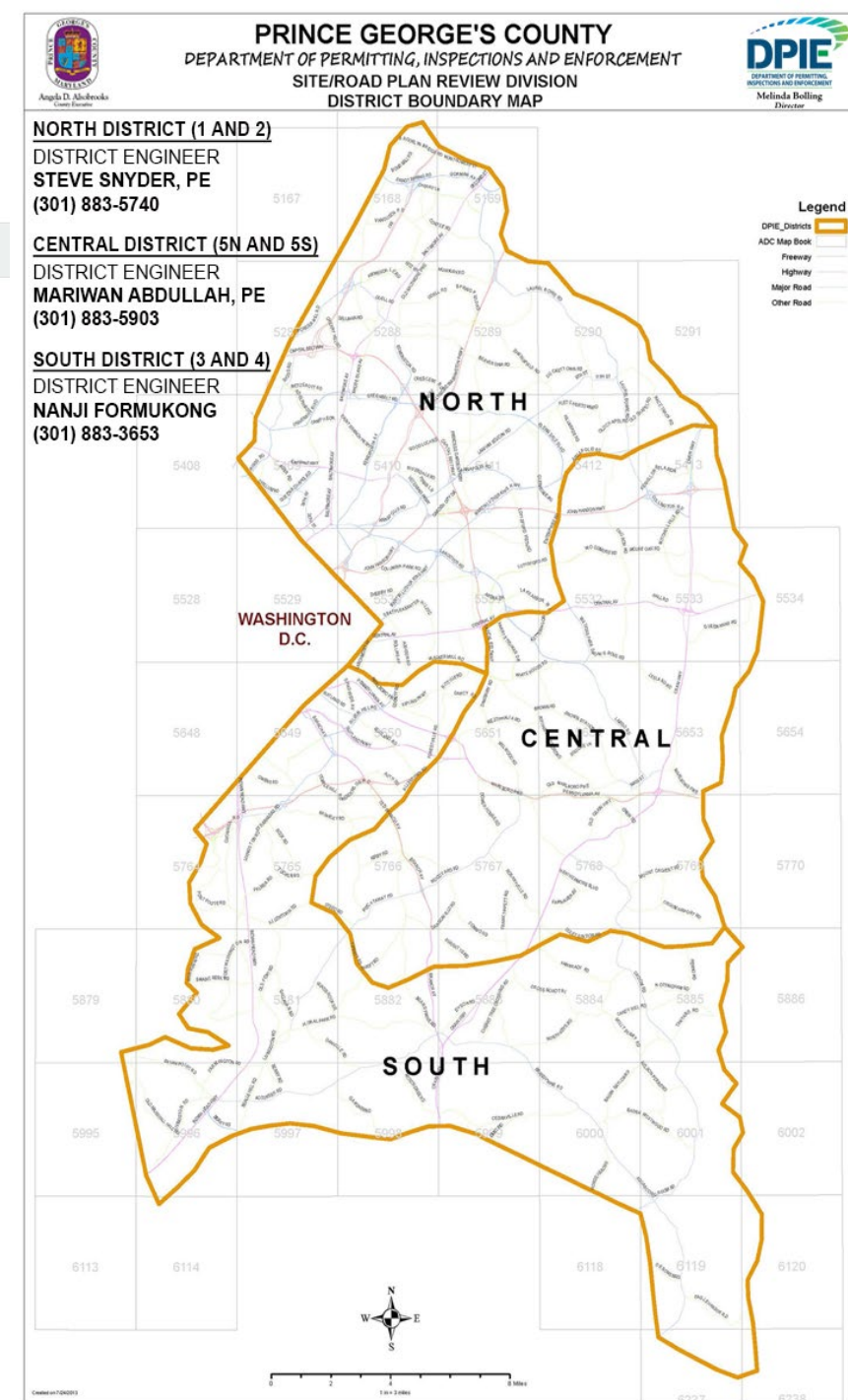
Use PGAtlas.com for investigation of floodplain and drainage issues.
To learn how to navigate PGAtlas, visit [PGAtlas tutorials](#) at [PGAtlas.com](#).



Other Drainage Issues to Research

Before you buy a property, you should:

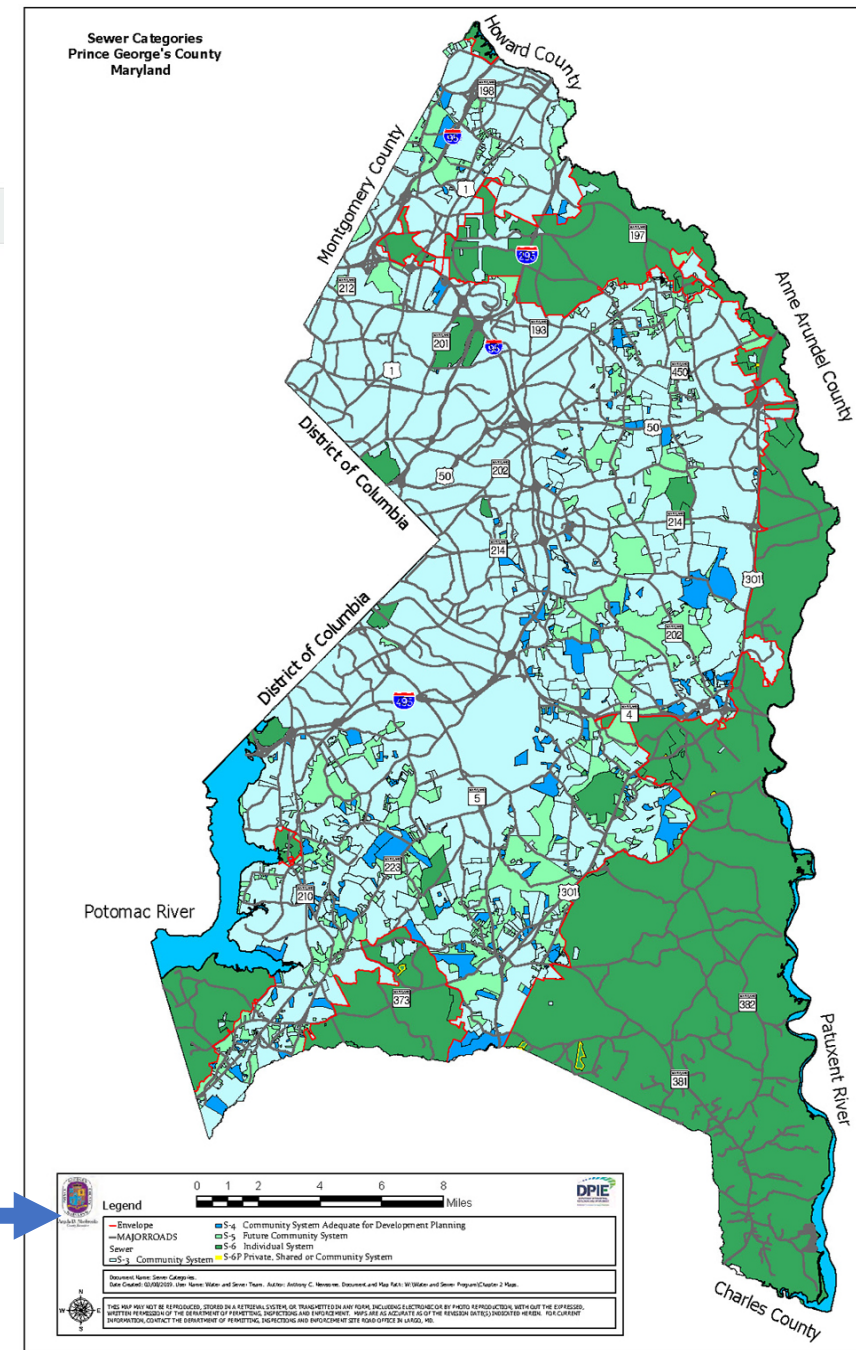
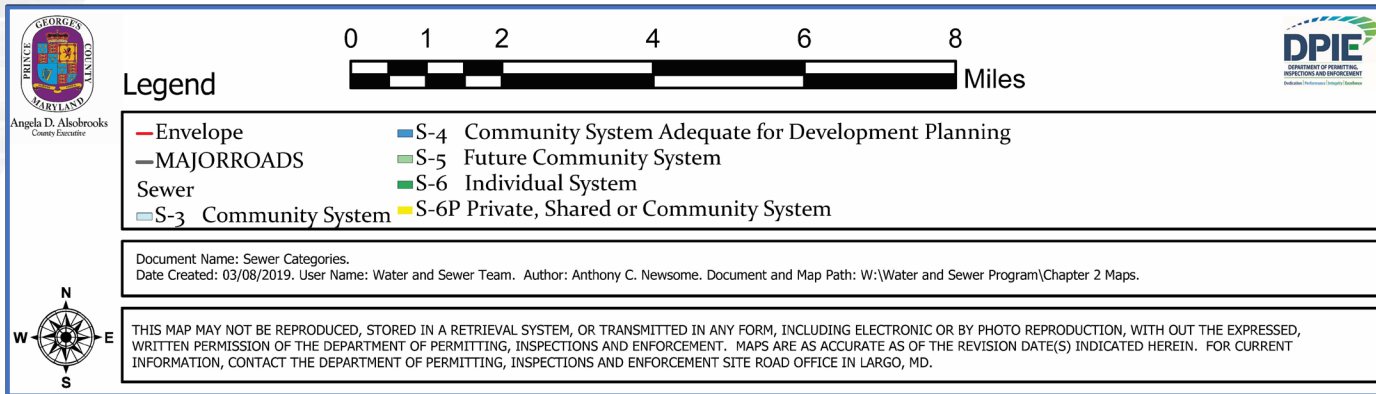
- Conduct a site visit.
- Hire an engineer to conduct a drainage evaluation.
- Check drainage concerns (i.e., excessive surface runoff).
- Determine if there are nearby streams that may cause or are causing erosion.
- Ask about high groundwater.
- Investigate how often the sump pump operates and its condition.
- Look for evidence of interior damage (wet or stained drywall or ceilings).
- Ask how often water gets into the home's basement.
- Look for structures that are blocking the free flow of surface stormwater through the property.
- Look at the grading around the house to see if it is too flat to allow surface runoff to drain away from the structure.
- Check for inlets or drainage structures on the property.
- Find out if property has storm drain or surface drainage easements that restrict use of the property.
- Check for stormwater management systems such as rain gardens, bioswales, cisterns, drywells, etc., which must be maintained forever.



Don't be a Drip: Research Water and Sewer Information

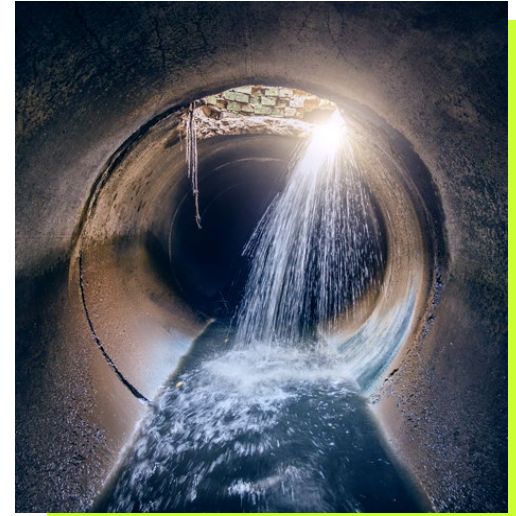
Take steps to make sure you know the water and sewer designations for your property.

- Is the property served or to be served by public water and sewer, or is it served or to be served by well and septic systems?
- Verify whether it is feasible to construct a building on the property with public water and sewer OR private well and septic before you buy.
 - Category 3 — Community System (light blue)
 - Category 4 — Community System Adequate for Development Planning (dark blue)
 - Category 5 — Future Community System (light green)
 - Category 6 — Individual System (dark green)



Additional Water and Sewer Information

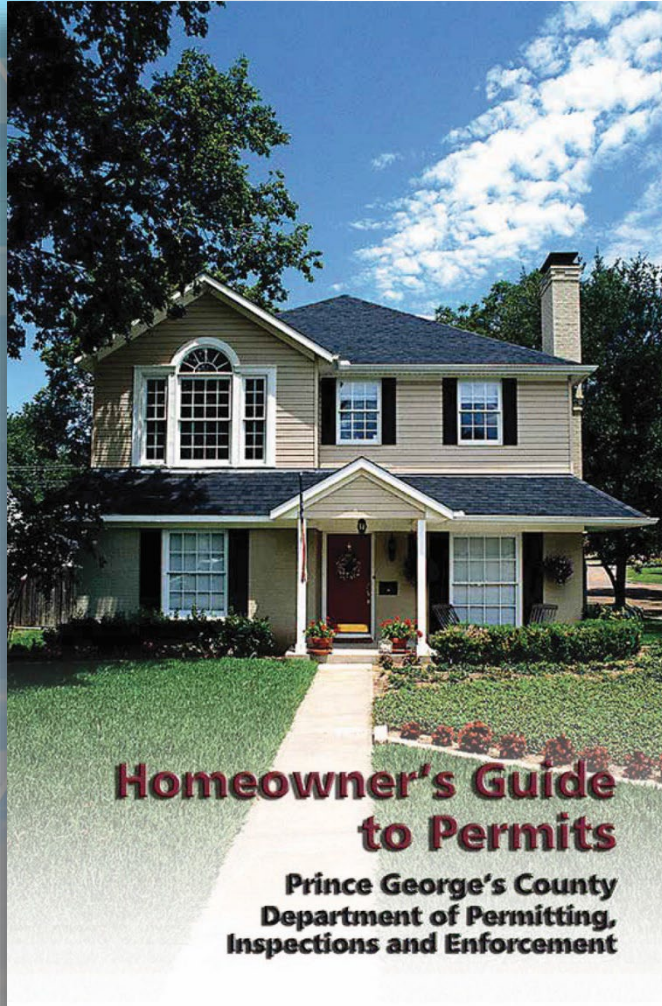
- Is the property connected, or can it be connected, to the public water and sewer system?
 - Before you buy vacant property (without a habitable structure), verify if existing public water and sewer lines are built in front of the property or within 1,500 feet.
 - If they are not built, it will be your responsibility (as the developer) to construct water and sewer pipes for the property.
- How can I develop a property using well and septic systems?
 - Other properties designated Category 6, that are located outside the Water/Sewer Envelope and in the Rural Agricultural Tier, are to develop and utilize individual well and septic systems.



View the County's [Water and Sewer Plan](http://www.princegeorgescountymd.gov/1347/Publications) for more information
(www.princegeorgescountymd.gov/1347/Publications)

Contact Water and Sewer Plan Coordinator Shirley Anthony Branch
at sabranch@co.pg.md.us for assistance.

Check for Permits Before You Buy!



The following resources are available on the DPIE website:

- 1) 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."
- 2) Find out when a permit is required:
<https://www.princegeorgescountymd.gov/4202/When-Is-a-Permit-Required>
- 3) Read the *Homeowner's Guide to Permits*:
<https://www.princegeorgescountymd.gov/documentcenter/view/4897>
- 4) Request copies of permits through the Maryland Public Information Act:
<https://www.princegeorgescountymd.gov/2763/Methods-for-Submitting-MPIA-Request>

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

Buyer Beware!

Unpermitted Construction Hammers Unsuspecting Home Buyers



Unscrupulous flippers are real estate speculators who purchase properties cheap, make repairs and/or cosmetic changes without the appropriate permits and inspections, then sell them to unsuspecting buyers.

Before you buy a house, town house, row house or condo, take these steps to ensure construction on the property was permitted and inspected:

- Hire a certified independent inspector to inspect the home and provide a list of any shoddy construction.
- Visit the DPIE website to check for any permits that have been pulled for work on the property.
- Walk away from any property 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. Legislation allows authorities to act against flippers. However, the law is more effective PRIOR to the sale.

Protect yourself and take action before you buy!

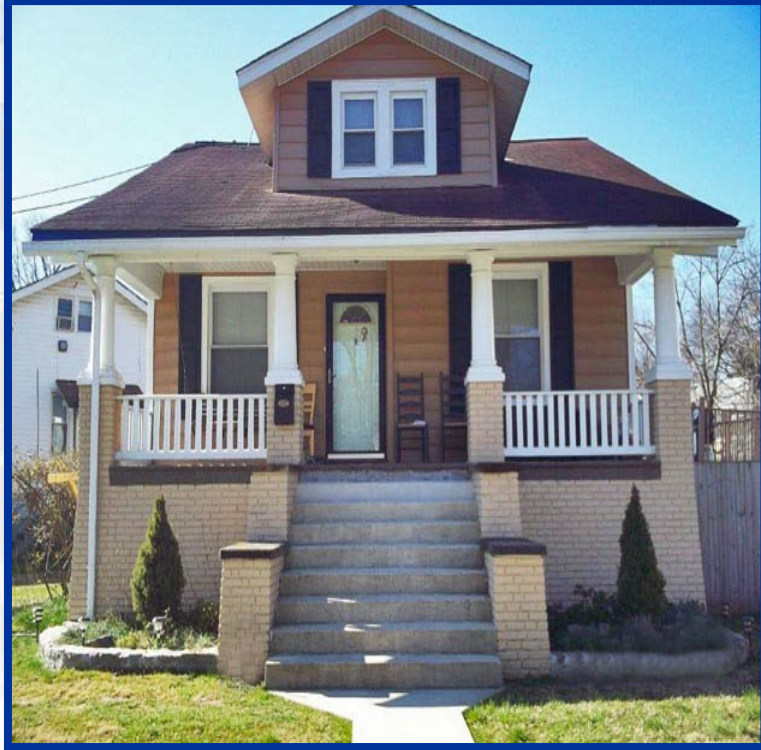
Frequent Unpermitted Construction Projects

- Finishing basements
- Installing decks
- Making interior renovations
- Building additions
- Constructing secondary structures
- Erecting fences over 4-feet tall
- Changing grading (moving soil)
- Cutting down trees



These projects all require permits. Check the DPIE *Homeowners' Guide to Permits* or visit the [permits page](#) of the website for more information.

Home Rentals: License Required!



- Renting your home requires a license.
- Homeowners whose properties comply with County Code and who meet other criteria may seek a Short-Term Rental License to host renters through companies such as Airbnb. The mandatory license costs \$165 and expires one year after issuance.
- To rent your multifamily or single-family property, you must also apply for a rental license. The Single-Family Rental License costs \$126.50, and the Multifamily Rental License costs \$82.50 per unit. Both expire two years after issuance.

For more information, visit DPIE's [Rental Housing Licenses](#) webpage.

To start the licensing process, visit DPIE's [Momentum](#) page.

Additional Information

- Zoning: [Maryland–National Capital Park and Planning Commission \(M–NCPPC\) Planning Information Services \(www.mncppc.org/4750/Planning-Information-Services\)](http://www.mncppc.org/4750/Planning-Information-Services)
 - The M–NCPPC [Planning Information Services](http://www.mncppc.org/4750/Planning-Information-Services) office provides assistance to help you research planning and zoning information for specific properties within Prince George’s County. They can provide zoning and permitted uses for properties in Prince George’s County.
 - Complete a general information [request form](#) to request copies of data within our systems, such as site/development plans. Planning Information Services does not have copies of blueprints/structural drawings or most site/house location plans. These would have to be obtained by contacting a surveyor or engineer.
 - Call 240-545-8976 or email PPD-InfoCounter@ppd.mncppc.org for assistance.
- Property details: [Maryland State Department of Assessments and Taxation \(SDAT\) \(sdat.dat.maryland.gov/RealProperty/Pages/default.aspx\)](http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx)

The SDAT website offers a comprehensive real property database for potential buyers to research data on properties, including features, sales history, tax information, etc.

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 dpie.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. Alsobrooks
County Executive

Prince Georges County
Proud
Let's do better, together

DPIE
DEPARTMENT OF PERMITTING,
INSPECTIONS AND ENFORCEMENT
Melinda Bellington
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](#) towards 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





Melinda Bolling
Director



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.