**Permit Application Process**

1. **Permit Application**
2. **Property Tax ID Number**
3. **3 Site/Pot Plans showing lot, building and parking (for U&O)**
4. **2 Sets of Plans for review (see plan requirements)**
5. **Permit Application Fee (cash, check, MasterCard, Visa, or money order)**

**Health Review Application**

1. **Health Review (Required)**

**Fire Permit Review (Required)**

1. **Fire Permit Application Fee (M– NCPPC)**

**DPIE Review (Required)**

1. **DPIE Review Application Fee (M– NCPPC)**

**U&O for CU/CUW Application**

1. **U&O for CU/CUW Application Fee (M– NCPPC)**

**Permit Issued**

1. **Permit Issued Application Fee (M– NCPPC)**

**Inspection**

1. **Inspection Application Fee (M– NCPPC)**

**TIP:** You must arrive prior to 3:00 p.m. in order to be served.

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**Permits and Licensing Division**

Prince George's County Government

Department of Permitting, Inspections and Enforcement

9400 Peppercom Place, 1st Floor

Largo, Maryland 20774

Operational Intake Hours:

Monday–Friday: 8:00 a.m.–3:00 p.m.

Except Wednesdays | 9:00 a.m.–3:00 p.m.

(301) 636 – 2000

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**Agency Contact Information**

Department of Permitting, Inspections and Enforcement

9400 Peppercom Place, 1st Floor, Largo, MD 20774

301.883.5900

**Building Plan Review Division**

9400 Peppercom Place, Suite 213, Largo, MD 20774

301.636.2070

http://dpie.mypgc.us

**Inspections Division**

Schedule an inspection via telephone: 301.883.5390

https://www.princegeorgescountymd.gov/1234/Schedule-an-Inspection

**Department of Permitting, Inspections and Enforcement Health Review Section**

9400 Peppercom Place, Suite 213, Largo, MD 20774

301.883.7621

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For information on how to submit plans and for a printable copy of the accompanying required Plan Review Application Form, please refer to the following Plan Review Guides online:

- Planning Guide – Food Service Facilities
- Planning Guide – Public Swimming Pools and Spas

https://www.princegeorgescountymd.gov/1386/Health-Forms

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**Washington Suburban Sanitary Commission**

9400 Peppercom Place, Suite 650, Largo, MD 20774

Days and hours of service match DPIE's operational hours of Monday, Tuesday, Thursday and Friday from 8:00 a.m. – 3:00 p.m. and Wednesday 9:00 a.m. – 3:00 p.m. The office closes for lunch every day from 12:00 noon – 1:00 p.m.

**Water and Sewer Services (Permit Services Unit)**

14501 Slewzer Lane, Laurel, MD 20707

301.206.9772

301.206.4003

**Permit Services Hours of Operation**

Monday–Friday: 7:30 a.m.–5:00 p.m. (closed 12:00 p.m.–1:00 p.m.); Except Wednesday: 7:30 a.m.–12:00 p.m.

http://www.wsscswordwater.com/

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**Maryland–National Capital Park and Planning Commission**

14741 Governor Oden Bowie Drive

Upper Marlboro, MD 20772

(301) 952–3208

http://www.mncppc.org/

**Check the status of a permit online:**


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**Applicable Codes & Standards**

- 2015 ICC Codes
- Subtitle 11 Prince George’s County Fire Safety Code
- Subtitle 4 Prince Georges County Building Code
- 2014 NFPA 70 National Electric Code and Subtitle 2, Group 14B and Subtitle 8
- 2013 NFPA 72; 2013 NFPA14; 2013 NFPA 20
- 2013 NFPA 13, 13R and 13D
- Maryland Accessibility Code and ADA

For online access to local codes and standards, refer to Prince Georges County’s Legislative Information System:

https://www.princegeorgescountymd.legistar.com/

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**Current Applicable Fees**

The fees for interior fit-outs (CU, CUW) are based on the cost of construction method:

- **Alteration Fee** = Cost of construction x 0.008 (standard County Multiplier) + $50.00 ($150.00 minimum)
- **U&O for CU/CUW application** = $210.00

*Other fees may be required in order to be served. The following are NOT Walk-thrus and must be submitted for review:

- Assisted living facilities
- Daycares
- Churches
- Night clubs, dance halls, auditoriums or spaces with live entertainment
- Assembly, mercantile and educational spaces 5,000 square-feet or greater
- Business and storage spaces 10,000 square-feet or greater
- Ambulatory health care facilities
- Kitchen hoods
- Racks (exceeding 12 feet in height)

If your project does not qualify as a Walk-thru, but a more expedited review is needed, optional Peer Review is available. Visit our Website at https://www.princegeorgescountymd.gov/1494/Peer-Review-Process.pdf for a list of approved Peer reviewers and conditions for using this option.

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**Walk-Thru Process**

Tenant fit-outs are normally handled through the Walk-thru process where reviews are done the same day while you wait.

Examples of projects that ARE Walk-thrus:

- Banks
- General office spaces
- Carousels
- Small/Medium Businesses such as barber shops, beauty salons or optical stores

Department of Permitting, Inspections and Enforcement (DPIE) Criteria

The following are NOT Walk-thrus and must be submitted for review:

- Assisted living facilities
- Daycares
- Churches
- Night clubs, dance halls, auditoriums or spaces with live entertainment
- Assembly, mercantile and educational spaces 5,000 square-feet or greater
- Business and storage spaces 10,000 square-feet or greater
- Ambulatory health care facilities
- Kitchen hoods
- Racks (exceeding 12 feet in height)

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**Tenant Fit-Outs**

A Tenant fit-out is a project involving interior construction within an existing building to accommodate a new tenant. A Building Permit (construction with use) is required for a tenant fit-out. Other permits may be required such as:

- Electrical Permit
- Mechanical Permit
- Fire Alarm and/or Sprinkler Permits
- Plumbing (Washington Suburban Sanitary Commission [WSSC]) Permit

Application for a Tenant Fit-Out Permit must be made online. You will receive a ticket number that begins the process.

*Please be advised that the information provided in this document may not be all inclusive and following this document does not guarantee approval. This document does not represent all possible requirements.

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PLAN REQUIREMENTS

GENERAL
- Drawings to scale (1/8" = 1'-0" minimum)
- Maximum sheet size 24" x 36"
- No pencil
- Title block that includes project address and design professional's contact information including e-mail address
- Signed and sealed plans (original signature) with Maryland State License # and Expiration Date
- Key plan showing proposed location within a building when space is not within a stand alone building
- Code Analysis indicating applicable codes with the code editions

BUILDING DATA INCLUDING:
- Construction Type (as per IBC)
- Use Group Classification(s) (as per IBC)
- Height and number of stories
- Area (square footage) of building and of tenant space
- Any fire protections systems and type (fire alarm, sprinkler, smoke detection, smoke control, voice alarm, etc.)
- Fireplace, chimney, or other means of introducing combustion products into the atmosphere
- Where any fire protections systems and type (fire alarm, sprinkler, smoke detection, smoke control, voice alarm, etc.)

EXISTING DATA:
- Address
- Name of owner(s)
- Professional's contact information including e-mail address
- Title block that includes project address and design professional's contact information including e-mail address
- Signed and sealed plans (original signature) with Maryland State License # and Expiration Date
- Key plan showing proposed location within a building when space is not within a stand alone building
- Code Analysis indicating applicable codes with the code editions

ARCHITECTURAL
- Proposed floor plan(s) with dimensions, use of spaces labeled, doors numbered and wall types labeled
- Existing floor plan and/or demolition plan for any proposed demolition
- Show travel distances, common paths, dead ends and location of exits
- Wall legend indicating new versus existing construction and any wall shadings used
- Partition schedule with full partition details for each partition type
- Detailed section, design listing and fire rating for any fire rated assemblies

MECHANICAL
- Location of new and existing equipment
- Equipment data for the HVAC system to include:
  - Make, model number and BTU rating for heating and cooling
  - Total supply and outdoor air capacities of each air handling unit

HEALTH
- A review will be required by Health if:
  - Food will be prepared, sold, served, stored, catered, manufactured, processed or warehoused
  - Public pools and/or spas are proposed
  - Presence of any hazardous materials or medical gas — provide complete list with quantity and container sizes
  - Generator with above ground storage tank (AST) storing Class I/II flammable combustible liquids (refer to Bulletin F02-01)

PLUMBING
- All plumbing and sewer systems in Prince George's County Maryland are regulated by the Washington Suburban Sanitary Commission (WSSC). WSSC is responsible for all plumbing reviews and issuance of plumbing permits. For information on plumbing and sewer requirements, visit the WSSC Web site: www.wsscwater.com
- Code Analysis indicating applicable codes with the code editions

ELECTRICAL
- If new sub-panel receives added power from an existing panel, provide:
  - Panel rating indicating if panel is Main Circuit Breaker (MCB) or Main Lug Only (MLO)
  - If MLO, indicate the size of the overcurrent protection
  - If MCB, indicate sizes of the overcurrent protection
  - Clear, evident and specific circuit identification directory
  - Load calculations of the existing panel
  - Fuse or circuit breaker sizes
  - If there are taps
  - Provide the transformers ratings, corresponding feeder conductor sizes, voltage levels, overcurrent protection ratings and ground conductor sizes

FIRE PROTECTION
- Fire suppression system type (if applicable)
- Location of voice alarm devices, fire alarm control panel and fire alarm annunciator panel (if applicable)
- Location of duct smoke detectors
- Code Analysis indicating applicable codes with the code editions

TIP: Include the area of each room/space, occupant load factors, used, occupant load of each room/space and the total occupant load for the entire tenant space.

TIP: Protection from snow and ice accumulation is required for exterior egress stairs exceeding an elevation of 30" (refer to Bulletin F10-01).

TIP: Clearly label the tenant separation wall(s) on the plan and include a detailed section and design listing.

TIP: Clearly label the tenant separation wall(s) on the plan and include a detailed section and design listing.

TIP: The top and bottom of the wall types should be shown on the detail to verify construction/continuity.

TIP: The top and bottom of the wall types should be shown on the detail to verify construction/continuity.

VISIT US ONLINE FOR DOCUMENTS, FORMS AND MORE INFORMATION

http://dpie.mypgc.us