



## TECHNO-GRAM 003-2024



**SUBJECT:** Administrative Use & Occupancy (U&O) Permits

**PURPOSE:** The Purpose of this Techno-gram is to introduce and define the Department of Permitting, Inspections and Enforcement (DPIE) Process for Administrative U&O Permits

**SCOPE:** This applies to U&O permits eligible for the administrative U&O Process

### **CODE**

**REFERENCE:** Sec. 4-118. - Administration; Section 111, Certificate of Use and Occupancy  
Sec. 27-253. - Use and Occupancy permits  
Sec. 27-260.- Authorization  
Sec. 27-261. - Specific Temporary Uses

This Techno-Gram introduces a new streamlined process to expedite U&O Permits for certain projects.

**Building Permits Eligible for the Administrative U&O Permit** include buildings in certain Business or Mercantile or Storage use groups, as defined by the ICC Code, Subtitle 4, and this Techno-gram. **This process will be limited to change of ownership and change of tenant without renovation or construction, and as such using the building as is. This process is limited to the uses listed below, without a change in use (for example barber shop to barber shop).**

- **B (Business) Use Group:**

The following businesses are eligible for the process: Animal hospitals, kennels and pounds, banks, barber and beauty shops, car wash, civic administrations, clinics(less than 50 occupants), outpatient facilities(less than 50 occupants), dry cleaning and laundries, laboratories, electronic data processing, testing and research, motor vehicle showrooms, print shops, professional services (architects, attorneys, dentists, physicians, engineers, etc.), radio and television stations, telephone exchanges, tutoring centers (less than 50 occupants), martial arts studios (less than 50 occupants), gymnastics (less than 50 occupants).



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- M (Mercantile) Use Group:  
The following mercantile uses are eligible for the process: Department stores, drug stores, greenhouses for display and sale of plants that provide public access, retail or wholesale stores, sales rooms. Any uses that include food preparation or sale of food that requires refrigeration are not eligible for the administrative U&O process.
- S (Storage) Use Group:  
The following storage uses are eligible for the process. Building used for storage of noncombustible material as defined by the code. Any uses that involve vehicle storage, tow lots and junk yards are not eligible for the administrative U&O process.

### **Permit Processing Procedures:**

#### Applicant:

Step 1: Submit an “**Administrative Use and Occupancy**” application via Momentum. Upload all required documents to Momentum. These shall include the following:

#### **Fire sprinkler testing report.**

- Annual report with no deficiencies. Report must have been completed within 365 days of permit submittal.
- Report must have been prepared by a NICET Level III Inspector

#### **Fire alarm testing report.**

- Annual report with no deficiencies. Report must have been completed within 365 days of permit submittal.
- Report must have been prepared by a NICET Level III Inspector

Elevator certification (multi-tenant building), if applicable

Escalator certification (multi-tenant building), if applicable

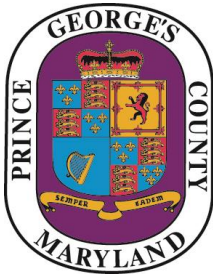
Generator certification (if applicable)

Prior Approved U&O.

Proposed Use matches prior approved Use.

Prior Approved U&O site plan.

Attestation: On the application for the Administrative U&O the owner will be required to attest to the following:



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*I certify and attest that I am authorized to make this application. I certify that all statements on this application are true and complete to the best of my knowledge and belief and are made under the penalties of perjury. I further attest that there is no construction on the property, emergency exit lights and fire extinguishers are maintained in operable condition at all times, the proposed use matches the prior approved use, the attached reports meet the requirements of DPIE for the issuance of an Administrative Use and Occupancy Permit, and there are no outstanding violation notices or fines assessed on the subject property. I hereby declare and affirm under penalty of perjury, that making false statements on this application is punishable by civil or criminal penalties and the revocation of the Administrative Use and Occupancy permit.*

After all required documents have been uploaded to the Momentum portal, check in to the Virtual Permit Café during the regular business hours from Monday thru Friday 8:30 AM to 2:30 PM at [virtualpermitcenter-checkin.princegeorgescountymd.gov](https://virtualpermitcenter-checkin.princegeorgescountymd.gov)

### DPIE Permits Office:

Step 2: DPIE Pre-Screener accepts and pre-screens Momentum application. Pre-Screener confirms that the applicant, owner and tenant are filled in. Pre-Screener reviews uploaded documents. Pre-Screener confirms that the owner, address and tax account on the application match with SDAT. Pre-screener inputs application fees required. Pre-Screener confirms that the application contains the following information.

- Fire sprinkler testing report
- Fire alarm testing report
- Elevator certification (multi-tenant building)
- Escalator certification (multi-tenant building)
- Generator certification (if applicable)
- Prior Approved U&O – Pre-Screener to confirm that proposed use matches prior approved use. Pre-Screener confirms that the use is one of the eligible uses described in this Techno-gram.
- Prior Approved U&O site plan
- Attestation: confirm that the attestation box is checked.



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If any of the above information has not been provided, DPIE permits office to return the case to the applicant via the Momentum screening task, to provide missing information. Each screening to be completed in 1 to 3 business days.

### Applicant:

Step 3: Pay application fees. Resubmit in response to Momentum Pre-Screening comments (if any).

### DPIE Permits Office

Step 4: Once the additional information is provided, then the DPIE permits office will complete the Pre-Screening.

- If the prior use does not match the proposed use and/or the proposed use is not one of the eligible uses described in this Techno-gram, the permit processor shall notify the applicant that the case is not eligible for Administrative U&O, and convert the case to a standard U&O.
- If the required information cannot be provided by the applicant, DPIE permits office will inform the applicant that they are not eligible for Administrative U&O and convert the application to a straight U&O or other applicable case type.
- Enter final permit fees into Momentum.

### Applicant:

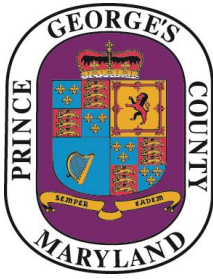
Step 5: Pay permit fees.

### DPIE Permits Office:

Step 6 U&O certificate issuance (an automated task in Momentum after fee payment). Issuance to be completed in 1 to 3 business days after the applicant pays permit fees.

### DPIE Inspections Division:

Step 7: The Performance Officer will run monthly reports of all issued Administrative U&O permits and email the report to the Inspections Division.



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### Step 8:

The Inspections Division will utilize these reports to conduct random inspections to ensure that the administratively issued U&O permits are in conformance with County code. The Inspections Division will take the necessary actions to ensure compliance with the Prince George's County Code. For any U&O found non-compliant with the code, corrective actions could include the following:

- Correction Order
- Violation Notice
- Revocation of the Administrative U&O permit, correction of the Administrative U&O permit, and identification of additional permit requirements.

APPROVED BY:

  
Dawit Abraham (Jul 30, 2025 17:36:42 EDT)

**Dawit Abraham, P.E.**  
**Director**

**January 10, 2025**