

FAQ'S- Permits Office

1. How do I obtain a Use and Occupancy and how do I receive my U&O certificate?
U&O: With Construction:
<https://www.princegeorgescountymd.gov/1527/Commercial-Building> - *Commercial Building **
Anything with a U in the case type has a U&O included.
U&O: No Construction:
<https://www.princegeorgescountymd.gov/1581/Building-Permits> - *Online Permit Application*
<https://www.princegeorgescountymd.gov/1567/Use-Occupancy> - *Required Supporting Documents*
<https://www.princegeorgescountymd.gov/1275/Use-Occupancy> - *Inspections*
2. Are there any open code violations / liens on a property? If so, how do I receive a list of said items?
<https://dpiestatus.princegeorgescountymd.gov/Site/Public/Citizens/ActivitySearch.aspx> - *Permit History by Address*
<https://www.princegeorgescountymd.gov/DocumentCenter/View/4629/MPIA-Request-Form-PDF?bidId=> - *MPIA Request*
3. How do I renew my license?
<https://www.princegeorgescountymd.gov/1214/Licensing> or *Contact License Division (301) 883-3840 opt. 9*
4. Are permits required for (interior/exterior) my residential property?
<https://www.princegeorgescountymd.gov/1578/Online-Permit-Services> - *Online Permit Services (Eplan/Trade Permits)*
<https://www.princegeorgescountymd.gov/1501/Residential-Building> - *When is a permit required?*
5. How do I obtain the Tax ID # for my property?
You can contact The Department of assessment & Taxation (301) 952-2500 or (410) 767-1184
<https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>
6. How do I obtain Site Plans for my property?
*You can Contact Maryland - Nation Capital Park & Planning Commission at (301) 952-3208, 3195 or you can visit their **Zoning Verification and Uses site at:***
<http://www.pgplanning.org/4750/Planning-Information-Services>, *you can also submit an online request form which can be found at* <http://www.pgplanning.org/4750/Planning-Information-Services> *and email it to* PPD-InfoCounter@ppd.mnccppc.org *email address.*

7. I just bought a property (lot) and want to build my own house. Can I do this?
Yes, you can. Please contact the Maryland – National Capital Park & Planning Commission, to find the zoning ordinance for your area. Once this has been confirmed, the Permitting Processing Unit will provide you with all the information you need to prepare for your project. Before being issued a building permit, you will be required to meet with staff to discuss your construction project. Please see our permit brochures as these publications will assist you in pulling together everything you need to proceed with your construction application. The telephone number to the Permit Information line is (301) 883-5776.

8. What are the fees for permits?
Fees are determined and assessed by DPIE reviewers. They base it on the scope of the project and the estimate cost of construction. Please refer to the Permit Fee Schedule for general fee below.
<https://www.princegeorgescountymd.gov/documentcenter/view/10403> - *Permit Fee Schedule pdf*

9. What is the time frame for a obtaining a permit?
All electronic reviews are 4-6 weeks for the 1st review cycle.

10. Can a permit be expedited?
The County offers Peer Review Program to expedite Building Permits application for Commercial Projects.

11. I don't have access to apply for electrical / mechanical permit, how do I get access?
<https://www.princegeorgescountymd.gov/1582/Electrical-Permits> - *Follow these steps if you are New to Prince George's County and need access.*
<https://www.princegeorgescountymd.gov/2510/Mechanical-Permits> - *Follow these steps if you are New to Prince George's County and need access.*

The below information is ONLY for master's that already have an account & just need to be reactivated; have them send the below info to the below email:

Electrical Access:

onlineelectricalpermits@co.pg.md.us

- Company name
- Profile name (email address)
- Wallet Card
- MD Driver's License

Mechanical Access:

onlinemechanicalpermits@co.pg.md.us

- Company name
- Copy of MD State License
- Profile name (email address)
- Driver's License

12. How do I renew my building permit?

<https://www.princegeorgescountymd.gov/DocumentCenter/View/4351/Permit-Renewal-Extension-Request-PDF?bidId=>

Form Can Be Emailed To:

dksantamaria@co.pg.md.us

dmrobinson1@co.pg.md.us

cemoseley@co.pg.md.us

13. I need to renew my rental license?

You can Contact the Enforcement Department at (301) 883-6168

14. How do I schedule my inspection?

You can Contact the Inspection's Division at (301) 883-3820 opt. 5

<https://dpiestatus.princegeorgescountymd.gov/Site/Public/Citizens/ScheduleInspection.aspx>

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

15. I need help uploading plans to projectdox, how do I do this?

<https://www.princegeorgescountymd.gov/DocumentCenter/View/32232/ePlan-Helpful-Links-PDF?bidId=> - *Eplan Helpful Links*

<https://www.princegeorgescountymd.gov/DocumentCenter/View/28436/ePlan-Applicant-User-Guide-20-PDF?bidId=> - *Eplan User Guide*

<https://dpiepermits.princegeorgescountymd.gov/eplantraining/> - *Eplan Training Video*

16. How do I cancel my permit?

Write a letter requesting to cancel the permit. The request should come from only the people listed on record (if not listed on record, justification must be provided). The narrative should include the following

- *Case Number*
- *Reason for the Cancellation Request*
- *Contact Information (Name, Phone Number & Email Address)*
- *Any Additional Information You May Think Is Pertinent/Important to Your Request*

17. How do I request a refund of my permit?

Write a letter requesting a refund for the permit. The request should come from ONLY the people listed on record. The narrative should include the following

- *Case Number*
- *Reason for the Refund Request*
- *Contact Information (Name, Phone Number & Email Address)*
- *Copy of Receipt (was sent via email)*
- *Any Additional Information You May Think Is Pertinent/Important to Your Request*

18. How do I request a revision?

Eplan Revision Request: eplan@co.pg.md.us

- *Case Number*
- *Applicant Name & Email Address*
- *Detailed Work Description & Brief Reason for the Revision*
- *List of Applicable Drawings for Review/Additional Drawings (by name) (if applicable).*
- *Departmental Reviews That Have Already Been Completed*
- *Change/Difference in Estimated Construction Costs (if applicable)*

Electrical Revision Request: ???

<https://www.princegeorgescountymd.gov/DocumentCenter/View/4896/Electrical-Permit-Application-Form-Fees-PDF?bidId=> - *Electrical Permit Application Form*

<https://www.princegeorgescountymd.gov/DocumentCenter/View/4899/Transmittal-Form-PDF?bidId=> - *Transmittal Form*

Mechanical Revision Request: ???

<https://www.princegeorgescountymd.gov/DocumentCenter/View/4357/Application-for-Plan-Examination-and-Permit-Form-PDF?bidId=> - *Application for Plans Examination and Permit Form*

<https://www.princegeorgescountymd.gov/DocumentCenter/View/4899/Transmittal-Form-PDF?bidId=> - *Transmittal Form*

19. Where can I want to know the zoning requirement / setbacks of a property?

*You can Contact Maryland - National Capital Park & Planning Commission 301-952-3208, 3195 or you can visit their **Zoning Verification and Uses site at:***

<http://www.pgplanning.org/4750/Planning-Information-Services>, *you can also submit an online request form which can be found at* <http://www.pgplanning.org/4750/Planning-Information-Services> *and email it to* PPD-InfoCounter@ppd.mnccppc.org *email address.*