



Angela D. Alsobrooks  
*County Executive*



Dawit Abraham, P.E.  
*Director*

# The DPIE Development Permitting Process





# DPIE Divisions Involved with Development Permitting

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



Director  
**Dawit Abraham**

Deputy Director  
**LaMont Hinton**

Acting  
Deputy Director  
**Mary Giles**

Senior Advisor  
**Lori Parris**

[dpi.e.mypgc.us](http://dpi.e.mypgc.us)  
301-636-2020

**Permitting and Licensing — Bellur Ravishankar, Associate Director 301-636-2050**  
Processes building and site plan permits; issues licenses  
Permitting  
Licensing

**Building Plan Review — Bellur Ravishankar, Associate Director 301-636-2070**  
Reviews plans for residential and commercial projects  
Building Plan Review

**Site/Road Plan Review — Rey de Guzman, Actg. Associate Director 301-636-2060**  
Reviews/approves site and roadway plans for proposed development and road improvement projects  
Site/Road Plan Review

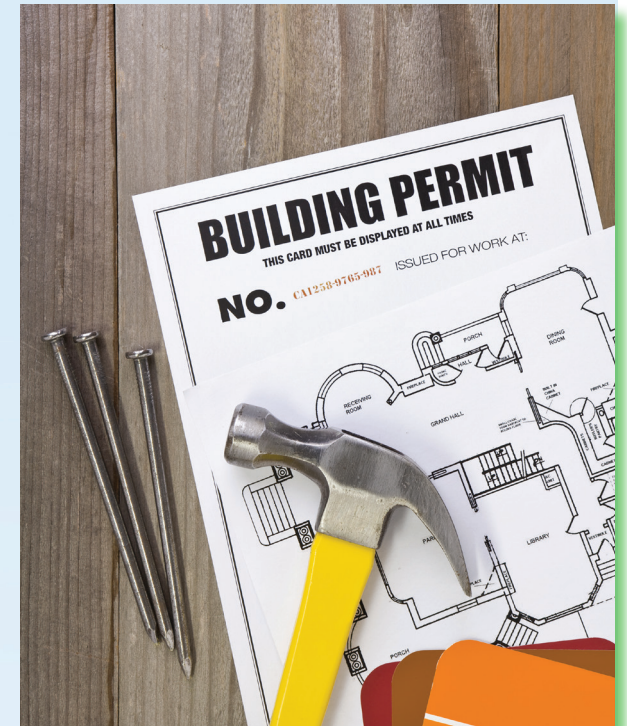
**Inspections — Behdad Kashanian, Associate Director 301-636-2080**  
Regulates construction, development and grading through inspection and enforcement of codes  
Inspections



# 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
- Processes plans for internal and external agencies
- Provides plan review and inspections of new properties served by well and septic systems, 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
  - Paving
- Reviews and recommends issuance of site/road permits
- Reviews traffic studies and site development concept plans
- Reviews/processes water and sewer category amendment requests and water/sewer waivers
- Reviews final subdivision plats with regard to water/sewer service and floodplain easements
- Reviews development plans relative to various environmental requirements



- 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





# Business Development Section (BDS)

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



Angela D. Alsobrooks  
County Executive

**O**ur mission is to support the growth of a thriving and diverse business community in Prince George's County by providing guidance and assistance to stakeholders and entrepreneurs as they navigate the permitting, licensing and Building Code compliance process.

Contact our Business  
Development Team at  
**[DPIEBizDev@co.pg.md.us](mailto:DPIEBizDev@co.pg.md.us)**

**Nicole M. Reece**  
301-636-2035  
North County Representative

**Charles H. Cooper**  
301-636-2058  
South County Representative

*Permit us to help you grow  
your business!*



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 the BDS *DPIE Biz* 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



# Agencies Involved in the County Permitting Process

- **Maryland–National Capital Park and Planning Commission (M-NCPPC)** — Approves zoning, use, subdivisions, site plans, tree conservation plans, and subdivision plats prior to issuance of building and site permits.



- **Prince George's Soil Conservation District (PGSCD)** — Approves erosion and sediment control plans and agricultural and forest harvesting operations.

- **Maryland State Highway Administration (SHA)** — Approves permits for work in the SHA right-of-way.
- **Washington Suburban Sanitary Commission (WSSC)** — Approves permits for public and private water and sewer pipelines and facilities in Prince George's County, except for the City of Bowie.
- **County Health Department** — Approves permits for well and septic systems.







# Agencies Involved in the County Permitting Process



- **Utility Companies** — PEPCO, Washington Gas, BGE, Verizon, Comcast, SMECO, and other such utility companies approve and install electric, gas, phone, cable, streetlights, and other dry utilities.
- **Maryland Department of the Environment (MDE) and US Army Corps of Engineers (USACE)** — Permit impacts to wetlands, waterways, and floodplains. MDE permits certain landfills, large sewers, groundwater withdrawal, and certain other uses that result in environmental impacts.
- **Municipalities** — Within Prince George's County there are 27 municipalities. Permit requirements vary depending on the municipality.
- **Maryland Department of Natural Resources (MDDNR)** — Approves permits for mining operations and roadside tree removal.
- **Federal Emergency Management Agency (FEMA)** — Approves impacts to FEMA floodplains.



# Typical Time Frames for Site/Road Reviews

Case Type	Length of Review Cycle (estimated)	Length of Process from Filing to Issuance (estimated)	Other
Site Development Concept	4 to 6 weeks per cycle	1 week initial processing and screening, 12 to 18 weeks DPIE review (3 cycles), 6 weeks applicant response time (3 cycles) plus 1 week final processing	Peer review cases with all disciplines hired reduces time by approximately 50%
Street Grade Establishment plan approval	4 to 6 weeks per cycle	1 week initial processing and screening, plus 12 to 18 weeks DPIE review (3 cycles, 4 to 6 weeks each cycle), plus 6 weeks applicant response (3 cycles, 2 week turn around each cycle), plus final processing 2 weeks = 21 to 27 weeks	Peer review cases with all disciplines hired reduces time by approximately 50%
Rough and Fine Grading Permit, Street Construction Permit, 100-year Floodplain approval	4 to 6 weeks per cycle	1 week initial processing and screening, plus 16 to 24 weeks DPIE review (4 cycles, 4 to 6 weeks each cycle), plus 8 weeks applicant response (4 cycles, 2 week turn around each cycle), plus final processing 2 weeks = 27 to 35 weeks	If permits require waivers, this requires additional processing time



# Typical Time Frames for Site/Road Reviews

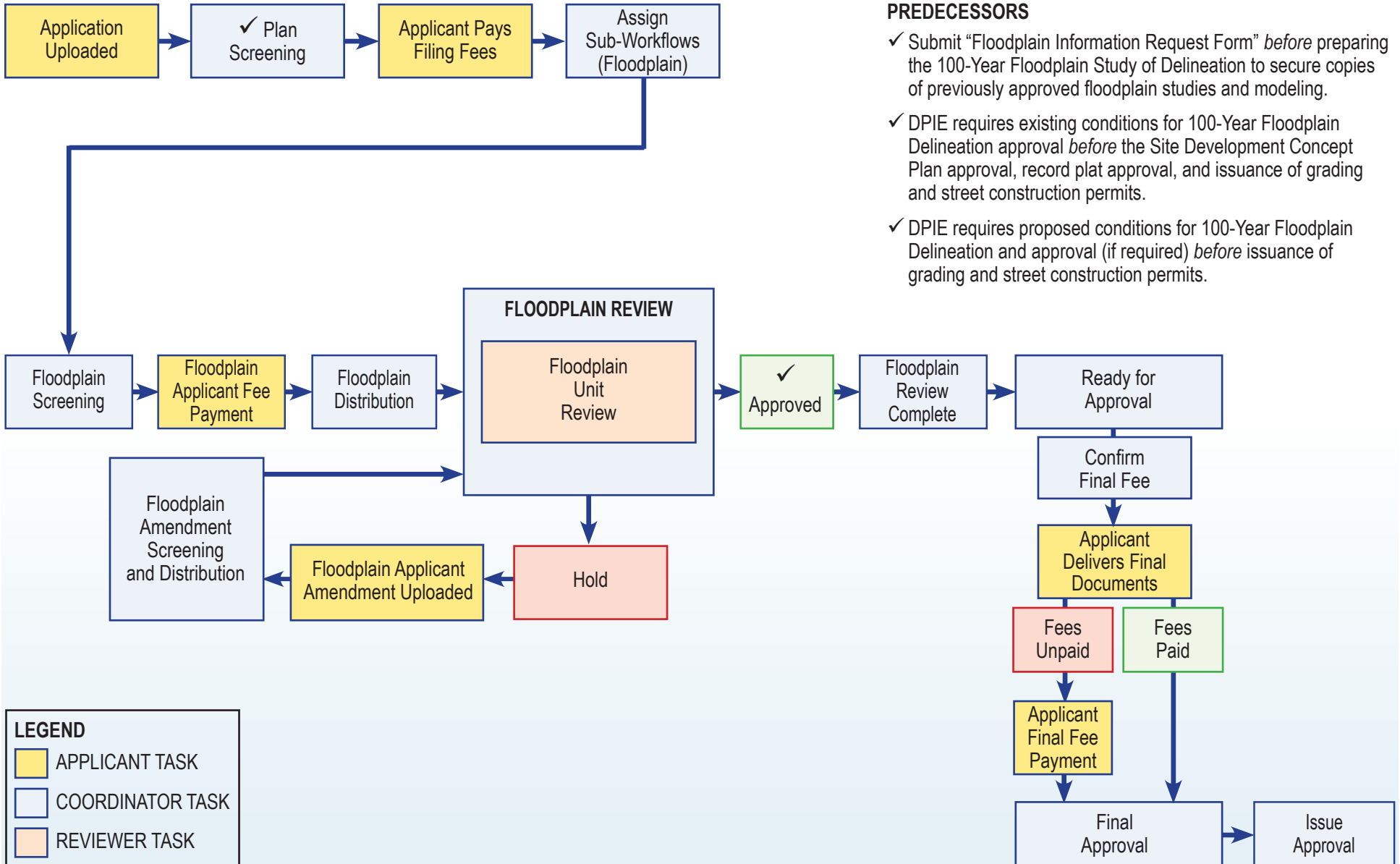
Case Type	Length of Review Cycle (estimated)	Length of Process from Filing to Issuance (estimated)	Other
Special Utility Permit	2 to 4 weeks per cycle	1 week initial processing and screening, plus 4 to 8 weeks DPIE review (2 cycles, 2 to 4 weeks each cycle), plus 4 weeks applicant response (2 cycles, 2 week turn around each cycle), plus final processing 2 weeks = 11 to 15 weeks	Peer review cases with all disciplines hired reduces time by approximately 50%
Building Permit (Site/Road review)	2 to 4 weeks per cycle		Site/Road reviews all building permits that include site work. Site/Road does not review building permits that only involve interior modification of buildings. For most building permits with land disturbance, the project requires approval of a site development concept. If the project involves more than 5,000 SF of disturbance, more than 12" change in grade or more than 100 CY of earthwork, then a site development fine grading permit must be issued before building permit



Angela D. Alsobrooks  
County Executive

# Site Road: Floodplain Approval — ePlan Workflow

Depending on the Scope of Work, a Project Will Be Reviewed by Several Agencies  
Both Inside and Outside of DPIE Prior to Permit Issuance  
(Below is the ePlan Workflow Chart of the Process)

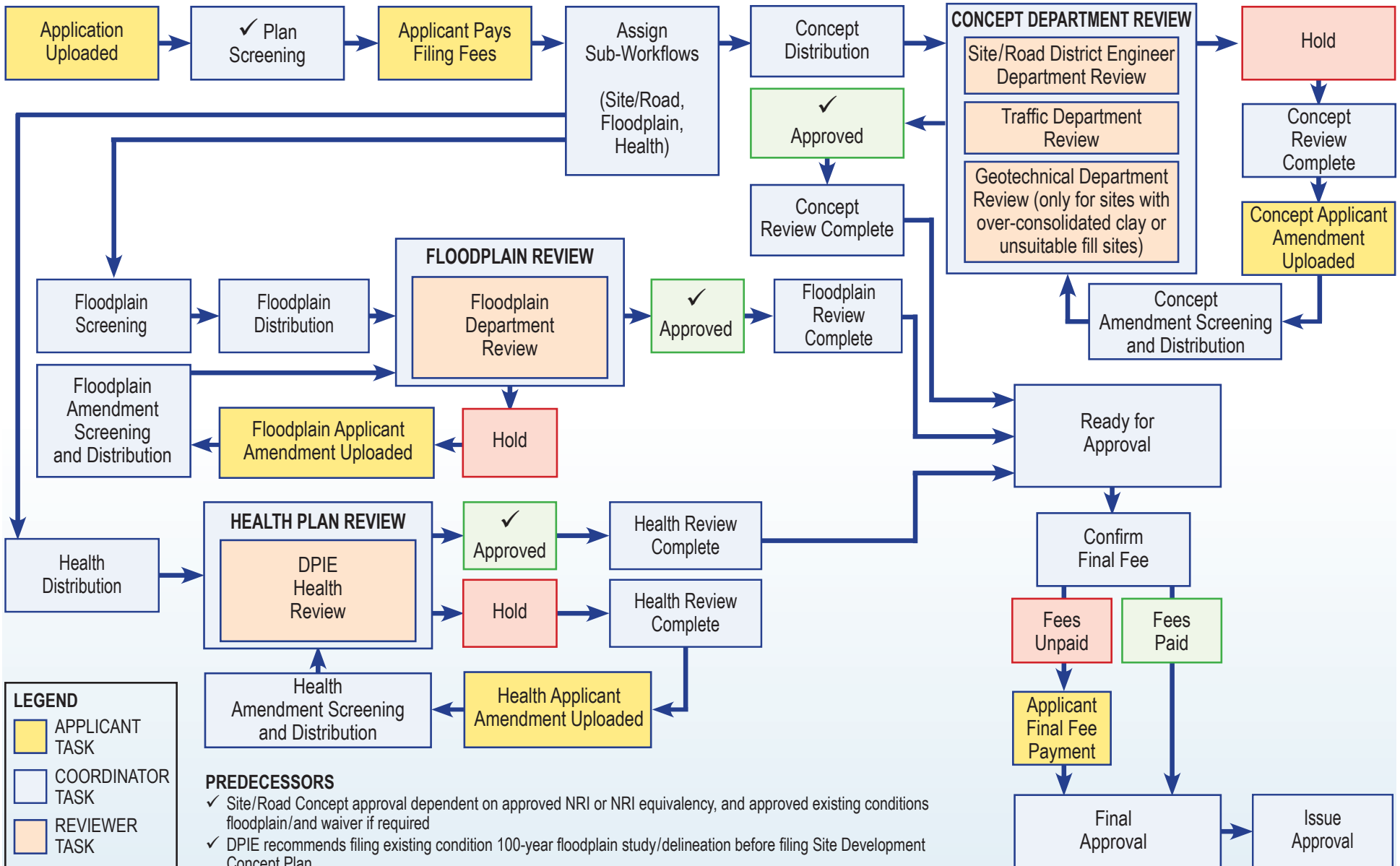




Angela D. Alsobrooks  
County Executive

# Site Road: Site Development Concept — ePlan Workflow

Depending on the Scope of Work, a Project Will Be Reviewed by Several Agencies  
Both Inside and Outside of DPIE Prior to Permit Issuance  
(Below is the ePlan Workflow Chart of the Process)

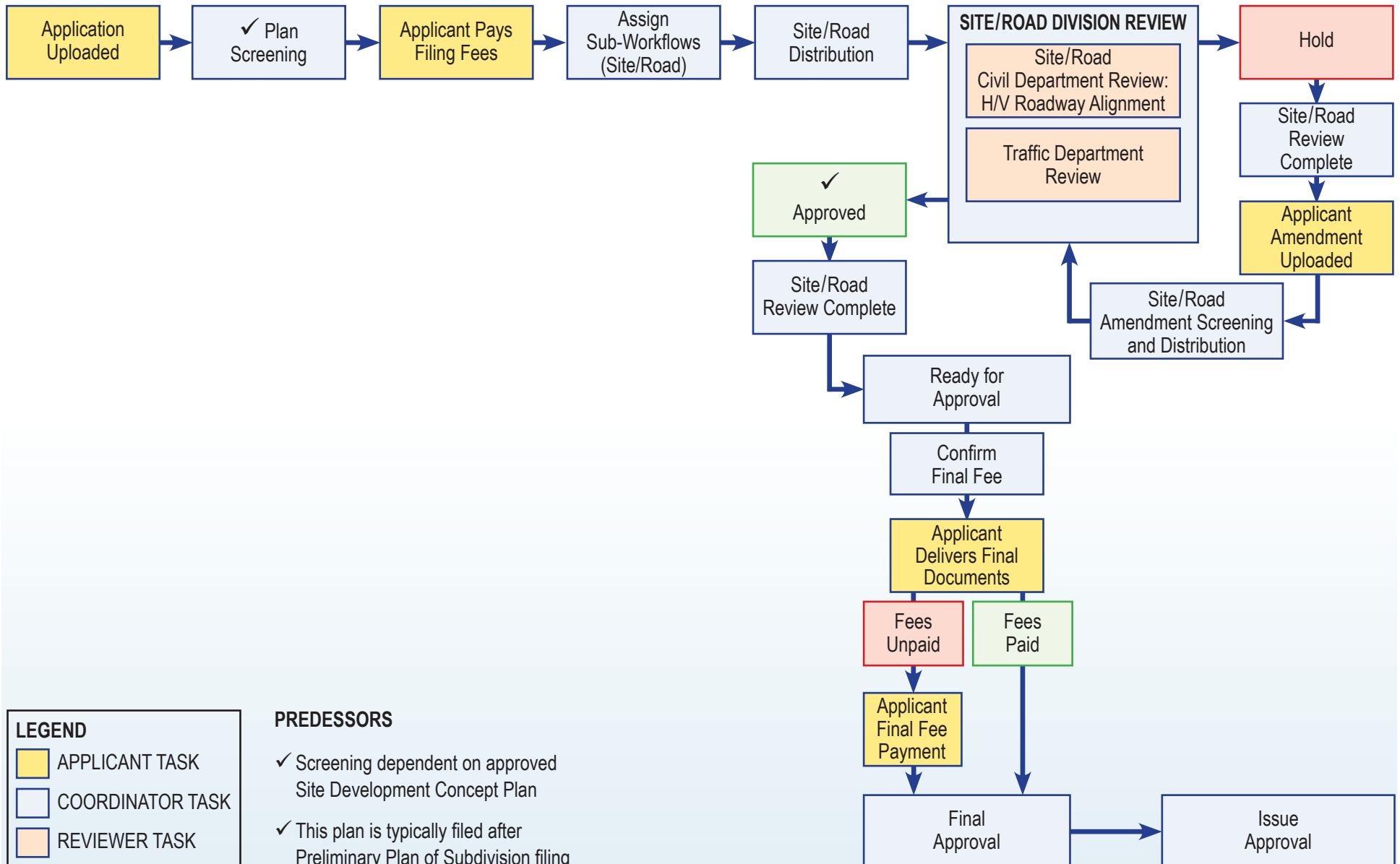




Angela D. Alsobrooks  
County Executive

# Site Road: Street Grade Establishment Plan — ePlan Workflow

Depending on the Scope of Work, a Project Will Be Reviewed by Several Agencies  
Both Inside and Outside of DPIE Prior to Permit Issuance  
(Below is the ePlan Workflow Chart of the Process)

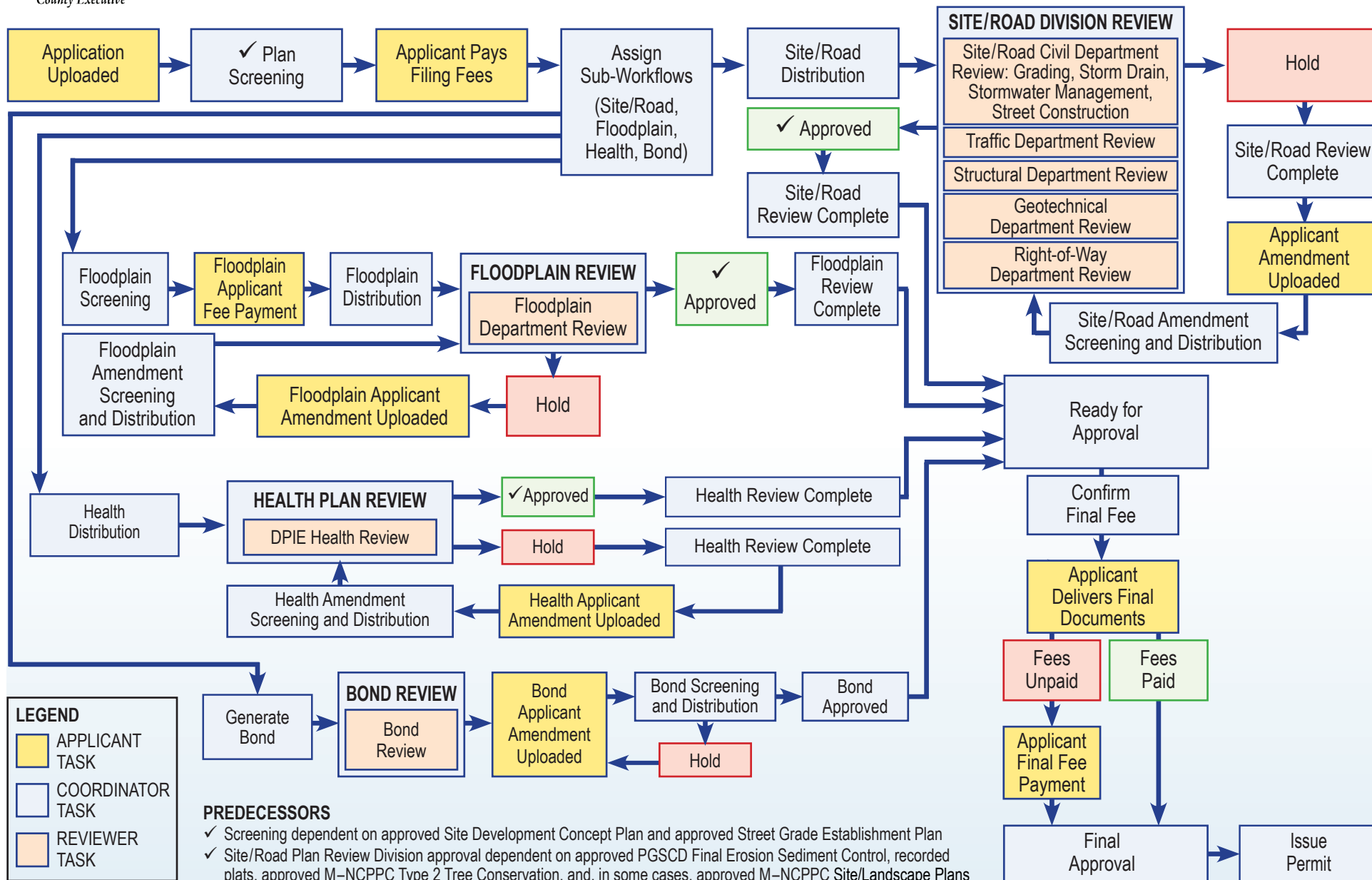




Angela D. Alsobrooks  
County Executive

# Site Road: Street Construction Permit — ePlan Workflow

Depending on the Scope of Work, a Project Will Be Reviewed by Several Agencies  
Both Inside and Outside of DPIE Prior to Permit Issuance  
(Below is the ePlan Workflow Chart of the Process)

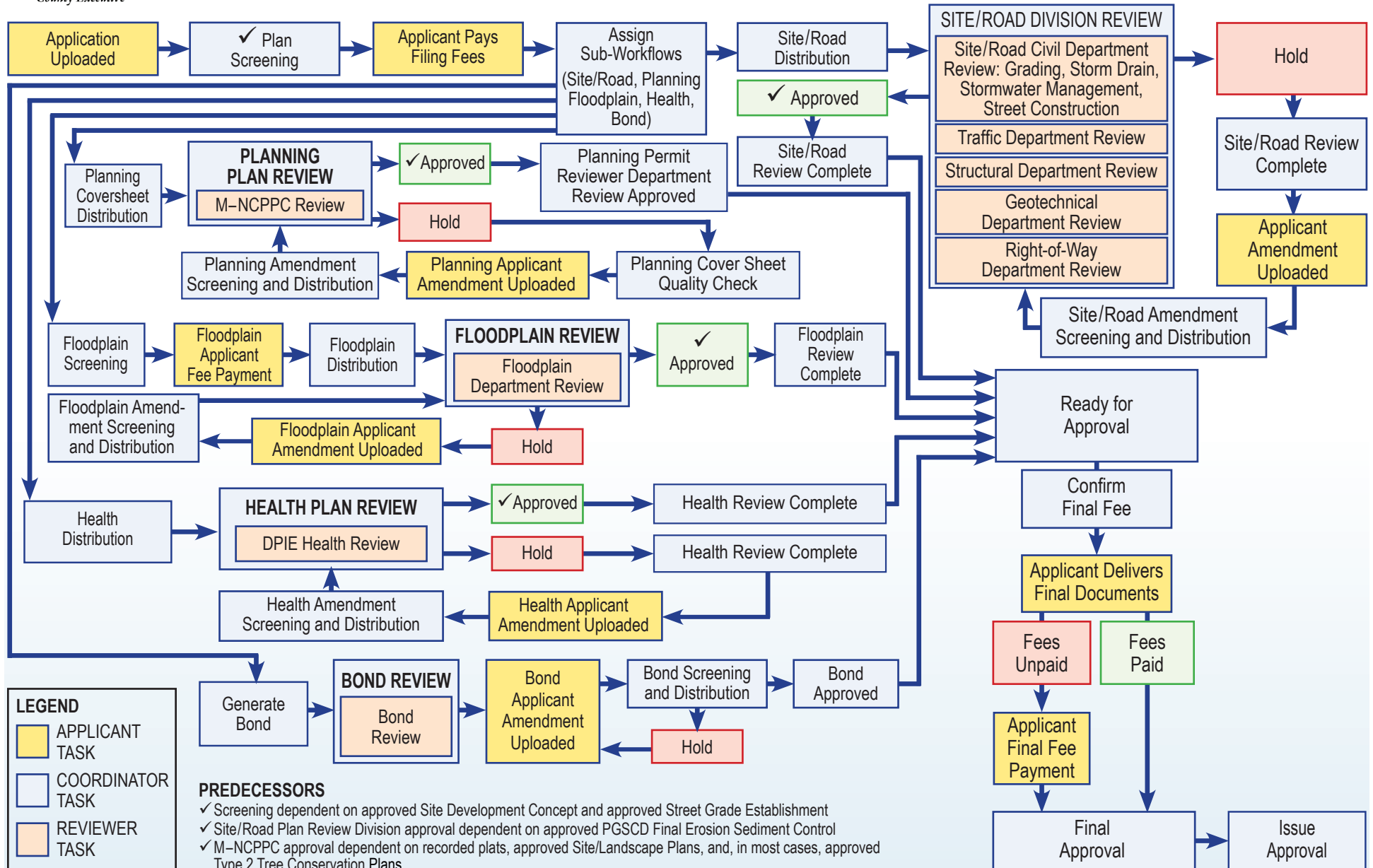




Angela D. Alsbrooks  
County Executive

# Site Road: Site Development Grading Permit — ePlan Workflow

Depending on the Scope of Work, a Project Will Be Reviewed by Several Agencies  
Both Inside and Outside of DPIE Prior to Permit Issuance  
(Below is the ePlan Workflow Chart of the Process)



**LEGEND**

- APPLICANT TASK
- COORDINATOR TASK
- REVIEWER TASK

**PREDECESSORS**

- ✓ Screening dependent on approved Site Development Concept and approved Street Grade Establishment
- ✓ Site/Road Plan Review Division approval dependent on approved PGSCD Final Erosion Sediment Control
- ✓ M-NCPPC approval dependent on recorded plats, approved Site/Landscape Plans, and, in most cases, approved Type 2 Tree Conservation Plans

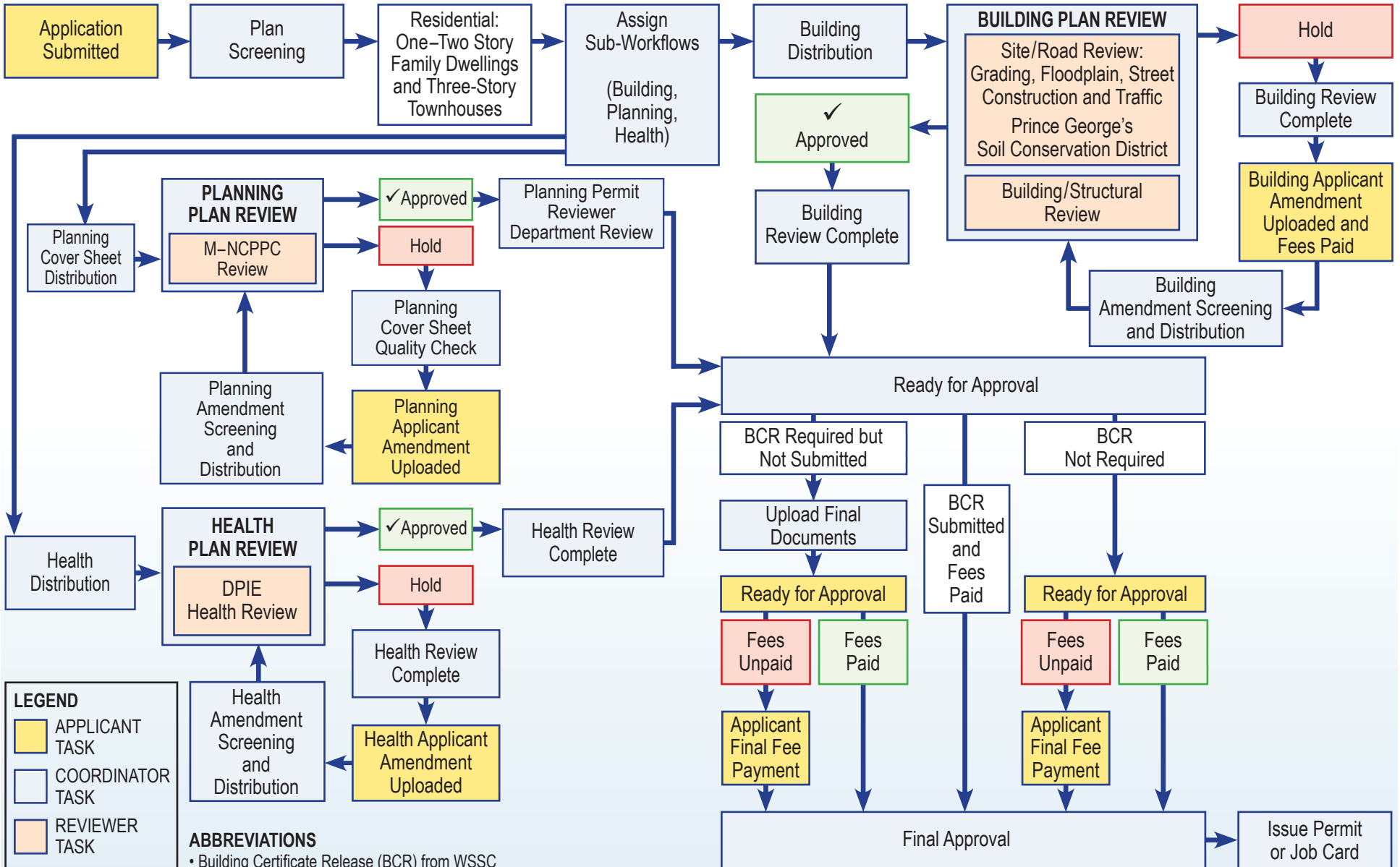




Angela D. Alsobrooks  
County Executive

# Residential DPE Building Permit — ePlan Workflow

Depending on the Scope of Work, a Project Will Be Reviewed by Several Agencies  
Both Inside and Outside of DPE Prior to Permit Issuance  
(Below is the ePlan Workflow Chart of the Process)

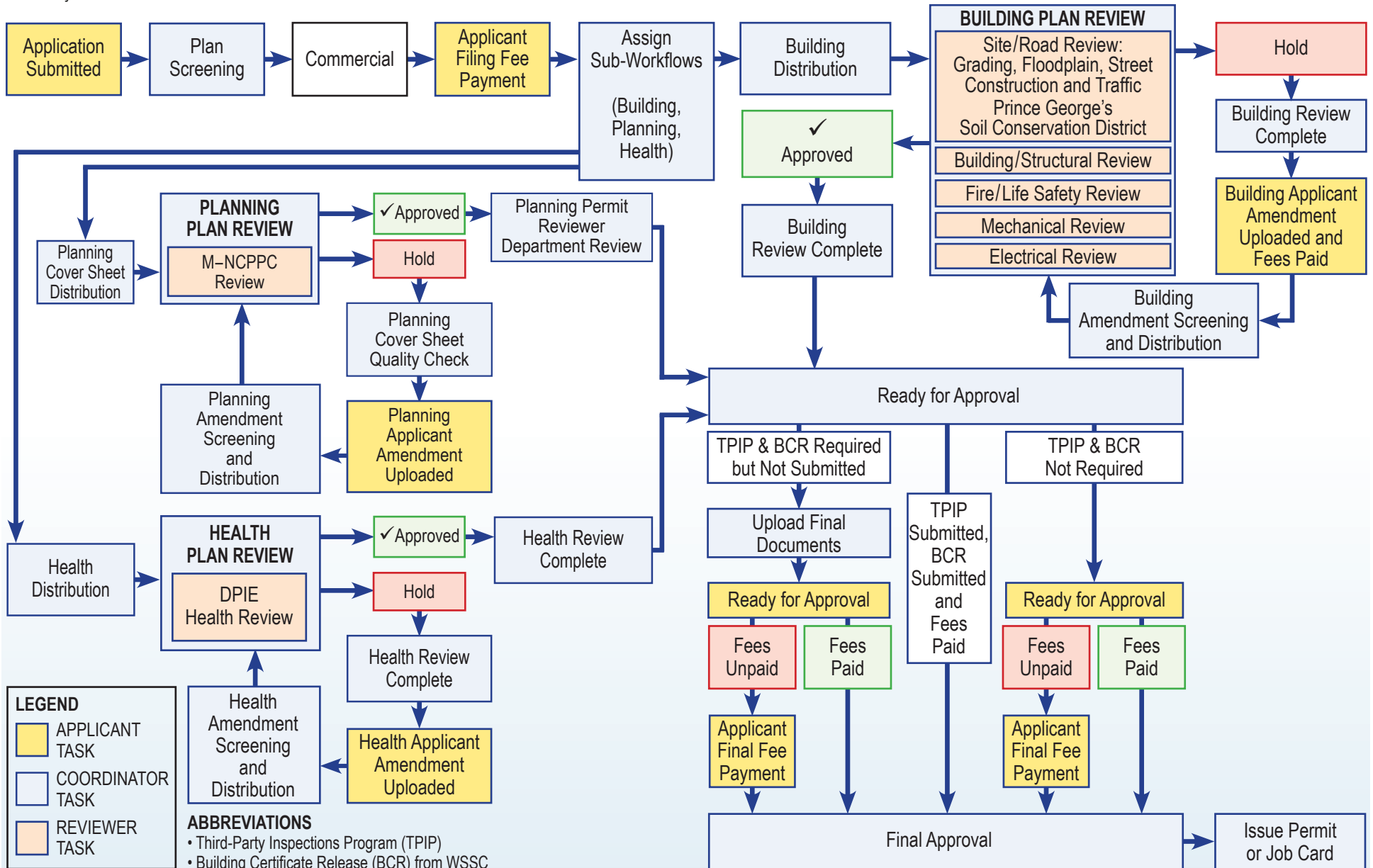




Angela D. Alsobrooks  
County Executive

# Commercial DPIE Building Permit — ePlan Workflow

Depending on the Scope of Work, a Project Will Be Reviewed by Several Agencies  
Both Inside and Outside of DPIE Prior to Permit Issuance  
(Below is the ePlan Workflow Chart of the Process)





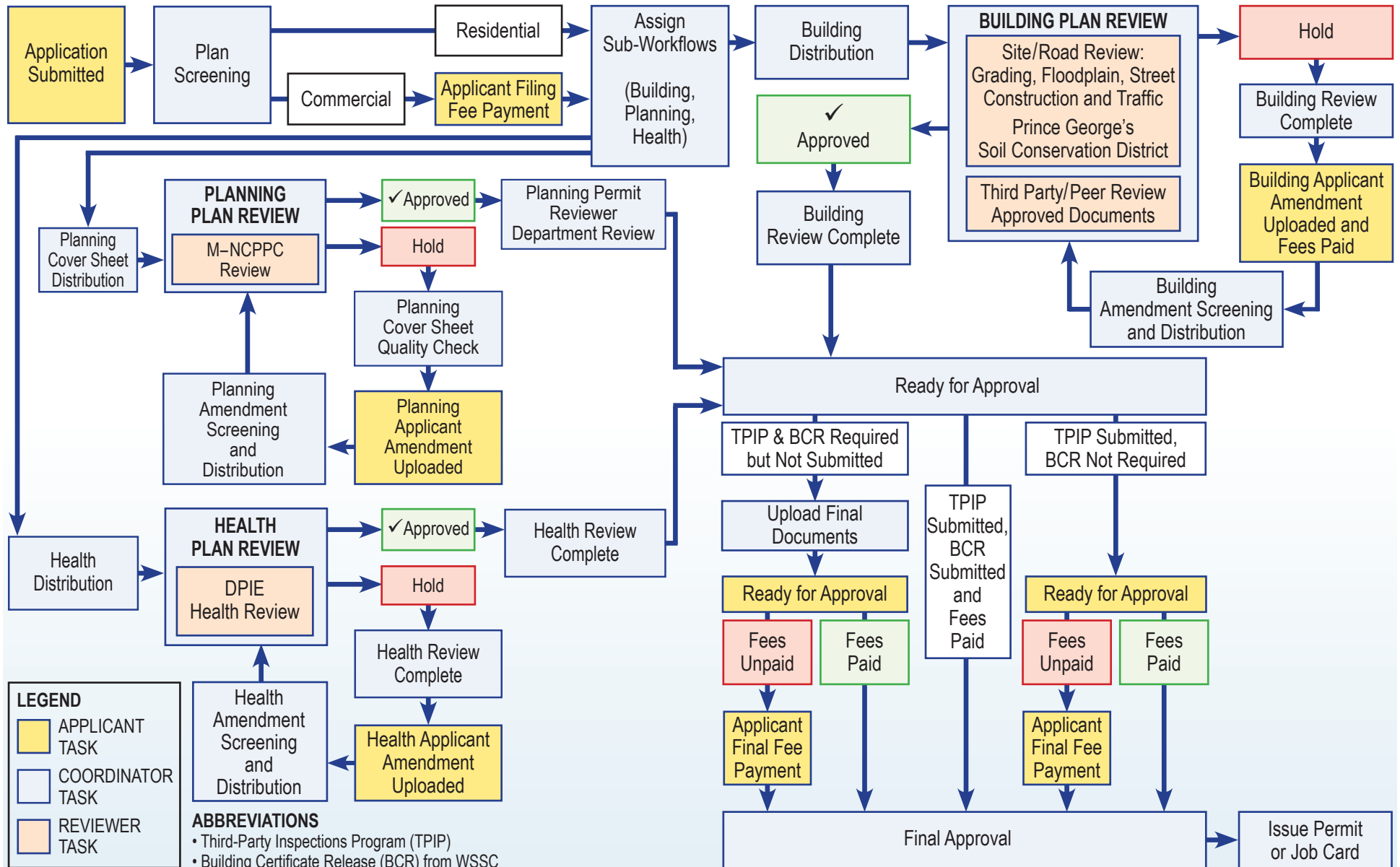
Angela D. Alsobrooks  
County Executive

# Third Party/Peer Review DPIE Building Permit — ePlan Workflow

Depending on the Scope of Work, a Project Will Be Reviewed by Several Agencies

Both Inside and Outside of DPIE Prior to Permit Issuance


(Below is the ePlan Workflow Chart of the Process)



# JOB CLASSIFICATION SYSTEM — DPIE Review Target Timelines by Job Type

This chart provides time line expectations for your permit application. Job classifications set target time frames for DPIE reviews — based on square footage, scope and use, not project valuation. Reviews by other agencies may take additional time. All plumbing and gas related work MUST be reviewed and approved by the Washington Suburban Sanitary Commission (WSSC). If your property is in a Historic District, you must contact the agency directly to confirm permit application requirements. Properties that are located on private well or sewage disposal systems should contact the Health Department at 301-883-7681.

## REQUIRED PLAN REVIEW & APPROVALS

<b>RESIDENTIAL JOBS</b> DPIE's Goal to Complete: No More Than 2 Visits	<b>SMALL JOBS</b> DPIE's Goal to Review: 25 Business Days	<b>INTERMEDIATE JOBS</b> DPIE's Goal to Review: 41 Business Days	<b>LARGE/COMPLEX JOBS</b> DPIE's Goal to Review: 50 Business Days
<p><b>Applications for Owner-Occupied One- &amp; Two-Story Family Homes Only</b></p> <p><b>New Accessory Structure (Garage/Shed)</b> — Up to 500 sq. ft. and 15 ft. high: alteration &amp; repair of existing; no change in use</p> <p><b>Existing Alteration/Repair (Garage/Shed)</b> — Up to 500 sq. ft. and 15 ft. high</p> <p><b>Addition to Single-Family Dwelling</b> — Up to 500 sq. ft.: no more than one story high at ground level; no party walls; no removal of exterior or load-bearing walls. Excludes if addition is on private well/septic. Call the Health Department at 301-883-7681 for more information.</p> <p><b>Chimney Repair and Fireplace Inserts</b></p> <p><b>Decks</b> — One-level; less than 500 sq. ft. and less than 10 ft. above grade</p> <p><b>Driveway/Apron/Pad</b></p> <p><b>Drywall</b> — Repair/replace not more than 500 sq. ft.</p> <p><b>Fences</b> — New/replacement</p> <p><b>Interior remodeling/alteration and repair</b> — Up to 500 sq. ft. including bathroom, kitchens without major structural change or removal or erection of interior load-bearing walls or impact on the sharing/party walls Interior non-load bearing wall demolition</p> <p><b>Porch &amp; Steps</b> — Repair existing on private property not in historic or fine arts jurisdictions</p> <p><b>Retaining Wall</b> — Single tier; 4'6" in height maximum measured from grade to top of wall</p> <p><b>Roof Repair/Replacement</b> — No structural changes</p> <p><b>Window/Door Replacement/Repair</b> — If your property is in a historic or CFA jurisdiction, you must get approval before you apply for a permit.</p> <p><b>The following applies to all scope listed above: If the residential or commercial property is served by a private well and/or an on-site sewage disposal system, a Health inspection is required prior to approval. Contact the Health Department Environmental Engineering Policy/Program at 301-883-7681 for additional information.</b></p>	<p><b>File Through ProjectDox</b></p> <p><b>Alteration, Repair and Demolition Project(s)</b> — 2,000 sq. ft. or less (total work area) in existing building or limited by the following:</p> <ol style="list-style-type: none"> <li>1. No new public utility connections (electric, gas, water/sewer and private well/septic system);</li> <li>2. No more than one floor involved;</li> <li>3. No change in use or occupant load; or</li> <li>4. No hood/cooking equipment, medical facility, childcare, religious worship, assembly, or community residential facility uses with more than five residents</li> </ol> <p><b>Awning or Canopy</b></p> <p><b>Fence</b> — Commercial</p> <p><b>Fire Damage</b> — Based on inspection report</p> <p><b>Fire Alarm/Sprinkler System Shop Drawing Permits</b></p> <p><b>Demolition</b> — Interior non-load bearing wall/column</p> <p><b>Raze</b> — Less than 5,000 sq. ft. land disturbance with utility cut-off letters and Health inspection</p> <p><b>Retaining Wall</b> — Single tier; 4'6" in height maximum measured from grade to top of wall</p> <p><b>Sign(s)</b></p> <p><b>Alteration/Repair of Existing Swimming Pool</b> — Up to 500 sq. ft.</p> <p><b>Removal of Underground Storage Tank</b> — No shoring</p> <p><b>The following applies to all scope listed above: If the residential or commercial property is served by a private well and/or an on-site sewage disposal system, a Health inspection is required prior to approval. Contact the Health Department Environmental Engineering Policy/Program at 301-883-7681 for additional information.</b></p>	<p><b>File Through ProjectDox</b></p> <p><b>Accessory structure (shed, garage)</b></p> <p><b>Additions</b> — Up to 10,000 sq. ft. (total of all floors)</p> <p><b>Alterations or repairs</b> — Greater than 2,000 sq. ft., but less than 10,000 sq. ft. (total of all floors)</p> <p><b>New Antenna Tower</b></p> <p><b>Excavation Sheeting &amp; Shoring</b> — Less than 10,000 sq. ft. total</p> <p><b>Foundation to Grade</b> — Up to 10,000 sq. ft.</p> <p><b>Kitchen Hood/Cooking Equipment</b> — New/change/custom</p> <p><b>Retaining Wall</b> — More than 4'6" in height maximum measured from grade to top of wall, including multiple tier walls</p> <p><b>Revisions to Approved Permits</b> — Less than 10,000 sq. ft. (total of all floors). Revision to permits approved through ProjectDox, must be submitted in ProjectDox.</p> <p><b>Single Family/Town House</b> — Up to 10,000 sq. ft.</p> <p><b>Solar Panel</b></p> <p><b>New/Existing Swimming Pool</b></p> <p><b>Tenant Layout</b> — New/existing up to 10,000 sq. ft. (total of all floors)</p> <p><b>Tower Cranes</b></p> <p><b>Underpinning</b> — Up to 10,000 sq. ft.</p> <p><b>The following applies to all scope listed above: If the residential or commercial property is served by a private well and/or an on-site sewage disposal system, a Health inspection is required prior to approval. Contact the Health Department Environmental Engineering Policy/Program at 301-883-7681 for additional information.</b></p>	<p><b>File Through ProjectDox</b></p> <p><b>All Jobs in this Category</b> — Greater than 10,000 sq. ft. (total of all floors)</p> <p><b>Alteration/Repairs</b></p> <p><b>New Commercial and Residential Building(s)</b></p> <p><b>Raze Permit</b> — Commercial facilities require an asbestos test performed by an approved Maryland license testing agency. The results must be submitted to health reviewer before a site inspection can be conducted.</p> <p><b>Sheeting &amp; Shoring</b></p> <p><b>Underpinning</b></p> <p><b>Revisions of Approved Permits</b></p> <p><b>Tenant Layout</b></p> <p><b>The following applies to all scope listed above: If the residential or commercial property is served by a private well and/or an on-site sewage disposal system, a Health inspection is required prior to approval. Contact the Health Department Environmental Engineering Policy/Program at 301-883-7681 for additional information.</b></p> <div data-bbox="1533 1201 1984 1494" style="text-align: center;">  <p><b>DPIE</b>                      DEPARTMENT OF PERMITTING,                      INSPECTIONS AND ENFORCEMENT</p> </div>

**\*Permits cannot be issued until all review approvals are obtained.**



# 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 an e-newsletter called *DPIE Developments*, 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](mailto:DPIEpio@co.pg.md.us).
- Holds Third-Thursday Community Information Sessions and other meetings to connect DPIE agency experts with citizens and business leaders.

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

Email [DPIEpio@co.pg.md.us](mailto:DPIEpio@co.pg.md.us) for more information.

# Thank you!



## Contact:

Call DPIE's Public Information Office  
at 301-636-2053  
or email

[DPIEpio@co.pg.md.us](mailto:DPIEpio@co.pg.md.us)  
for more information.

Visit the DPIE website at  
[dpi.e.mypgc.us](http://dpi.e.mypgc.us)