

# Department of Permitting, Inspections and Enforcement



## MISSION AND SERVICES

The Department of Permitting, Inspections and Enforcement (DPIE) promotes economic development and redevelopment in Prince George’s County and protects the health and safety of County residents, businesses and visitors through highly integrated and efficient permitting, inspection and licensing services that ensure compliance with established building codes and property standards.

### CORE SERVICES

- Ensure compliance of proposed plans with established codes and standards for new construction and alteration of residential and commercial buildings and site/road development construction
- Inspect residential and commercial properties to enforce compliance with County property standards, zoning requirements and building codes
- Issue licenses for various business activities regulated under applicable County and other codes

### FY 2023 KEY ACCOMPLISHMENTS

- Continued the development and implementation of the County’s new enterprise system for permitting, licensing, inspection and enforcement.
- Adopted the 2018 International Building, Residential, Mechanical, Energy and Fire Codes and the 2017 National Electric Code with County Subtitles 4, 9 and 11.
- Implemented the Business Development Division to assist entrepreneurs and business owners in navigating DPIE’s permitting and licensing processes and coordinate with external agencies.
- Implemented new process guidelines for expediting permits for electric vehicle charging stations.

**STRATEGIC FOCUS AND INITIATIVES IN FY 2024**

The agency’s top priorities in FY 2024 are:

- Implement new process guidelines for expediting permits for electric vehicle charging stations and expanded guidelines to address permitting of curbside electric vehicle charging stations.
- Implement new guidelines for permitting rooftop photovoltaic (PV) solar systems in commercial and multifamily residential properties.
- Expand the virtual platform for the Enforcement Division which increased productivity, accountability, and customer service.
- Increase the number of properties billed because of “forced abatement”.
- Reduce the amount of time it takes to adjudicate a case during the Nuisance Abatement process.

**FY 2024 BUDGET SUMMARY**

The FY 2024 approved budget for the Department of Permitting, Inspections and Enforcement is \$30,874,000, an increase of \$3,040,400 or 10.9% over the FY 2023 approved budget.

**Expenditures by Fund Type**

Fund Types	FY 2022 Actual		FY 2023 Budget		FY 2023 Estimate		FY 2024 Approved	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$14,017,553	100.0%	\$27,833,600	100.0%	\$27,455,200	100.0%	\$30,874,000	100.0%
<b>Total</b>	<b>\$14,017,553</b>	<b>100.0%</b>	<b>\$27,833,600</b>	<b>100.0%</b>	<b>\$27,455,200</b>	<b>100.0%</b>	<b>\$30,874,000</b>	<b>100.0%</b>

**Reconciliation from Prior Year**

	<b>Expenditures</b>
<b>FY 2023 Approved Budget</b>	<b>\$27,833,600</b>
<b>Increase Cost: Compensation - Mandated Salary Requirements</b> — Increase due to the annualization of FY 2023 and planned FY 2024 salary adjustments	\$3,973,000
<b>Increase Cost: Fringe Benefits</b> — Increase in the fringe benefit rate from 37.7% to 38.2% to align with projected costs and funding for 11 new positions	1,507,600
<b>Add: Compensation</b> — Funding for 11 new positions including seven new Property Standard Inspector 1A positions to support the Enforcement Division, three new Administrative Aide 2A positions to support the customer service unit within the Permitting and Licensing division, one new Paralegal Supervisor G position for the Nuisance Abatement Board, and salary adjustments for engineers pending the outcome of a compensation study being implemented by the Office of Human Resources Management	1,150,700
<b>Add: Operating</b> — Increase to support the Clean Lots program services to support beautification and litter reduction efforts	400,000
<b>Increase Cost: Technology Cost Allocation</b> — Increase in OIT charges based on anticipated costs for technology	193,000
<b>Add: Compensation</b> — Funding allocated for shift differential pay in the Enforcement and Inspections divisions to address after hour noise complaints	100,000
<b>Add: Operating</b> — Increase to support reimbursements for professional staff for the cost of professional certifications	100,000

**Reconciliation from Prior Year** *(continued)*

	<b>Expenditures</b>
<b>Increase Cost: Operating</b> — Increase in telephones, periodicals, membership fees, fuel, and equipment lease to continue program activities	52,900
<b>Decrease Cost: Recovery Increase</b> — Increase in recoveries from Stormwater Management Fund based on current recovery rates and methodology for salaries, fringe benefits, and operating expenses	(4,436,800)
<b>FY 2024 Approved Budget</b>	<b>\$30,874,000</b>

**STAFF AND BUDGET RESOURCES**

Authorized Positions	FY 2022 Budget	FY 2023 Budget	FY 2024 Approved	Change FY23-FY24
<b>General Fund</b>				
Full Time - Civilian	308	308	319	11
Full Time - Sworn	0	0	0	0
Subtotal - FT	308	308	319	11
Part Time	0	0	0	0
Limited Term	0	0	0	0
<b>TOTAL</b>				
Full Time - Civilian	308	308	319	11
Full Time - Sworn	0	0	0	0
Subtotal - FT	308	308	319	11
Part Time	0	0	0	0
Limited Term	0	0	0	0

Positions By Classification	FY 2024		
	Full Time	Part Time	Limited Term
Account Clerk	2	0	0
Accountant	1	0	0
Administrative Aide	28	0	0
Administrative Assistant	6	0	0
Administrative Specialist	9	0	0
Associate Director	6	0	0
Budget Management Analyst	3	0	0
Citizens Services Specialist	1	0	0
Community Developer	2	0	0
Construction Standards Code Enforcement Officer	4	0	0
Construction Standards Inspector	61	0	0
Deputy Director	2	0	0
Director	1	0	0
Engineer	57	0	0
Engineering Technician	27	0	0
Environmental Health Specialist	5	0	0
Executive Administrative Aide	1	0	0
General Clerk	2	0	0
Human Resources Analyst	4	0	0
Info Tech Engineer	3	0	0
Info Tech Manager	1	0	0
Info Tech Project Coordinator	1	0	0
Investigator	1	0	0
Paralegal Assistant	0	0	0
Paralegal Supervisor	1	0	0
Permits Specialist	5	0	0
Permits Supervisor	3	0	0
Property Standards Code Enforcement Officer	4	0	0
Property Standards Inspector	76	0	0
Procurement Officer	1	0	0
Realty Specialist	1	0	0
<b>TOTAL</b>	<b>319</b>	<b>0</b>	<b>0</b>

**Expenditures by Category - General Fund**

Category	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimate	FY 2024 Approved	Change FY23-FY24	
					Amount (\$)	Percent (%)
Compensation	\$21,082,022	\$23,112,000	\$23,729,800	\$28,335,700	\$5,223,700	22.6%
Fringe Benefits	7,041,746	8,707,100	7,972,800	10,786,100	2,079,000	23.9%
Operating	11,083,558	12,045,200	12,295,200	12,219,700	174,500	1.4%
Capital Outlay	—	—	—	—	—	—
<b>SubTotal</b>	<b>\$39,207,326</b>	<b>\$43,864,300</b>	<b>\$43,997,800</b>	<b>\$51,341,500</b>	<b>\$7,477,200</b>	<b>17.0%</b>
Recoveries	(25,189,773)	(16,030,700)	(16,542,600)	(20,467,500)	(4,436,800)	27.7%
<b>Total</b>	<b>\$14,017,553</b>	<b>\$27,833,600</b>	<b>\$27,455,200</b>	<b>\$30,874,000</b>	<b>\$3,040,400</b>	<b>10.9%</b>

In FY 2024, compensation expenditures increase 22.6% over the FY 2023 budget primarily resulting from the annualization of FY 2023 and planned FY 2024 salary adjustments. Funding is also allocated for the funding for 11 new positions including seven Property Standards Inspectors in the Enforcement division, three Administrative Aides in the customer service unit within the Permitting and Licensing division, and one Paralegal Supervisor in the Office of the Director, shift differential funding to address noise complaints, and salary adjustment funding for Engineers. Compensation costs includes funding for 319 full time positions, eight personal service contracts for hearing officers and seven temporary/seasonal employees. Fringe benefits expenditures increase 23.9% over the FY 2023 budget as a result of the compensation adjustments and a higher fringe rate based on the projected cost of pension and healthcare expenses.

Operating expenditures increase 1.4% over the FY 2023 budget due primarily to increases in communication services, equipment leases, fuel, periodicals, professional certification reimbursements and the technology cost allocation charge. In addition, funding in the amount of \$1.8 million is allocated to continue the Clean Lots program and funding in the amount of \$3.4 million will provide support for the permitting and licensing system.

Recoveries increase 27.7% over the FY 2023 budget to reflect an increase in recoverable expenditures primarily resulting from required compensation adjustments and related fringe benefits adjustments, as well as additional positions.

**Expenditures by Division - General Fund**

Category	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimate	FY 2024 Approved	Change FY23-FY24	
					Amount (\$)	Percent (%)
Director's Office	\$6,536,264	\$8,084,600	\$8,520,900	\$8,650,900	\$566,300	7.0%
Permitting and Licensing	1,837,295	2,169,100	2,063,300	2,482,400	313,300	14.4%
Site/Road Plan Review	853,444	1,018,700	818,500	944,400	(74,300)	-7.3%
Building Plan Review	1,439,748	1,853,300	1,997,400	1,973,400	120,100	6.5%
Inspections	3,217,303	4,429,100	3,803,300	4,712,900	283,800	6.4%
Enforcement	133,499	10,278,800	10,251,800	12,110,000	1,831,200	17.8%
<b>Total</b>	<b>\$14,017,553</b>	<b>\$27,833,600</b>	<b>\$27,455,200</b>	<b>\$30,874,000</b>	<b>\$3,040,400</b>	<b>10.9%</b>

## General Fund - Division Summary

Category	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimate	FY 2024 Approved	Change FY23-FY24	
					Amount (\$)	Percent (%)
<b>Director's Office</b>						
Compensation	\$3,701,662	\$3,744,100	\$4,197,800	\$4,716,800	\$972,700	26.0%
Fringe Benefits	1,281,285	1,428,300	1,424,100	1,801,800	373,500	26.1%
Operating	6,032,692	5,064,600	5,347,200	5,146,600	82,000	1.6%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$11,015,639</b>	<b>\$10,237,000</b>	<b>\$10,969,100</b>	<b>\$11,665,200</b>	<b>\$1,428,200</b>	<b>14.0%</b>
Recoveries	(4,479,375)	(2,152,400)	(2,448,200)	(3,014,300)	(861,900)	40.0%
<b>Total Director's Office</b>	<b>\$6,536,264</b>	<b>\$8,084,600</b>	<b>\$8,520,900</b>	<b>\$8,650,900</b>	<b>\$566,300</b>	<b>7.0%</b>
<b>Permitting and Licensing</b>						
Compensation	\$2,471,017	\$2,935,300	\$2,907,200	\$3,579,300	\$644,000	21.9%
Fringe Benefits	857,731	1,100,800	1,035,400	1,367,300	266,500	24.2%
Operating	936,265	557,400	524,800	547,900	(9,500)	-1.7%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$4,265,013</b>	<b>\$4,593,500</b>	<b>\$4,467,400</b>	<b>\$5,494,500</b>	<b>\$901,000</b>	<b>19.6%</b>
Recoveries	(2,427,718)	(2,424,400)	(2,404,100)	(3,012,100)	(587,700)	24.2%
<b>Total Permitting and Licensing</b>	<b>\$1,837,295</b>	<b>\$2,169,100</b>	<b>\$2,063,300</b>	<b>\$2,482,400</b>	<b>\$313,300</b>	<b>14.4%</b>
<b>Site/Road Plan Review</b>						
Compensation	\$3,307,863	\$3,744,100	\$3,373,700	\$4,242,200	\$498,100	13.3%
Fringe Benefits	1,144,234	1,404,400	1,225,000	1,620,500	216,100	15.4%
Operating	625,255	420,000	420,000	457,400	37,400	8.9%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$5,077,352</b>	<b>\$5,568,500</b>	<b>\$5,018,700</b>	<b>\$6,320,100</b>	<b>\$751,600</b>	<b>13.5%</b>
Recoveries	(4,223,908)	(4,549,800)	(4,200,200)	(5,375,700)	(825,900)	18.2%
<b>Total Site/Road Plan Review</b>	<b>\$853,444</b>	<b>\$1,018,700</b>	<b>\$818,500</b>	<b>\$944,400</b>	<b>\$(74,300)</b>	<b>-7.3%</b>
<b>Building Plan Review</b>						
Compensation	\$1,914,885	\$2,265,000	\$2,180,100	\$2,579,300	\$314,300	13.9%
Fringe Benefits	639,304	851,900	743,600	985,300	133,400	15.7%
Operating	921,729	1,111,500	1,111,500	1,173,600	62,100	5.6%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$3,475,918</b>	<b>\$4,228,400</b>	<b>\$4,035,200</b>	<b>\$4,738,200</b>	<b>\$509,800</b>	<b>12.1%</b>
Recoveries	(2,036,170)	(2,375,100)	(2,037,800)	(2,764,800)	(389,700)	16.4%
<b>Total Building Plan Review</b>	<b>\$1,439,748</b>	<b>\$1,853,300</b>	<b>\$1,997,400</b>	<b>\$1,973,400</b>	<b>\$120,100</b>	<b>6.5%</b>

**General Fund - Division Summary** *(continued)*

Category	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimate	FY 2024 Approved	Change FY23-FY24	
					Amount (\$)	Percent (%)
<b>Inspections</b>						
Compensation	\$4,861,211	\$5,084,700	\$5,548,900	\$6,516,600	\$1,431,900	28.2%
Fringe Benefits	1,515,135	1,913,400	1,746,700	2,481,800	568,400	29.7%
Operating	826,107	1,960,000	1,960,000	2,015,100	55,100	2.8%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$7,202,453</b>	<b>\$8,958,100</b>	<b>\$9,255,600</b>	<b>\$11,013,500</b>	<b>\$2,055,400</b>	<b>22.9%</b>
Recoveries	(3,985,150)	(4,529,000)	(5,452,300)	(6,300,600)	(1,771,600)	39.1%
<b>Total Inspections</b>	<b>\$3,217,303</b>	<b>\$4,429,100</b>	<b>\$3,803,300</b>	<b>\$4,712,900</b>	<b>\$283,800</b>	<b>6.4%</b>
<b>Enforcement</b>						
Compensation	\$4,825,384	\$5,338,800	\$5,522,100	\$6,701,500	\$1,362,700	25.5%
Fringe Benefits	1,604,057	2,008,300	1,798,000	2,529,400	521,100	25.9%
Operating	1,741,510	2,931,700	2,931,700	2,879,100	(52,600)	-1.8%
Capital Outlay	—	—	—	—	—	
<b>SubTotal</b>	<b>\$8,170,951</b>	<b>\$10,278,800</b>	<b>\$10,251,800</b>	<b>\$12,110,000</b>	<b>\$1,831,200</b>	<b>17.8%</b>
Recoveries	(8,037,452)	—	—	—	—	
<b>Total Enforcement</b>	<b>\$133,499</b>	<b>\$10,278,800</b>	<b>\$10,251,800</b>	<b>\$12,110,000</b>	<b>\$1,831,200</b>	<b>17.8%</b>
<b>Total</b>	<b>\$14,017,553</b>	<b>\$27,833,600</b>	<b>\$27,455,200</b>	<b>\$30,874,000</b>	<b>\$3,040,400</b>	<b>10.9%</b>

## DIVISION OVERVIEW

### Director's Office

The Office of the Director is responsible for the direction, planning, implementation and administration of services provided by the agency’s five operating divisions which include the Division of Permitting and Licensing, Division of Site/Road Plan Review, Division of Building Plan Review, Division of Inspections and Division of Enforcement. The Director works collaboratively with utility companies, State Highway Administration, Maryland National Capital Park and Planning Commission (M-NCPPC) and other government agencies to address interagency concerns.

### Fiscal Summary

In FY 2024, the division expenditures increase \$566,300 or 7.0% over the FY 2023 budget. Staffing resources increase by six positions over the FY 2023 budget. The primary budgetary changes include:

- An increase in personnel costs due primarily to the annualization of FY 2023 merit increases, planned FY 2024 salary adjustments, and the transfer of five positions from the Permitting and Licensing and Enforcement divisions to improve operational efficiency and effectiveness, and one new position to address complaints received by the Nuisance Abatement Board. The position classifications are: one Administrative Aide; one Administrative

Assistant; one Administrative Specialist; one Community Developer; one General Clerk; one Paralegal Supervisor, and one Procurement Officer. In addition, funding is included to support salary adjustments for Engineers pending the outcome of a compensation study being implemented by the Office of Human Resources Management (OHRM).

- An increase in fringe benefit costs to align with projected costs.
- An increase in operating expenses due to an increase in the technology cost allocation charges, and various operational costs required to continue program priorities and activities.
- An increase in recoverable costs based on current recovery rates.

	FY 2023 Budget	FY 2024 Approved	Change FY23-FY24	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$8,084,600</b>	<b>\$8,650,900</b>	<b>\$566,300</b>	<b>7.0%</b>
<b>STAFFING</b>				
Full Time - Civilian	34	40	6	17.6%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>34</b>	<b>40</b>	<b>6</b>	<b>17.6%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%



### Permitting and Licensing

This division is comprised of four sections: the Permits Administration Section, Special Services (Homeowners and Mega Projects) Suite, Business Licensing Center and Cashier’s Office.

The Permits Administration Section is responsible for the core services of the agency such as application processing, plan intake and distribution, telephone coverage, records management, permit renewals, responses to public information requests, dissemination of accurate information and permit issuance. The adopted building code and the State of Maryland requires that all permit records, including all paperwork and plans, must be archived in accordance with the State’s regulations for file retention. In order to enhance customer service by shortening the time that it takes for the agency to perform a permit issuance, a controlled point of entry was established and intake personnel are cross-trained for all aspects of permit applications and submittals.

The Special Services Suite manages the fast-track permit processing for major projects that will enhance economic growth in the County and provide support for homeowners with smaller projects. This unit coordinates meetings with customers and the appropriate reviewing disciplines.

The Business Licensing Center regulates various business activities per the County Code by processing and issuing over 25 business licenses and over 15 Health Department licenses. Additionally, staff ensure that certain use and occupancy permits are current and that licenses adhere to professional standards and operate in accordance with the County Code.

The Cashier’s Office accepts cash and check payments from customers paying for business licenses and all

permit types, ensuring County policies and procedures are adhered to for revenue intake.

### Fiscal Summary

In FY 2024, the division expenditures increase \$313,300 or 14.4% over the FY 2023 budget. Staffing resources increased by three positions over the FY 2023 budget. The primary budget changes include:

- An increase in compensation due to the annualization of FY 2023 merit increases and planned FY 2024 salary adjustments and three new Administrative Aide positions to support the Customer Service Unit.
- An increase in the fringe benefit costs primarily due to projected increases in healthcare and pension costs.
- A decrease in operating expenditures primarily due to planned reductions in supplies.
- An increase in recoveries based on growth in personnel costs and operating expenditures.

	FY 2023 Budget	FY 2024 Approved	Change FY23-FY24	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$2,169,100</b>	<b>\$2,482,400</b>	<b>\$313,300</b>	<b>14.4%</b>
<b>STAFFING</b>				
Full Time - Civilian	43	46	3	7.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>43</b>	<b>46</b>	<b>3</b>	<b>7.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

**Site/Road Plan Review**

The Site/Road Plan Review Division performs engineering plan, permit review and approval services pertaining to site grading, drainage, storm water management, floodplain, traffic, County public and private roads and site work. This division interacts with developers, engineers, architects, citizens, homeowners, County and State CIP teams, utility companies and others to assist in the issuance of approvals and permits for site related activities. This division interacts with other agencies (M-NCPPC, Soil Conservation District, Washington Suburban Sanitary Commission (WSSC), State Highway Administration (SHA), Maryland Department of the Environment (MDE) and the U.S. Army Corps of Engineers) to coordinate approvals and permits compatible with approvals issued by these agencies.

The Utility/Technical Support Section implements the policy and specification for utility installation and maintenance in order to enhance the safety and convenience for the traveling public and mitigates the impact of utility work on local community residents.

**Fiscal Summary**

In FY 2024, the division expenditures decrease \$74,300 or 7.3% under the FY 2023 budget. Staffing

resources remain unchanged from the FY 2023 budget. The primary budget changes include:

- An increase in compensation costs due to FY 2023 merit increases and anticipated FY 2024 salary adjustments.
- An increase in fringe benefit costs to align with the projected cost of healthcare and pension expenses.
- An increase in operating costs primarily due to technology cost allocation.
- An increase in recovered costs while maintaining historical recovery rates.

	FY 2023 Budget	FY 2024 Approved	Change FY23-FY24	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$1,018,700</b>	<b>\$944,400</b>	<b>\$(74,300)</b>	<b>-7.3%</b>
<b>STAFFING</b>				
Full Time - Civilian	41	41	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>41</b>	<b>41</b>	<b>0</b>	<b>0.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

### Building Plan Review

The Building Plan Review Division contains two sections that include Building Plan Review and Health Review.

The Building Plan Review Section is responsible for the following activities:

- Commercial building plan reviews for fire, structural, electrical, mechanical, ADA, energy and accessibility
- Residential building plan reviews for structural and energy compliance
- Commercial and residential sprinkler reviews
- Commercial fire alarm reviews
- Building code variances and waivers
- Administration of the Electrical Code

The Health Review Section reviews plans and performs inspections related to new well and septic systems, swimming pools and licensed food establishments.

### Fiscal Summary

In FY 2024, the division expenditures increase \$120,100 or 6.5% over the FY 2023 budget. Staffing resources increased by one position over the FY 2023 budget. The primary budget changes include:

- An increase in compensation due to FY 2023 and FY 2024 planned salary adjustments attributed to this division, as well as the transfer of one Engineer position to this division to improve operational efficiency and effectiveness.
- An increase in fringe benefit expenses to align with projected costs.
- An increase in operating expenditures due to increases in engineering consulting services, temporary services, and various other operating requirements.
- An increase in recoveries related to salary, fringe and operating adjustments.

	FY 2023 Budget	FY 2024 Approved	Change FY23-FY24	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$1,853,300</b>	<b>\$1,973,400</b>	<b>\$120,100</b>	<b>6.5%</b>
<b>STAFFING</b>				
Full Time - Civilian	32	33	1	3.1%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>32</b>	<b>33</b>	<b>1</b>	<b>3.1%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

### Inspections

The Inspections Division provides regulation of construction, development and grading activity in the County, with the exception of the City of Laurel. This division completes inspections of all horizontal (site grading, storm water management, road/bridge and utility) and vertical (structural, electrical, mechanical, fire-life safety, energy, and accessibility) elements of new development or improved projects.

The following sections comprise this division: Site/Road Inspection, Residential Building Inspection, Commercial Construction and Life Safety Section, Fire Inspections and the Water and Sewer/Plumbing/Gas Connection Review Section.

The Site/Road Inspection Section inspects horizontal related permits broken down into three districts, North, Central and South. In addition, site/road inspectors evaluate the existing infrastructure (bridges, sidewalks, driveway aprons, roadways and storm drainage structures) and make recommendations for modifications and the repair of the infrastructure for inclusion in the capital improvement program. Utility inspectors ensure that utility work conducted in the public right-of-way is performed in a manner consistent with the County’s policy and specification for utility installation and maintenance.

The Residential Building Inspection Section conducts inspections of residential construction and light commercial projects. Through the use of a combination of inspectors, staff evaluates new construction for compliance with structural, life safety, mechanical, electrical and grading requirements.

The Commercial Construction and Life Safety Section provides commercial electrical inspections for commercial projects that are not third party. This includes stores, offices, schools, restaurants and places of worship, as well as home generators. The section adopted the 2018 International Building, Residential, Mechanical, Energy and Fire Codes and the 2017 National Electric Code with County Subtitles 4, 9, and 11.

Regarding Fire Inspections, DPIE shares joint responsibility with the Office of the Fire Marshal (Fire Prevention and Life Safety Office) in the Fire/EMS

Department for fire code enforcement. The division of responsibility is delegated by the Fire Chief to DPIE through a Memorandum of Understanding. DPIE is responsible for fire code enforcement associated with a permit for building or occupancy. Fire Prevention is responsible for existing buildings that have an associated use and occupancy permit.

The Water and Sewer/Plumbing/Gas Connection Review Section is included within this division and is funded by the Washington Suburban Sanitary Commission (WSSC).

### Fiscal Summary

In FY 2024, the division expenditures increase \$283,800 or 6.4% over the FY 2023 budget. Staffing resources decrease by two under the FY 2023 budget. The primary budget changes include:

- An increase in compensation due to FY 2023 merit increases, planned FY 2024 salary adjustments, and shift differential pay for agency staff responding to after-hour nuisance complaints.
- A decrease in the authorized position count for this division resulting from the transfer of two Engineer positions to other divisions within the agency to improve operational efficiency and effectiveness.
- An increase in fringe benefit expenditures to align with projected costs.
- An increase in operating expenditures due primarily to an increase in communications, technology cost allocation, and supplies for this division.
- An increase in recoveries related to salary, fringe and operating adjustments.

	FY 2023 Budget	FY 2024 Approved	Change FY23-FY24	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$4,429,100</b>	<b>\$4,712,900</b>	<b>\$283,800</b>	<b>6.4%</b>
<b>STAFFING</b>				
Full Time - Civilian	73	71	(2)	-2.7%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>73</b>	<b>71</b>	<b>(2)</b>	<b>-2.7%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

### Enforcement

The Division of Enforcement contains several sections that include Administrative Support, Residential Property Standards and Zoning and Commercial Property Standards.

This division enforces the zoning ordinance, use and occupancy permits, anti-litter and weed ordinances and the Property Maintenance Ordinance and Housing Code. It also educates residents and homeowner/civic associations about the County’s community initiatives. This division’s focus is on sustaining the existing structures in Prince George’s County.

The Administrative Section consists of administrative aides, general clerks and public service aides who perform administrative functions.

The Residential Property Standards Section includes the Multi-Family Unit and Single-Family Unit. The function of this section is to enforce the minimum standards of the Prince George’s County Housing Code. The Multi-Family Unit focuses on multi-family / common ownership housing properties. This unit responds to interior and exterior apartment complex and condominium complaints and conducts surveys of these properties. In addition, violation notices are issued to property owners for any deficiencies noted. The Single-Family Unit focuses on single-family homes.

The Zoning and Commercial Property Standards Section focuses on commercial property, responding to commercial complaints and conducting surveys. In addition, violation notices will be issued to property owners for any deficiencies noted by the inspection staff. The purpose is to enforce the minimum standards of the Prince George’s County Code.

### Fiscal Summary

In FY 2024, the division expenditures increase \$1,831,200 or 17.8% over the FY 2023 budget. Staffing resources increase by three over the FY 2023 budget. The primary budget changes include:

- An increase in compensation due to FY 2023 and FY 2024 planned salary adjustments, funding for seven new Property Standards Inspectors positions, and shift differential pay for agency staff responding to after-hour nuisance complaints. Additionally, four positions are transferred to other divisions within the agency to improve operational efficiency. The transferred positions are one Administrative Aide; one General Clerk; and two Property Standards Inspectors.
- An increase in fringe benefits due to compensation adjustments in this division.
- A decrease in operating expenses due to decreases in training costs and supplies in this division.

	FY 2023 Budget	FY 2024 Approved	Change FY23-FY24	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$10,278,800</b>	<b>\$12,110,000</b>	<b>\$1,831,200</b>	<b>17.8%</b>
<b>STAFFING</b>				
Full Time - Civilian	85	88	3	3.5%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>85</b>	<b>88</b>	<b>3</b>	<b>3.5%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

## SERVICE DELIVERY PLAN AND PERFORMANCE

**Goal 1** — To provide for site, road and building sustainability services for new construction and alteration of residential/commercial buildings and properties.

**Objective 1.1** — Reduce the average amount of time to issue a building permit.

FY 2028 Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected	Trend
40	34	41	43	42	↔

### Trend and Analysis

Since its inception nine years ago, DPIE has undertaken numerous initiatives to automate many of its functions through online systems for permit and license application and issuance, plan review, and inspection. DPIE's new permitting and licensing system, the enhanced ePlan system, and other system enhancements are providing online remote access to process permit/license applications, review plans, and issue permits/licenses. These automation initiatives enabled the Department to maintain much of its functionality and productivity despite the closure of the DPIE offices starting in mid-March 2020 due to COVID-19 related precautions. With the rebounding of the nation's economy since the beginning of FY 2022 and the partial reopening the DPIE offices, DPIE's permitting and plan review functions are both returning to pre-COVID-19 productivity levels. Both measures of activity are expected to show continued increases during the next several years due to the various automation capabilities associated with new systems.

### Performance Measures

Measure Name	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
<b>Resources (Input)</b>					
Site/road plan reviewers	32	33	32	29	30
Outside individuals certified for Peer Review Program - Site/Road	35	37	37	37	38
Outside individuals certified for Peer Review Program- Building	48	49	52	53	54
Building plan reviewers	24	23	22	21	22
<b>Workload, Demand and Production (Output)</b>					
Site/road permits issued	1,484	2,227	2,018	2,088	2,200
Building plan permits issued	38,849	38,474	41,379	51,204	52,000
<b>Efficiency</b>					
Site/Road District/Utility/NPDES plans and permits reviewed per staff	535	787	910	876	900
Building plan reviews completed per building plan review staff	1,705	1,113	1,115	1,156	1,250
<b>Impact (Outcome)</b>					
Days for DPIE building plan review	29	34	41	43	42

**Objective 1.2** — Increase the percentage of building and site/road development inspections completed within two days after requested.

FY 2028 Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected	Trend
97%	99%	97%	97%	97%	↔

**Trend and Analysis**

The Inspections Division combines the resources of the Building and Site/Road Inspection sections. The scheduling of inspections is done remotely through online or telephone-based systems. The use of virtual inspections permits DPIE inspectors to perform inspections of interior building features without direct interaction between DPIE inspectors and persons at construction sites. Inspections Division staff who are County residents have reduced their exposure and time to perform their inspection duties by taking their County vehicles home after work. Non-resident inspectors can park their County vehicles overnight in approved County-owned parking facilities near their assignment areas instead of having to travel to and from the DPIE Inspections Annex in Largo each day. These changes have improved inspection staff safety and productivity and enhanced the Division's ability to schedule and perform requested inspections within two days of receiving a request. Additionally, it addresses unscheduled inspections relating to damaged structures despite the restrictions on direct contact between DPIE building and site/road inspectors and construction site personnel.

**Performance Measures**

Measure Name	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
<b>Resources (Input)</b>					
Inspectors	54	58	53	62	62
<b>Workload, Demand and Production (Output)</b>					
Inspections conducted	230,025	224,731	201,631	220,136	223,000
Violations issued	1,129	977	1,190	2,096	2,100
<b>Efficiency</b>					
Inspections per inspector	4,293	3,874	3,837	3,569	3,600
<b>Quality</b>					
Customer approval rating based on maximum 4.0 scale	3	3	2	2	2
<b>Impact (Outcome)</b>					
Days to conduct an inspection after requested	2	3	3	2	2
Building and site development inspections completed within two days	97%	99%	97%	97%	97%

**Goal 2** — To provide for sustainability of existing residential and commercial properties through inspection and enforcement to ensure properties in the County are in compliance with established regulations.

**Objective 2.1** — Increase number of properties with violations that are found in compliance with County property standards codes upon re-inspection.

FY 2028 Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected	Trend
62%	54%	54%	62%	62%	↔

**Trend and Analysis**

The Enforcement Division staff inspect both residential and commercial properties to ensure compliance with applicable property standards, codes, and zoning ordinances. The interiors of single-family and multi-family rental units are inspected by code enforcement inspectors with continued emphasis on senior living facilities.

Some property standards enforcement functions were curtailed during the initial years of the COVID-19 pandemic as both Enforcement Division inspectors and property owners and occupants were more reluctant to engage in on-site visits throughout the County out of an abundance of caution to avoid exposure to the COVID-19 virus. Resumption of property standards enforcement began in FY 2023 as the COVID-19 pandemic subsided.

**Performance Measures**

Measure Name	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
<b>Resources (Input)</b>					
Code enforcement inspectors	57	62	67	70	70
<b>Workload, Demand and Production (Output)</b>					
Inspections	30,967	17,548	18,201	22,292	22,500
Violation notices issued	4,622	4,328	4,497	4,096	4,100
Re-inspections	9,286	6,849	5,480	6,660	6,800
Number of Civil Citations Issued	1,098	174	140	184	188
Number of Properties Boarded Up by County	39	41	13	9	9
Number of Properties Cleaned Up by County	162	184	134	188	200
Number of multi-family rental inspections	348	197	261	640	650
<b>Efficiency</b>					
Inspections and re-inspections per inspector	710	537	457	520	520
<b>Quality</b>					
Customer satisfaction with enforcement services (4.0 scale)	3	3	2	2	2
<b>Impact (Outcome)</b>					
Re-inspections found in compliance	54%	54%	54%	62%	62%



**Goal 3** — To provide for the timely issuance of licenses in compliance with the County Code.

**Objective 3.1** — Increase the issuance of business and health licenses and permits within one day of application.

FY 2028 Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected	Trend
80%	80%	80%	80%	80%	↔

**Trend and Analysis**

The Licensing Section integrates the licensing process with the new e-permitting system for license processing. The new system tracks and processes credit card payments, various teleconferencing applications and promptly issues identification cards. These various platforms facilitate online access and have been instrumental in enabling Licensing Division staff to efficiently process license/permit applications and issue licenses and permits. Many of these processes are being integrated and automated with the deployment of the new system.

The impact from the COVID-19 pandemic (FY 2020 and FY 2021) resulted in reduced applications for both business and health licenses. With the rebounding of the region's economy since the beginning of FY 2022, both measures of activity have shown signs of increases during the next several years.

**Performance Measures**

Measure Name	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
<b>Resources (Input)</b>					
License staff	5	4	4	5	5
<b>Workload, Demand and Production (Output)</b>					
Business licenses issued	2,037	2,252	475	552	560
Health license permits issued	6,108	4,419	8,923	14,644	14,700
<b>Efficiency</b>					
License/permit applications reviewed per reviewer	1,745	1,668	2,099	3,039	3,040
<b>Impact (Outcome)</b>					
Days to issue a license/permit	1	1	1	1	1
Licenses/permits issued within one day after receipt of application	80%	80%	80%	80%	80%

