# Welcome to the

# PARTNERS' MEETING Tuesday, October 17, 2023













# Message from the Director





#### Hello, Community Partners!

Remember to visit our website and social media platforms for updates and valuable information. We are continuing to move more of our procedures online to make it easier for you, but we are always happy to help you in person. Continue to let us know what you need and remember to submit violation complaints to PGC311 as the first step in alerting us.

Happy fall!



Dawit Wordham



# Monthly Community Information Sessions Move to Quarterly Presentations



DPIE's virtual Third-Thursday Community Information Sessions are now offered QUARTERLY. These meetings allow citizens to interact with agency staff. Each session focuses on a particular topic and includes a brief presentation, comments by agency experts and a Q&A period.

- Sessions take place from 11 a.m.–12 noon on the third Thursday every three months.
- Registration information is provided in the *DPIE Developments* newsletter and on the <u>DPIE website</u>.
- Participants may submit questions in advance to <u>DPIEpio@co.pg.md.us</u>.
   Call 301-636-2053 for more information.



# **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

301-636-2020

Permitting and Licensing — Bellur Ravishankar, Associate Director

301-636-2050

Processes building and site plan permits; issues licenses

Permitting Licensing

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

301-636-2070

Reviews plans for residential and commercial projects **Building Plan Review** 

Site/Road Plan Review — Mary Giles, Associate Director

301-636-2060

Reviews/approves site and roadway plans for proposed development and road improvement projects Site Road Plan Review

**Inspections** — Behdad Kashanian, Associate Director

301-636-2080

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

**Enforcement — Valerie Cary, Associate Director** 

301-883-6168

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



## 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 and 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



# Technology Update: Momentum at a Glance



Momentum, DPIE's processing software, has been live for over three years. Phase 1 began in 2020 with licensing applications and continued to expand all the way up to the latest phase which now includes permits and inspections applications.



Trade Permits went live in April.

Building Permits went live in May.

Site/Road Permits also went live in May.

# Special Event Exclusions for Parades, Bike Rides, Walks, Community Meetings and Potlucks





As of the end of last year, DPIE no longer requires a Temporary Use Special Event Permit for parades, bike rides and walks if the event has no tents, stages, inflatables, generators, ticket sales, food trucks, or drinks or food prepared onsite. Distribution must be limited to prepackaged food and drinks.

A Temporary Use Special Event Permit is also not required for community meetings and potlucks with 50 or fewer attendees as long as the same exclusions mentioned above apply.

Prince George's County approval is still required, however. Applicants must contact the Special Events Coordinator for review by DPW&T for road closures. The Police Department must be contacted to direct and/or control traffic for the events described above.

Complete the Special Events Coordinating Group Application, "PSSECG Special Event Application" found on DPIE's website under Permits.



### Restaurant Temporary Outdoor Seating Area (RTOSA)



- The Restaurant Temporary Outdoor Seating Area (RTOSA) authorization issued in response to the COVID-19 pandemic has been extended through April 1, 2024.
- The County Council granted authorization in 2020 as part of a reopening effort to allow qualifying restaurants to offer service to customers while abiding by social distancing mandates.
- Holders of outdoor seating permits issued under the legislation need to take no action to renew their RTOSA permits and will suffer no penalty if their restaurants are otherwise in compliance.
- Applicants for new RTOSA permits need to follow the application process. Visit the Temporary Restaurant Outdoor Seating page on the DPIE website for information.



### When Is a Permit Required?



Improving your kitchen



**Finishing your basement** 

Building a chairlift, ramp or deck

Adding an addition

**Erecting a fence taller than 4 feet** 

Constructing a large shed, carport, garage or driveway, and more

Visit the DPIE website at <a href="mailto:dpie.mypgc.us">dpie.mypgc.us</a> or call 301-883-2050 for information.





#### Helpful Homeowner Permits Links

- Residential permits page
- VPC page
- Projects eligible for VPC page

Remember to Permit Your Projects!

### DPIE Introduces Our Application Tracker!

- The DPIE Application Tracker is a tool that gives users a snapshot of where a permit application is in the plan review process.
- Only applications in the plan review process can be found here.
- To Use the DPIE Application Tracker:
  - 1. Go to DPIE Application Tracker
  - 2. Enter your application Number
  - 3. Review your plan review progress.
- Each review has a status listed at the bottom of the page (Pending, Under Review, Completed, Hold for Corrections, Out to Applicant).





#### Welcome to the DPIE Application Tracker

To check the status of your application review(s), enter the Application Number below and click Search

			The same of
-2023-R			SEARCE
Application Progress			
Workflow	Review	Review Cycle	Status
Building Plan Review	Structural Supervisor	1	ata
Building Plan Review	Site-Road	1	UNDER REVIEW
Health Sub-Workflow	Health-DPIE	1	COMPLETED
	Planning Permit Reviewer	1	#T15



# **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:
  - Building/Structural
  - Mechanical
  - Energy
  - Electrical

- Health
- Fire Protection
- Accessibility
- 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



*Please Note:* All plumbing, gas and properties which are served by public water and sewer must obtain review and approval by WSSC.



### Site/Road Plan Review Division



Reviews and approves plans for site and road construction

Paving

- 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
- County and private roads

Grading

- Driveways
- Stormwater management and storm drainage
- State highway roads (stormwater management only)
- Reviews and approves 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



### **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
- Inspects and licenses short-term rental properties and licenses all residential single-family and multifamily rental properties

### Rent Stabilization Act

- The Rent Stabilization Act of 2023
   Limits Rent Increases for Some Renters
   to 3 Percent Annually.
- Landlords in Prince George's County are now limited in the amount they can increase existing rent in certain rental units. To learn more, see the Rent Stabilization Act FAQs.





# Enforcement of the Rent Stabilization Act



- Violations of the Rent Stabilization Act involve a process that could take time to resolve, and we want to be sure everyone understands how that process works.
- For tenants, if you believe that your landlord has raised your rent in violation of the Rent Stabilization Act (CB-07-2023 and CB-51-2023), you will need to submit a complaint to 311 to DPIE. DPIE will investigate the complaint and make a determination if there is a violation of the Rent Stabilization Act. If DPIE makes a finding that the law has been violated, DPIE will issue a citation.



Your landlord may choose to pay the citation. If your landlord chooses to appeal and go to court, your complaint may not be resolved as quickly as you would like. While your complaint is pending, you are obligated to pay your rent until your case has moved through the court system.

### **Food Truck Hubs Eliminated**



- Effective December 27, 2022, food trucks or mobile food vending businesses, are no longer restricted to operating in food truck hubs in Prince George's County.
- In lieu of the food truck hubs, food trucks may operate in certain areas where they have permission from a

person authorized to enter into an agreement with the food truck operator or company. Allowable sites include:

- Certain office and business parks
- Faith-based organizations
- Commercial areas and shopping centers

- Membership pools and non-profit organizations and more
- Industrial areas
- Food trucks may not vend from the side of public roadways or in unapproved locations.



For more information, call the Health Department at 301–883–7690.

# Food Trucks Still Have Requirements!

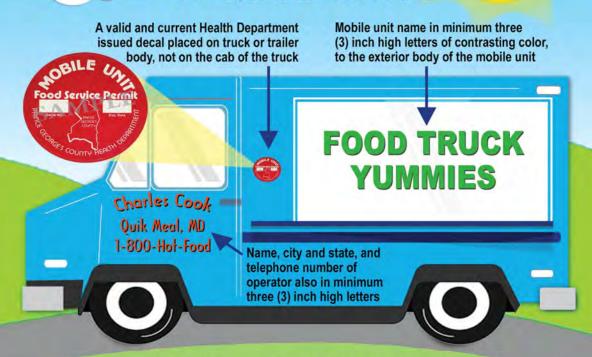
- DPIE no longer will issue food truck hub licenses. However, the Prince George's County Health Department still requires licensure.
- For questions regarding FOOD SERVICE applications, including food trucks, contact 301-883-7690 or FoodProtectionProgram@co.pg.md.us.



The Department of Permitting, Inspections and Enforcement (DPIE)

#### MOBILE FOOD VENDOR REQUIREMENTS





#### Special Food Service Facilities — Mobile Units

Additionally, all mobile units are required to have vehicle identification, a valid registration card and vehicle tag (provided prior to licensure), and a Mobile Food Service Facility license to prepare, serve and store food.

Public vending of food from manually propelled mobile units is prohibited on public rights-of-way in Prince George's County and on private property except in certain areas where they have permission from a person authorized to enter into an agreement. Food trucks may park in certain office and business parks; industrial areas; commercial areas and shopping centers; or as permitted at a stadium, amusement park, or in conjunction with a carnival, festival, fair or similar event which has been issued a Temporary Use Permit (UTZ) from DPIE.

The Capital Area Food Bank has been authorized to operate Curbside Grocery, a mobile food truck to provide healthy food options in target areas. No other grocery trucks are authorized.

For more information, call the Health Department at 301–883–7690.

DPIE's Enforcement Division will cite trucks in violation of the County code. Call 311 to report complaints.



# DPIE's "Dirty Dozen" — Frequent Code Violations



- 1. Operating a business, such as a restaurant or nail salon, out of a residence. Some businesses are allowed with a U&O permit.
- 2. Performing automotive work on a driveway or street.
- 3. Doing unpermitted construction construction without the appropriate permits and inspections.
- 4. Accumulating trash and debris and dumping on your lot.
- 5. Parking disallowed commercial vehicles on residential property.
- 6. Parking vehicles on unpaved surfaces.
- 7. Failing to adequately maintain a property or allowing a property to fall into disrepair
- 8. Leaving abandoned properties unsafe and unsecured.
- 9. Keeping junk cars, tires, old appliances, building materials and other open storage on your property.
- 10. Operating a rental property without a license either a short-term rental or a single-family rental.
- 11. Raising livestock chickens, roosters, pot-bellied pigs, etc. and some exotic pets in a residential zone.
- 12. Posting signs in public rights-of-way and failing to remove political signs according to County Code.

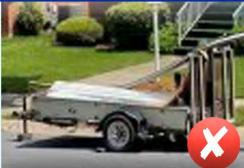




# Vehicle Violations in Residential Zones













#### **County Code PROHIBITS:**

- Untagged vehicles
- Vehicles parked on unpaved surfaces
- Vehicles with business advertisement
- Vehicles with dual axels or a stake platform
- Dump trucks, cranes and tow trucks
- Vehicle repair other than minor owner maintenance
- Semi-trailers and semi-trailer cabs
- Wrecked, dismantled or unlicensed trucks and other vehicles
- Empty car and boat trailers
- Large recreational vehicles not capable of being moved



DPIE handles vehicle complaints on private property; the Revenue Authority handles vehicle complaints on the street.

# No Auto Repair Shops at Home!



Auto repair businesses in driveways, garages and back yards violate County Code. Setting up pop-up auto shops on streets and in cul-de-sacs is also a violation. DPIE Zoning Unit inspectors will cite those violating the law. Report auto repair businesses at homes and on the streets to PGC311.

# Neglected Shopping Centers and Other Commercial Properties Violate County Code!

#### Operation Business Compliance (OBC) Is Cleaning Up Blighted Businesses!

Owners and managers of shopping centers and other businesses are responsible for upkeep and ensuring that tenants comply with Code requirements. Operation Business Compliance (OBC) identifies properties in violation and works to bring them into compliance with standards, including:

- All businesses must have a valid Use & Occupancy Permit to operate
- Buildings, grounds and parking lots must be appropriately maintained
   — peeling paint, broken windows, busted concrete, filthy sidewalks, etc., are prohibited
- Commercial properties must be free of trash, debris, dumped items and illegal vehicles
- Trash receptacles must be emptied regularly and cleaned around to prevent overflow
- Properties must have adequate lighting in business and parking areas
- Parking lot spaces must be clearly marked
- Unpermitted illegal signs are prohibited



Call PGC311 to report property standards violations at commercial properties.

Don't Litter the Landscape!

# 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

<sup>\*</sup>DPIE's Health Section is responsible for conducting health inspections for all municipalities, including the City of Laurel and all state college campuses. For additional Site/Road coverage, view the chart here.

# Administrative Hearing Unit (AHU) and Nuisance Abatement Board (NAB)

B)

- The AHU handles complaints about unlawful vehicles, open storage, trash and debris, tall grass and weeds, unpermitted construction and short-term rental violations.
- Complaints are reported through 311 and routed to DPIE, where they are investigated and violation notices and/or citations issued. Respondents may request a hearing within 30 days, hearings are held within 30 days of the request, and decisions are rendered within five days by hearing officers.





- The (NAB) hears complaints that allege acts that disturb the public peace or endanger the health, life or safety of residents, workers or visitors in the County.
- Cases are referred by the police department, fire department, health department, DPIE, and other government agencies.
  Citizens and entities other than those listed above may not report cases directly to the NAB.
- If the board finds a nuisance exists, it will order the activity to cease and may assess a \$1,000 fine.



# What Is the Nuisance Abatement Board's Role?



The Nuisance Abatement Board, working with Enforcement's Zoning Section and the Joint Agency Group (JAG), can also hear noise violation cases.

### Loud Noise Nuisance Complaint Information



#### 2023 (to date):

• \$15,000 in fines assessed during the 2023 calendar year related to loud noise and/or music.

### What Is Noise Disturbance?



- Sound that crosses between residential and non-residential areas must not exceed the level set for RESIDENTIAL areas.
- DPIE only investigates commercial entities that generate noise levels that disturb residential areas including:
  - Truck deliveries late at night with loud back-up signals beeping;
  - Loud music from night clubs, skating rinks, etc. that exceeds levels set for residential areas; or
  - Construction noises late at night or very early morning.



### **Business Development Section (BDS)**



The Prince George's County Department of Permitting, Inspections and Enforcement **Business Development Section** 



Our mission is to support the growth of a thriving and diverse business community in Prince George's County by providing guidance and assistance to entrepreneurs as they navigate the permitting and licensing process.

**Contact our Business** Development Team today at DPIEBizDev@co.pg.md.us

**North County** Representative Nicole M. Reece • 301-636-2035

**South County** 

Representative

Charles H. Cooper • 301-636-2058

Permit us to help you grow your business!

The Business Development Section was created to help spur economic development by assisting the County's business partners. The team serves as a contact between businesses and staff and liaises with other government agencies on behalf of entrepreneurs. They offer webinars, trainings and a quarterly BDS newsletter.

The BDS supports the growth of a thriving and diverse business community in Prince George's County by providing guidance and assistance to entrepreneurs as they navigate the permitting and licensing process. They will assist you by:

- Coordinating with agency personnel to facilitate completion of paperwork and document review
- Educating business owners about DPIE requirements and processes
- Liaising with entrepreneurs and other government agencies

# DPIE Connect: Mini Preliminary Design Review Meeting (PDRM)





DPIE is encouraging small business owners and aspiring entrepreneurs to participate in our DPIE Connect program. DPIE Connect brings agency experts together with entrepreneurs aspiring to open businesses in a one-hour Mini Preliminary Design Review Meeting (PDRM). Staff from DPIE's Permitting and Licensing Division, Building Plan Review Division, Inspections Division, and Business Development Section (BDS) participate. Topics of discussion include application requirements, permits, licenses, inspections, fees, and plan review code-related questions covering building/structural, electrical, mechanical, fire and life safety, health and ADA accessibility.

- The scope of projects applicable for DPIE Connect include:
  - Projects requesting straight U&O no construction
  - Projects with change of occupancy no construction
  - Projects with interior alterations not exceeding 3,000 sq. ft. in area
  - Projects not more than one story in height
- The Maryland-National Capital Park and Planning Commission (M-NCPPC), which includes zoning, and the Washington Suburban Sanitary Commission (WSSC) will not participate. However, depending on your project, you may be required to obtain approvals and/or permits from these agencies and DPIE's Site/Road Plan Review Division.

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Reference in this fiyer to any specific firm, entity, business or corporation by name is for the limited purpose of providing information and convenience of the public, and endocrement, recommendation, or feroring by Prince George's County, Maryland.

The contents are those of the author) and do not necessarily represent the official views of an endocrement, by Prince George's County, Maryland.



### Tell Us How We Are Doing!





# FY2021–2023 DPIE Customer Satisfaction Survey

Are we an effective team?

Help Us Better Serve You. DPIE wants to know how we are doing and what we can do to improve our performance, so we are asking customers to complete a short survey which can be found online at:

**DPIE Customer Satisfaction Survey** 

Please complete the survey based on your most recent experience with DPIE. Answer all relevant questions and when finished, click the SUBMIT button. The survey should take only a few minutes to complete. The survey results are completely anonymous.

We value your candid input.

Thank you for your participation.





Visit DPIE's website at <a href="http://DPIE.mypgc.us">http://DPIE.mypgc.us</a>.

Instagram: <a href="mailto:opgcountydpie">opgcountydpie</a>

Twitter: <a>@PgCountyDPIE</a>

Facebook: PG County DPIE

and **DPIE** YouTube.

To sign up for DPIE newsletters and stay up-to-date with what is happening in the County, subscribe to MyPGC.

# Important Phone Numbers



301-883-3840

### Call First!



Call PGC at 311 or 301-883-4748 outside of Prince George's County

Animal Management	301-780-7200

- Building/Construction Standards 301-883-3820
- Bulky Trash
   301-883-4748
  - Enforcement Division 301-883-6168
  - Licensing
- Permits Center 301-636-2050
- Refuse, Recycling and Yard Waste 301-952-7625
  - Rental Licensing 301-883-3840



# Thank you!

Call DPIE's main phone number at 301-636-2020

or email <a href="mailto:DPIEpio@co.pg.md.us">DPIEpio@co.pg.md.us</a> for more information.

Visit the DPIE website at <a href="mailto:dpie.mypgc.us">dpie.mypgc.us</a>