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DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT

# BUILDING BLOCKS

BUSINESS DEVELOPMENT SECTION NEWSLETTER

Permit us to help you build  
your business

September 2020

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## Business Spotlight

# BUSINESS SPOTLIGHT

The Landing at Woodyard Shopping Center Marshalls Has Opened!



Marshalls opens at the Landing at Woodyard Shopping Center.

The Business Development Section (BDS) team recently assisted **Marshalls** in Clinton with the permitting and licensing process. The recently added Marshalls adds to the cadre of new stores opening in the revitalized shopping center. Chick-fil-A, Panera Bread and Beauty Mart

are among other stores that have recently opened at the center. “We are so excited to have attracted an array of different businesses to the Landing, and we have some great stores lined up to come in the near future,” said shopping center owner Joe Molle.

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## **Milk & Honey Café Reopening in Bowie**

The **Milk & Honey Café** in the Fairwood Green Shopping Center in Bowie reopened in late August after its closing in May. The BDS helped the new owners with the Use and Occupancy Permit and inspections processes. The new owners, Thompson Hospitality, implemented several changes, including renovating the interior, establishing an outdoor seating area, adding dinner options to the menu and extending the daily closing time to 10:00 p.m. They also have plans to serve alcoholic beverages.

Thompson Hospitality said they acquired the Milk & Honey Café due to its strong brand in the community and its location.



Milk & Honey Café in Bowie after renovations and new outdoor seating area.

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## The Inside Scoop



A new business owner needs to understand County zoning and permitting requirements when it comes to changing the use of a building.

## DPIE Process Article

### **Location, Location, Location: *Use and Occupancy Permits with a Change of Use***

“Location, location, location.” Even today, this old saying is important to aspiring entrepreneurs looking for a swanky place to establish a new business. Because a great location is key, an aspiring business owner may consider opening a hair salon in what was once a popular store, a day care business in what was previously a busy warehouse or setting up a restaurant in a medical building that drew significant foot traffic. As a new business owner embarks on signing a new commercial lease, it is critical they understand County zoning and permitting requirements related to changing the use of a property/building.

A business must be able to operate in the location selected. It is an absolutely critical step in seeking a Building Permit. The Maryland–National Capital Park and Planning Commission (M–NCPPC) approves all uses for property in Prince George’ County. Prior to submitting a permit application, a business may get a zoning determination letter for their proposed site. This will assist in understanding what use is allowed at the site. New business owners must be aware that a Building Permit alone will not allow them to occupy a space. A Use and Occupancy Permit (U&O) is needed before a business owner can occupy, open and operate a business. The applicant must give a detailed work description, so the U&O Permit

application will be combined with the Building Permit within one application, thus cutting down on multiple applications and numerous inspections. Once the building construction has passed inspections, you will be expected to abide by the U&O Checklist before passing the U&O inspection and receiving an issued U&O Permit. These steps are all covered in DPIE's Tenant Fit-Outs Guide.

New businesses not changing the use of a building or doing any major updates to the building structure only need to submit the requisite information and documentation.

Entrepreneurs who seek to advertise their business with a sign must submit a Sign Permit application as soon as possible in the application process.

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## Business Development Section: Helpful Hints



### STAYING UPDATED ON PERMIT APPLICATION STATUS

As an owner, you can request your architect, general contractor or whomever applies for your permits to list your contact information on the online permit application with "View Only" privileges. The invited party will get an automated email to inform them that they have been invited to access the application. If they do not have an account, they will be prompted to make one. This will allow the invited party to stay updated on the permit status and any outstanding tasks that need to be completed by the applicant.

### SCHEDULING INSPECTIONS

There are two methods that you may use to schedule an inspection with DPIE. You may do so online by accessing the following Schedule Inspection link that directs you to the scheduling portal or via telephone by calling 301-883-5390. Remember to have the following information available when arranging for the inspection: contact number, case number and



**Webinar 1:**  
**Business Licensing**

On September 24, the BDS held a webinar on Business Licensing including Trade Licenses, Food Trucks, Entertainment and others, as well as Multifamily, Single Family and Short-Term Rental Licenses.

To view the presentation, visit [DPIE's Business Licensing Webinar](#).



**Webinar 2:**  
**Building Plan Peer Review Program**

The BDS recently held a webinar on the Building Plan Peer Review Program, an optional program offered to allow permit applicants to hire approved peer reviewers to review their building plans in lieu of having the building plans evaluated by DPIE personnel. The program reduces the review time associated with construction plan approval. To view the presentation, visit [DPIE's Peer Review Program Webinar](#).

## Funding Opportunities

### The Greenbelt Business Improvement and Recovery

**Fund** offers immediate financial assistance to local small businesses whose operations have been impacted by the COVID-19 pandemic. This program will provide businesses with a grant for up to \$10,000. This is a working capital grant which means that funds can be used to support operating expenses related to business interruption, improvements and continuity. Applicants must meet eligibility guidelines and provide evidence of financial impact due to the COVID-19 pandemic. **This grant program is for Greenbelt-based small businesses only.** Additional details can be found at the [Business Improvement and Recovery Fund link](#).



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## Business Community News

### DPIE ePLAN TRAINING VIA ZOOM

DPIE's free ePlan Training is being offered virtually. Please do not come to the DPIE building as the office is closed to the public at this time. Customers will be trained on completing online applications and uploading plans for review. The sessions are held monthly from 10 a.m. until 12 noon on the third Thursday via Zoom. Online enrollment is limited. To attend, register by the second Thursday of the month at <http://dpiemypgc.us>.



### ECONOMIC DEVELOPMENT CORPORATION (EDC)

The EDC provides consultations to businesses on an array of subjects from buying or renting commercial space to obtaining financing and writing a business plan. The EDC also offers a number of informative videos, including COVID-19's impact on local small businesses. The EDC continues to host webinars during COVID-19. For more information, visit <https://www.pgcedc.com/>.

## MARYLAND SMALL BUSINESS DEVELOPMENT CENTER

The center is hosting several webinars throughout this month and next. For more information, visit [www.mdsbdc.umd.edu/training/events-calendar](http://www.mdsbdc.umd.edu/training/events-calendar).



## PRINCE GEORGE'S CHAMBER OF COMMERCE (PGCOC) MEETINGS

PGCOC holds monthly committee meetings. For more information, visit <http://business.pgcoc.org/events/calendar/>.

## Community Feedback



Thank you for helping our clients; your assistance has led to a better understanding of the permit process. It has been much appreciated.



### JOHN MASON

DIRECTOR OF BUSINESS DEVELOPMENT

PRINCE GEORGE'S COUNTY ECONOMIC DEVELOPMENT CORPORATION



## Permit us to help you build your business!

For more information on the permitting and licensing processes, please contact [DPIEBIZDEV@co.pg.md.us](mailto:DPIEBIZDEV@co.pg.md.us).

# 2020 Census

## WHAT IS THE U.S. CENSUS?

By law, every 10 years the U.S. Census counts every resident in the United States. Your participation determines representation and how billions in federal funds are distributed. If our community is undercounted, friends and neighbors miss out on an estimated **\$18,250 per person over a 10-year period**. Statewide, that's a total of **\$26.6 billion over a 10-year period**.

<https://www.princegeorgescountymd.gov/3233/2020-Census>



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