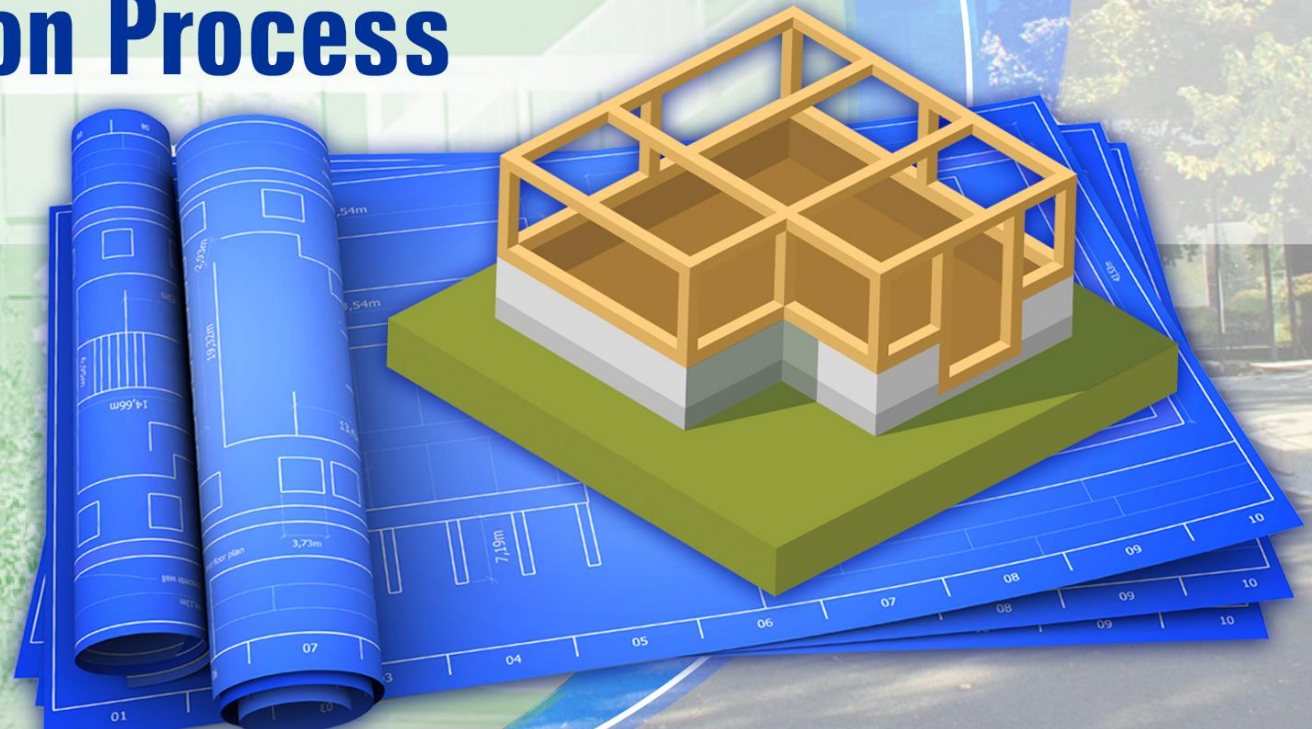




# THIRD-THURSDAY COMMUNITY INFORMATION SESSION

## Mastering the DPIE Permit Application Process



# From the Director

## *Welcome!*

One of our most important mandates at DPIE is to ensure that structures built in the County are safe, environmentally responsible and code compliant. We ensure that through our permitting and inspection functions. The first step is applying for a permit.

My staff has worked diligently to make our application and review processes more user friendly. We've gone virtual! You may now apply for your permit, submit documents, follow plan review, pay fees and receive your permit in the comfort of your home or office.

Good luck with your projects!





# DPIE Agency Overview

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



**Director**  
**Dawit Abraham**

**Deputy Director**  
**LaMont Hinton**

[dpie.mypgc.us](http://dpie.mypgc.us)

301-636-2020

## **Permitting and Licensing — Bellur Ravishankar, Associate Director**

**301-636-2050**

Processes building and site plan permits; issues licenses

Permitting — <https://www.princegeorgescountymd.gov/1497/Permits>

Licensing — <https://www.princegeorgescountymd.gov/1214/Licensing>

## **Building Plan Review — Bellur Ravishankar, Associate Director**

**301-636-2070**

Reviews plans for residential and commercial projects

<https://www.princegeorgescountymd.gov/1279/Building-Plan-Review>

## **Enforcement — Valerie Cary, Associate Director**

**301-883-6168**

Investigates code violations; conducts inspections at residential, commercial and industrial properties

<https://www.princegeorgescountymd.gov/1221/Code-Enforcement-Property-Maintenance>

## **Inspections — Behdad Kashanian, Associate Director**

**301-636-2080**

Regulates construction, development and grading through inspection and enforcement of codes

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

## **Site/Road Plan Review — Mary Giles, Associate Director**

**301-636-2060**

Reviews/approves site and roadway plans for proposed development and road improvement projects

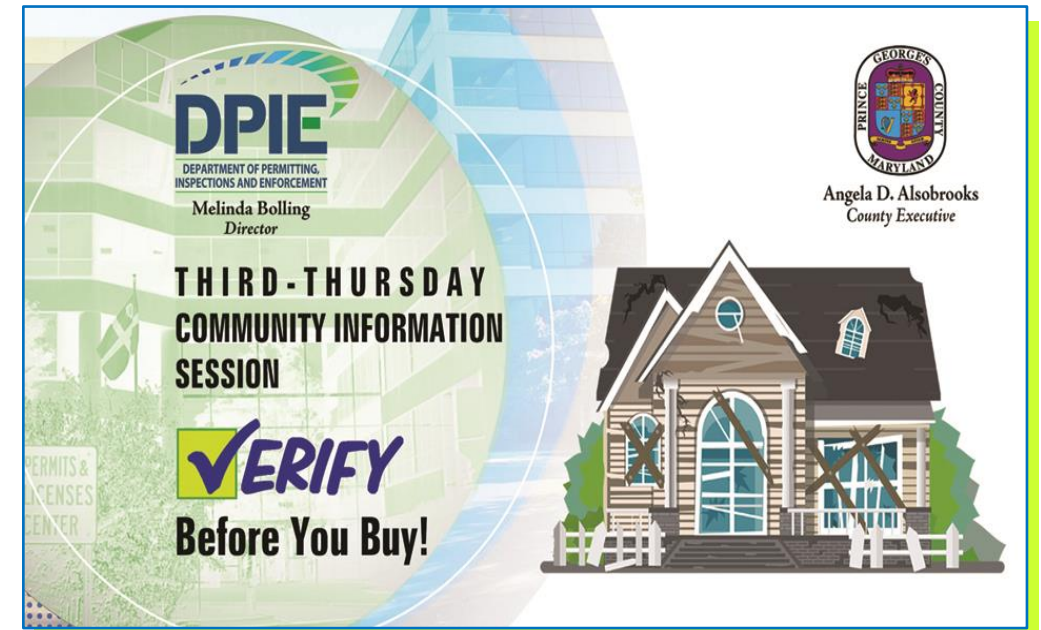
<https://www.princegeorgescountymd.gov/1352/SiteRoad-Plan-Review>

# Monthly Community Information Sessions

DPIE hosts virtual Third-Thursday Community Information Sessions. Each session will focus on a particular topic and include a brief presentation, comments by agency experts and a Q&A period.

Sessions will take place from 11 a.m. – 12 noon on the third Thursday of each month. Topics will vary. Each session will be announced in the DPIE *Under Construction* newsletter and on the DPIE website.

Participants may register and submit questions in advance to [dpiepio@co.pg.md.us](mailto:dpiepio@co.pg.md.us). A Zoom link will be provided to those who register. Call 240-508-9723 for more information.



# Enforcement Division

Enforces property maintenance standards and appropriate zoning laws

- Inspects residential, commercial and industrial properties to ensure compliance with housing, property maintenance and zoning codes
- Frequently addresses issues related to tall grass and weeds, open storage, accumulation of junk and trash, etc.



- Issues citations for all residential properties not in compliance with County Code
- Enforces the Zoning Ordinance to ensure private properties comply with approved land uses
- Regulates the placement of signs on private property and in public rights-of-way
- Inspects and licenses short-term rental properties and licenses all residential single-family rental properties



# 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
  - Water and sewer
  - Paving
- Reviews and recommends issuance of site/road permits
- Reviews traffic studies and site development concept plans
- Reviews development plans relative to various environmental requirements



# Inspections Division

Enforces building, site and road development codes and regulations

- 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



# 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
- Reviews and approves plans for development involving water and sewer connections, plumbing devices and natural gas connections by WSSC
- Processes plans for internal and external agencies
- Provides plan review and inspections of new properties served by well and septic systems, public swimming pools and spas, and new food service facilities to ensure compliance with State and County Health regulations

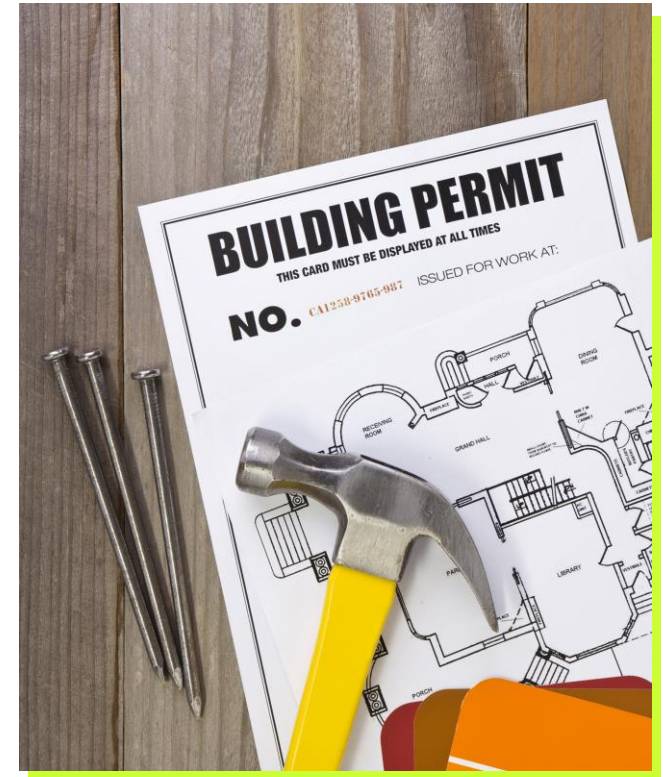




# Permitting and Licensing Division

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



# Residential Construction Projects Require Building Permits from DPIE!

**Don't get caught  
doing unpermitted  
projects on your  
castle!**



"OK, LET'S SEE YOUR BUILDING PERMIT"



# Virtual Permit Center (VPC)



DPIE offers homeowners in-person, walk-through service in our Virtual Permit Center. This process allows homeowners the ability to meet with plan reviewers and, when necessary, have interactive conversations through video and audio services while at the Permit Center or **remotely**. At the end of the process, in most cases, homeowners are issued their permits on the same day! Here is how the process works:

- Access the [DPIE permitting platform to start your application](#).
- Complete and submit your online application and check the "Virtual Walk-Through Submission" option.
- Schedule an appointment online for your virtual review session; you will receive a confirmation number — **remember to bring it with you**. *Beginning July 1, 2022, homeowners no longer need appointments for walk-through permits.*
- Bring your plans and other documents on an electronic file (flash drive) to DPIE.
- Arrive 10 minutes early for your appointment to gain entry into the building.
- You will be directed to a terminal and asked to check in to the Virtual Permit Café.
- You will be required to upload your plans.
- During the virtual session, you will receive email and text messages with updates of the plan review process.
- **IMPORTANT:** You need to monitor these notifications as you will be required to join a video/audio session with plan reviewers.
- At the end of the review, you will receive a notification to pay for your permit, and a permit will be made available to you on ePlan.

# Projects Eligible for VPC



The Virtual Walk-Through Permit Process\* is available for homeowner case types only, as listed below:

- **Accessory Structures (gazebo, garage, pergola, shed, carport only)** — No more than 500 sq. ft. and 15 ft. high; alteration and repair of existing accessory structure; no change in use.
- **Addition to Single Family Dwelling** — No more than 500 sq. ft. and no more than one story high at ground level; no party walls.
- **Areaway** — New/replacement
- **Basement Finishing**
- **Deck** — One level; no more than 500 sq. ft.
- **Drywall** — New/replacement
- **Fence** — New/replacement
- **Fire Pit**
- **Fireplace Inserts**
- **Interior Non-Load-Bearing Wall Demolition**
- **Interior Remodeling/Alteration and Repair** — One level; no load-bearing structural work
- **Patio** — No more than 500 sq. ft.
- **Porch and Steps** — New/repair; no more than 500 sq. ft.
- **Ramp** — New/replacement
- **Retaining Wall** — New/replacement; less than 5 ft. measured from top of footing
- **Roof Sheathing Replacement** — No permit required for replacing SHINGLES ONLY
- **Shed** — Over 150 sq. ft. or more than one shed on a property requires a permit.
- **Walkway/Stoop** — New/replacement
- **Waterproofing** — Exterior/interior
- **Window/Door Replacement/Repair** — No permit required if in-kind (same size)
- **Window Well** — New/replacement

---

\*If you submit an application and you are not eligible for a virtual walk-through review, your application will be submitted as an online submission and will undergo a regular ePlan review.



# Municipalities Responsibilities

Municipality	Building	Mech. & Electrical	Health	Plumbing Permits and Inspections	Grading	Zoning	Sign Permits	U&O	Commercial and Industrial Property Maintenance	Single Family Housing	Single Family Rental	Multifamily Apartments (3 or more units)
Berwyn Heights	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	Town	Town	Town	DPIE
Bladensburg	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	DPIE	DPIE
Bowie	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	City	City	City	City
Brentwood	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	Town	Town
Brentwood, North	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
Capitol Heights	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
Cheverly	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	Town	Town
College Park	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	City	City	City	City
Colmar Manor	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
Cottage City	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
District Heights	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	City	City	City
Eagle Harbor	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
Edmonston	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	Town	Town
Fairmount Heights	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
Forest Heights	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	Town	Town	Town	No Apts
Glenarden	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
Greenbelt	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	City	City	City	City
Hyattsville	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	City	City	City	City
Landover Hills	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	Town	Town	Town	No Apts
Laurel	City	City	DPIE*	WSSC	City	City	City	City	City	City	City	City
Morningside	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	DPIE	No Apts
Mount Rainier	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	City	City	City
New Carrollton	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	City	City	City
Riverdale Park	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	Town	Town
Seat Pleasant	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	City	City	City	DPIE
University Park	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	Town	No Apts
Upper Marlboro	DPIE	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	DPIE	DPIE

\*DPIE's Health Section is responsible for conducting health inspections for all municipalities, including the City of Laurel and all state college campuses.

# Permit Online Landing Page



## Permitting and Licensing System

DPIE's Permitting and Licensing System offers a number of online services. Choose the applicable platform below for your permit or licensing needs.

- ▶ Food Service Facility
- ▶ Lodging Establishments
- ▶ Public Pool and Spa
- ▶ Temporary Food Facility

[Click here](#)

- ▶ Special Utility Permit
- ▶ Building Permit / U&O
- ▶ Electrical Permit
- ▶ Site / Road Permit
- ▶ Floodplain Application
- ▶ Mechanical Permit
- ▶ Cell Tower Application
- ▶ Temporary Outdoor Seating Area Permit
- ▶ Plan Review Application
- ▶ Sewage Disposal Application

[Click here](#)

- ▶ Business License
- ▶ Trade License
- ▶ Single Family Rental
- ▶ Short-Term Rental (Host)
- ▶ Short-Term Rental (Platform)
- ▶ Multifamily Rental

[Click here](#)



# Permit Portal



prince  
george's  
county MARYLAND



**DPIE**

Department of Permitting, Inspections and Enforcement

Home

Welcome to the Prince George's County  
Department of Permitting, Inspections and  
Enforcement (DPIE) legacy Permitting platform.

## Customer Login

Email Address \*

Password \*

[Forgot Password?](#)

Log In

Cancel

[New Customer Sign-Up](#)

# Starting a Building Permit Application



**Prince  
Georges**  
county MARYLAND



**DPIE**

Department of Permitting, Inspections and Enforcement

Home

Profile ▾

Permit / License ▾

My Permits/Licenses

**Create Building Permit Application**

Create Site Road Application

Create 100 Year Floodplain Application

Create Cell Tower Application

Create Temporary Outdoor Seating Area Permit

Welcome Demetrius [Logout](#)

Case Number	Filter By CaseType: - ALL	Case Name	Case Date	Case Status	Fees	Pay	Print/View
<a href="#">3644-2022-0</a>		Case Name : - Building Permit Application					
<a href="#">31379-2021-0</a>		Case Name : TEST Building Permit Application	07/21/21	APPLICATION	NA		<a href="#">Print/View</a>
<a href="#">23722-2021-0</a>		Case Name : - Building Permit Application	09/09/21	PENDING	NA		

You are viewing page 1 of 1

Enter text to search:

Click to Search

# New Building Permit Application Page



Prince  
George's  
county MARYLAND



**DPIE**

Department of Permitting, Inspections and Enforcement

[Home](#)

[Profile](#) ▾

[Permit / License](#) ▾

[Welcome](#)

[Logout](#)

## New Building Permit Application

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 agree to comply with all applicable Maryland and Prince George's County laws and regulations. The work described herein is true and accurate and will be performed in compliance with applicable codes and standards of Prince Georges County and the State of Maryland. I hereby declare and affirm under penalty of perjury, that I understand Section 4-117 and that penalties of \$1,000 per day can be assessed for working without or outside the scope this permit. The making of false statements on this application is punishable by civil or criminal penalties.

To complete this online application and have it submitted to the DPIE Permits Office for review, you **MUST** press the "Submit" button at the bottom of the step 2 page of this online application. Pressing "Save" or "Save and Return Later" will save your information, but you will NOT begin the review process unless you complete the form and press "Submit".

In addition, if you are going to submit your plans for review electronically using our ePlans/ProjectDox system, you must select the corresponding box below. Your application review will only proceed if you submit electronic plans via ePlans. If you have questions, please email us at [eplan@co.pg.md.us](mailto:eplan@co.pg.md.us)



# Make Sure You Have the Tax ID for the Property

Permit Name: \*

Permit Application Date: 6/15/2022

## Site Location

**i** To use this online application, you must know the Tax ID of the property where the work will be done.

If you do not know the Tax ID, you can find it by visiting this web site <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

Once you enter the Tax ID, click the "Get Address Info" button, and the application will automatically complete the address information related to this property. Click the Help button at the top right of this screen for more information.

Land Tax Account #: \*

Get Address Info

Street Number:

Street Name:

Street Type:

-- Select One --

Unit:

Building:

City:

State:

-- Select One --

Zip Code:

Zip4:

Election District:

Lot:

Block:

Parcel:

Tax Map:

Grid:

Zone:

Liber:

Folio:

SCD:

PLAT:

Subdivision:

Referenced Permit Number:

# Real Property Data Search



MARYLAND  
DEPARTMENT OF ASSESSMENTS  
AND TAXATION



Real Property Data Search ( )

[Guide to searching the database](#)

THE TERMS OF USE for the SDAT website prohibit any form of automatic or robotic data collection, extraction or copying, such as data mining or web scraping. Violation of any Term of Use immediately terminates the user's license or permission to access and/or use SDAT's website. See full statement of the TERMS OF USE at <http://dat.maryland.gov/about/Pages/Website-Usage-Statements.aspx>.

If you experience difficulties using this system try either Internet Explorer, Chrome or Firefox to complete a successful data search.

Select the county in which to search:

PRINCE GEORGE'S COUNTY ▼

Select the search method to proceed:

STREET ADDRESS ▼

# Premises Address



## MARYLAND DEPARTMENT OF ASSESSMENTS AND TAXATION



Real Property Data Search ( )

[Guide to searching the database](#) 

Enter Premises Address for PRINCE GEORGE's COUNTY

Street Number:

Street Number is not required.

Street Name:

Do not enter street name suffixes (Avenue, Street, Lane, etc.)



# Virtual Walk-Through Submission

## Plan Review

Please review your application submission requirements and select one of the 2 options below that fit your requirements. All applications are required to go through the Online application submission process; however, you may choose which plan review and permit issuance process you prefer: Virtual Walkthrough; and Online Plan Review. Walkthrough applications must meet the eligibility requirements. Failure to do so will result in possible delays as your application will be moved to the online plan review submission process.

☒ Online Plan Review Submission

Step 1. All application types may be reviewed online. Please review the following online application requirements at

<https://www.princegeorgescountymd.gov/1581/Building-Permits>

Step 2. Submit your application and you will receive an invitation by email to upload your plans.

☐ Virtual Walk-Through Submission

Step 1. Complete your application

Step 2. Click [HERE](#) to schedule your Virtual Plan Review. Remember to save your Confirmation#

Step 3. Please arrive 15 minutes early to check-in with your Confirmation #

Please click [HERE](#) for detailed instructions.

**Note:** If you submit an application and you are not eligible for a virtual or in-person walkthrough review, your application will be reviewed as an online submission and you will receive an invitation by email to upload your plans.

## DISCLAIMER AND ATTESTATION

By submitting this application, 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 agree to comply with all applicable Maryland and Prince George's County laws and regulations. The work described herein is true and accurate and will be performed in compliance with applicable codes and standards of Prince Georges County and the State of Maryland. I hereby declare and affirm under penalty of perjury, that I understand Section 4-117 and that penalties of \$1,000 per day can be assessed for working without or outside the scope this permit. The making of false statements on this application is punishable by civil or criminal penalties.

<< Go to Step 1 of 2

Submit for Review

Save and Return Later

Reset

# DPIE's Electronic Permit and Review Processes

## ePermits

Get your electronic permit (ePermits) started on DPIE's [ePermits Online Portal](#). Once all the information is entered, including the case name/type, your application will be sent to processing. You will receive an email from a supervisor in the Permit Center stating that you are ready to proceed with your case through the electronic plan review (ePlan) process.

## ePlan

The electronic plan review (ePlan) process is an online system for processing digital plan submissions. Visit the DPIE website to view the [ePlan System Applicant Training Video](#).

# ePlan Quick Tips: Accessing ePlan

- Accessing ePlan

- 1) The applicant will receive a **Project Invitation** from ePlan which will have their temporary login credentials and a **Project Permit Access Link**, if they are first-time users.

## Project Invitation - New User

### Hello New User:

Welcome to the DPIE eplan system. This project invitation has been sent to you in response to your permit application request. A project has been created to allow you to electronically upload your drawings and documents for review. Please activate your user account by following the instructions below:

1. Click the Project Access link below.
2. Enter your User Login and Temporary Password.
3. Complete the User Profile Information.
4. Create a new password.

User Login:	Testcustomer@aol.com
Temporary Password:	J897978
Project:	3434-2013-0
Group:	Applicant
<a href="#">Project Permit Access Link</a>	


Contact the [Project Administrator](#) if you have technical questions regarding the eplan system.

**Please do not reply to this email.**



# Accessing ePlan, cont'd

- Accessing ePlan
  - 2) After logging in, users will be instructed to create a permanent password and provide a security question and answer along with their information.




Welcome to our website. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern...

E-mail:

Password:

[Forgot your password?](#)

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Home  All Tasks

Tasks (PF) Tasks (PD) Projects

PROJECT	TASK	GROUP	PRIORITY	DUE DATE	CREATED
Contains...	Contains...	Contains...	Contains...	On...	
10034-2022-0	Applicant Upload Task	Applicant	Medium	5/13/2022 3:17:40 PM	5/12/2022 3:17:40 PM

1 - 1 of 1 records

- Accessing ePlan
  - 3) Access your case or assigned task from the home page.

# Uploading Files in ePlan

## Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Submit to DPIE" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

## Project: 10034-2022-0

Select destination folder for files:

- ▼ 10034-2022-0
  - ▼ Architectural
    - Drawings
    - Documents
  - ▶ Structural
  - ▶ Mechanical
  - ▶ Electrical
  - ▶ Plumbing
  - ▶ Fire-Life Safety
  - ▶ Health
  - ▶ Site Civil
  - ▶ Signage
  - ▼ Planning
    - Site Plan
    - Landscape
    - Tree Conservation
    - Chesapeake Bay Critical Area Conservation Plan
    - Subdivision Plat
    - TCP Exemption Letter
    - Deed
    - Planning Documents
    - Zoning Map
  - ▶ Approved-Permit Set
  - ▶ Permits
    - TPIP
    - As Built Plans, Certifications
    - Peer Review or Third Party Document

- Upload Files

- 1) Applicants can upload Drawings and Documents as single sheet PDF files while in their case or by way of the eForm.

## Project: 10034-2022-0

Select your files to upload to this folder:

Select Files to Upload

View Folders

10034-2022-0\Architectural\Drawings

# Completing the Task

- Progressing the Case

- 1) The applicant will need to complete their task after files have been uploaded and fees have been paid (if applicable), so the case can proceed to the next stage.

## Add Group Members

First Name	Last Name	Email	Invite to Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Applicant Owner-Principal ▼</div> <div>Invite User</div>

## Remove Group Members

Remove from Group	User
<div>Applicant Owner-Principal ▼</div>	<div>Anthony Morris (APMorris1@co.pg.md.us) ▼</div> <div>Remove User</div>

- 
- ☒ Upload Task Complete (I have uploaded all required drawings and/or documents)
  - ☒ I have uploaded single landscape files only into the appropriate folders
- 

---

Upload Complete - Submit to DPIE

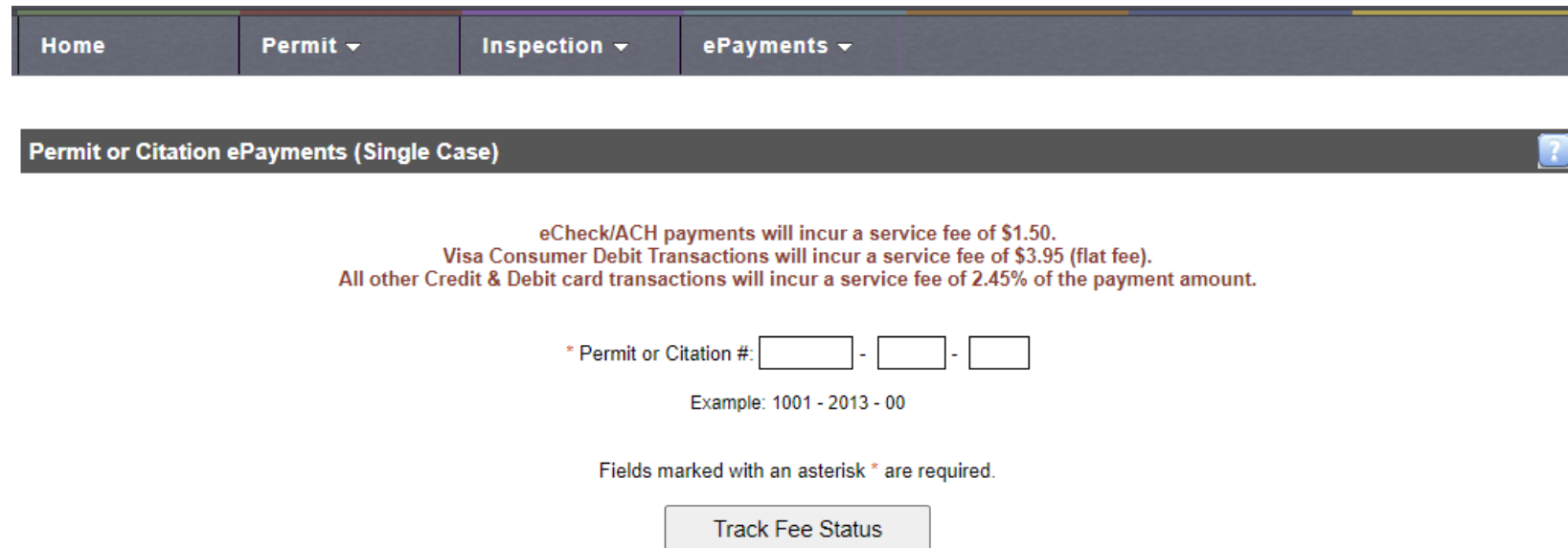
Save For Later



# Paying Fees and Downloading Files

- Paying Fees

- 1) Applicants can pay the permit fees online by way of the eForm.



The screenshot shows the 'ePayments' section of the DPIE website. At the top is a navigation bar with links: Home, Permit (dropdown), Inspection (dropdown), and ePayments (dropdown). Below this is a header for 'Permit or Citation ePayments (Single Case)' with a help icon. The main content area contains a warning about service fees: 'eCheck/ACH payments will incur a service fee of \$1.50. Visa Consumer Debit Transactions will incur a service fee of \$3.95 (flat fee). All other Credit & Debit card transactions will incur a service fee of 2.45% of the payment amount.' Below the warning is a form field for '\* Permit or Citation #' with three input boxes and a hyphen, followed by an example '1001 - 2013 - 00'. A note states 'Fields marked with an asterisk \* are required.' At the bottom is a button labeled 'Track Fee Status'.

Home Permit ▾ Inspection ▾ ePayments ▾

Permit or Citation ePayments (Single Case) ?

eCheck/ACH payments will incur a service fee of \$1.50.  
Visa Consumer Debit Transactions will incur a service fee of \$3.95 (flat fee).  
All other Credit & Debit card transactions will incur a service fee of 2.45% of the payment amount.

\* Permit or Citation #:  -  -

Example: 1001 - 2013 - 00

Fields marked with an asterisk \* are required.

Track Fee Status




- Download Files





















- 1) Applicants will be able to download the approved plan set, Inspection Scheduling instructions and the Permit from ePlan, after the drawings have been approved, the fees have been paid and any outstanding documents have been provided.

# Check Your Status

- 1) All users have access to the project reports for cases on which they are a member. In this section, there are several reports that can be generated to provide an update on the project, the name of the reviewer, their comments, any missing documents, and more.
- 2) Applicants will receive an email when tasks are completed by the applicable reviewing agencies.
- 3) Access [ePlan@co.pg.md.us](mailto:ePlan@co.pg.md.us) for system issues. For review concerns, visit [dpiebprd@co.pg.md.us](mailto:dpiebprd@co.pg.md.us).

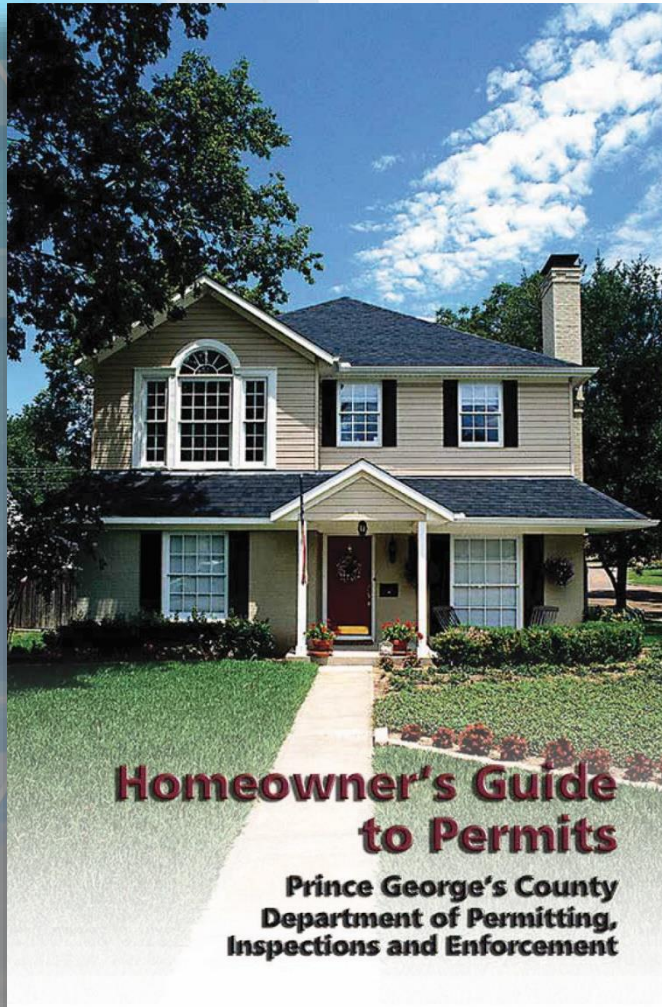
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1. **Project Reports** Project Tasks   Codes 

View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed Report	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary Report	Project	All Emails Sent Summary Report
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Group Users	Project	All Project Group Users
	Current Project - All Uploaded Files with Sheet Sizes	Project	All Uploaded Files with Sheet Sizes
	Current Project - Files Viewed By Date	Project	Files Viewed By Date
	Current Project - Folders Entered By Date	Project	Folders Entered By Date
	Current Project - Project Markups Listing	Project	All File Markups Listing
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Users Entered By Date	Project	Users Entered By Date
	Current Project - All Events Report	Project	Logged Events For a Project By Date
	Current Project - All Project Users	Project	All Project Users
	Current Project - Discussion Board Report Expanded	Project	Discussion Board Report
2. 	Current Project - Discussion Board Report	Project	Discussion Board Report
	ProjectFlow - Changemarks	Workflow	The Changemarks Report displays all changemarks for a workflow.
	ProjectFlow - Checklist Items with Milestones	Workflow	The Checklist Report displays all checklist items for a workflow.
	ProjectFlow - Checklist Items	Workflow	The Checklist Report displays all checklist items for a workflow.
3. 	ProjectFlow - Discussion Board Plan Review Report	Workflow	Discussion Board Plan Review Report
	ProjectFlow - Parallel Review - Department Review Status	Workflow	Displays the status of all reviews for each of the sub-workflows in a ...
	ProjectFlow - Parallel Review - Workflow Routing Slip	Workflow	Displays the sequential route of all tasks for each of the sub-workflow...

**Sign up for free ePlan Training classes on every third Thursday of the month!**

# Check for Permits Before You Buy!



The following resources are available on the DPIE website:

- 1) Check permits by address:  
<https://dpiestatus.princegeorgescountymd.gov/site/public/Citizens/ActivitySearch.aspx>. When entering the street name, use the first term. For example, search Chancellors Drive using "Chancellors."
- 2) Find out when a permit is required:  
<https://www.princegeorgescountymd.gov/departments-offices/permits/when-permit-required>
- 3) Request copies of permits through the Maryland Public Information Act:  
<https://www.princegeorgescountymd.gov/2763/Methods-for-Submitting-MPIA-Request>

For more information, call the Permits Office at 301-636-2050 or visit [Permits online](#).



# 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 a monthly e-newsletter called *Under Construction*, 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).

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:**

DPIE Public Information Officer

**AVIS THOMAS-LESTER**

[athomaslester@co.pg.md.us](mailto:athomaslester@co.pg.md.us)

**301-636-2053**

for more information.

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

