



Business License Application User Manual





Momentum's Business License module is specifically designed for ease in processing business licenses online. As a new user of Momentum, please find the following user guide to help in navigating the Business Licensing Application process.

Step 1: Visit the website <https://momentum.princegeorgescountymd.gov>

Step 2: Login

Step 3: Click **Apply Here** link to begin your application.



My Dashboard

Apply Here

Step 4: Select your application type: *Business License* by using the drop-down menus.

Start Application

Submit a New Application



Licenses & Permits

Apply for a new license or permit, or renew an existing one.

Business and Rental Property Licensing

Click [HERE](#) to apply for a NEW Prince George's County Business License and Rental Property License. You can also RENEW an existing license that was issued prior to Momentum.

[Business License](#)

[Rental Property License](#)

[Technology Platform License](#)



Step 5: Select your license category from the drop-down menu.

License Category * ⓘ
Building Contractor - New Application ▼

Step 6: Click on the **Add Address/Location** button to search and enter the address or tax account# of the property.

Application Address/ Location ⓘ **Add Address/ Location**

Location Details

Add Address/ Location ⓘ

Search by: ⓘ
 Address Tax account #

Number ⓘ Dir ⓘ

Select ▼

Street Name ⓘ

City ⓘ Postal Code ⓘ

[Clear All](#) **Search**

Click **Save & Continue**.

Back **Save & Continue**



Step 7: Please enter your registration number. If you do not have a Registration # (REG-XXXXX), please proceed to the REGISTER HERE section to fill in the required fields. You will need to register as either an Individual or a Company.

Enter Your Prince George's County Registration # HERE: ^

Registration # (e.g. REG-XXXXX)

Step 8: Complete all required fields of the application form for your license or permit.

Step 9: Click **Save and Continue**.

Back

Save & Continue

Step 10: (Optional) Attachments can be added here. **Note:** You will be asked to upload any required documents/attachments in the next steps after you submit your application

Submit a New Application[Click here to save the progress](#)

1✓✓456

Attachments ⓘ 0 ^

You can add files to your submission if you want.

[Add](#)



Step 11: Review Application and Submit.



Step 12: Once submitted you will receive an Application Confirmation with a new license record#.

Application Confirmation
Thank You! Your record was submitted. Below is your record #. To view the details of your record, click on the hyperlink.
[L0023-2021-BC](#)

Step 13: Pay your Fees by clicking PAY BALANCE. Follow instructions for payment.

Note: Application will not be reviewed until all outstanding fees are paid. Fees are NON-REFUNDABLE. You have 5 days from the submittal date to pay before the application is abandoned.

Business License

L0024-2021-BC

MY FEES	
Total (paid and unpaid)	\$126.00 PAYMENT HISTORY
Unpaid Balance	\$126.00 PAY BALANCE

Added Date ⓘ 02/24/2021 Status ⓘ Open Current Milestone ⓘ Intake Primary Site ⓘ Primary Applicant ⓘ CECILIA WU TEST COMPANY

MORE ▾



Step 14: You will be redirected to the payment portal to pay the fees.

DPIE-Permits, Inspections and Enforcement

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.

Select Payment Method

Please Choose the Method of Payment

- Pay by Credit or Debit Card
- Pay by Personal Check
- Pay by Corporate Check

Make sure you include your email address to receive a receipt.

Step 15: Return to Momentum and click on **My Dashboard** to Upload Required Documents.

Click the **View Details** button or the license# number link.

[View Details](#)

Business License

[L0023-2021-BC](#)

Details

Sub-type
Building Contractor

Status

Waiting on Customer
1 Pending Task

Current Milestone
Upload Required Documents

Issued Date **Next Renewal Date**

Application Expires
03/06/2021

Fees

No Fees

Note: The required documents will vary depending on the license/permit type and category.



Step 16: In the Attachment section you will see *Pending* for all the required attachments that are associated with your application that need to be uploaded.

Note: If you have any additional documents that you need to attach, please do so **before** you upload any of the “Pending Required Documents”. Place the additional documents in the “Add any files here” row.

Click **Add** button to upload each document.

Attachments ① 0 ^

Attach all required files here.

Pending	Please upload a copy of approved Use and Occupancy permit.	Add
Pending	Please upload rental unit address list for all units in complex.	Add
Pending	Please upload owner information per tax records.	Add
Pending	Please upload a copy of the current fire department inspection report.	Add
Pending	A Letter from the property owner authorizing the management company or representative to act on behalf of owner is required, along with copy of owner's driver's license to validate. The property management agreement can replace the letter from property owner.	Add
Add any other files here.		Add

Upload Attachments

Upload all attachments here.

Drag file here or **Browse** to select file.
Cannot exceed 10MB and must be a .pdf, .jpg, .doc, .txt, or .png file.

Back **Save & Upload**

Note: There is a short time lag for each attachment to upload into the system.



Step 17: Each successfully uploaded attachment will come back as *Complete*.

Once all documents have been uploaded, you can return to **My Dashboard** to confirm their status.

Attachments 1 Download All Attachments 4

Attach all required files here.

✓ Complete Please upload a copy of County Fire and Emergency Medical Services Department's Occupancy Load Certificate. Add

Step 18: Current Milestone is now in *Application Review*.

The DPIE Staff will review your application. You will be contacted if anything is missing or in error. After the review is approved you will receive an email that your license is ready to download from your Dashboard.

View Details

Business License

[L0023-2021-BC](#)

Details

Sub-type
Building Contractor

Status

Processing Current Milestone
Application Review

Issued Date Next Renewal Date

Application Expires

Fees

No Fees

NOTE: For questions regarding your business license application please contact:

dpiebusinesslicenses@co.pg.md.us

