

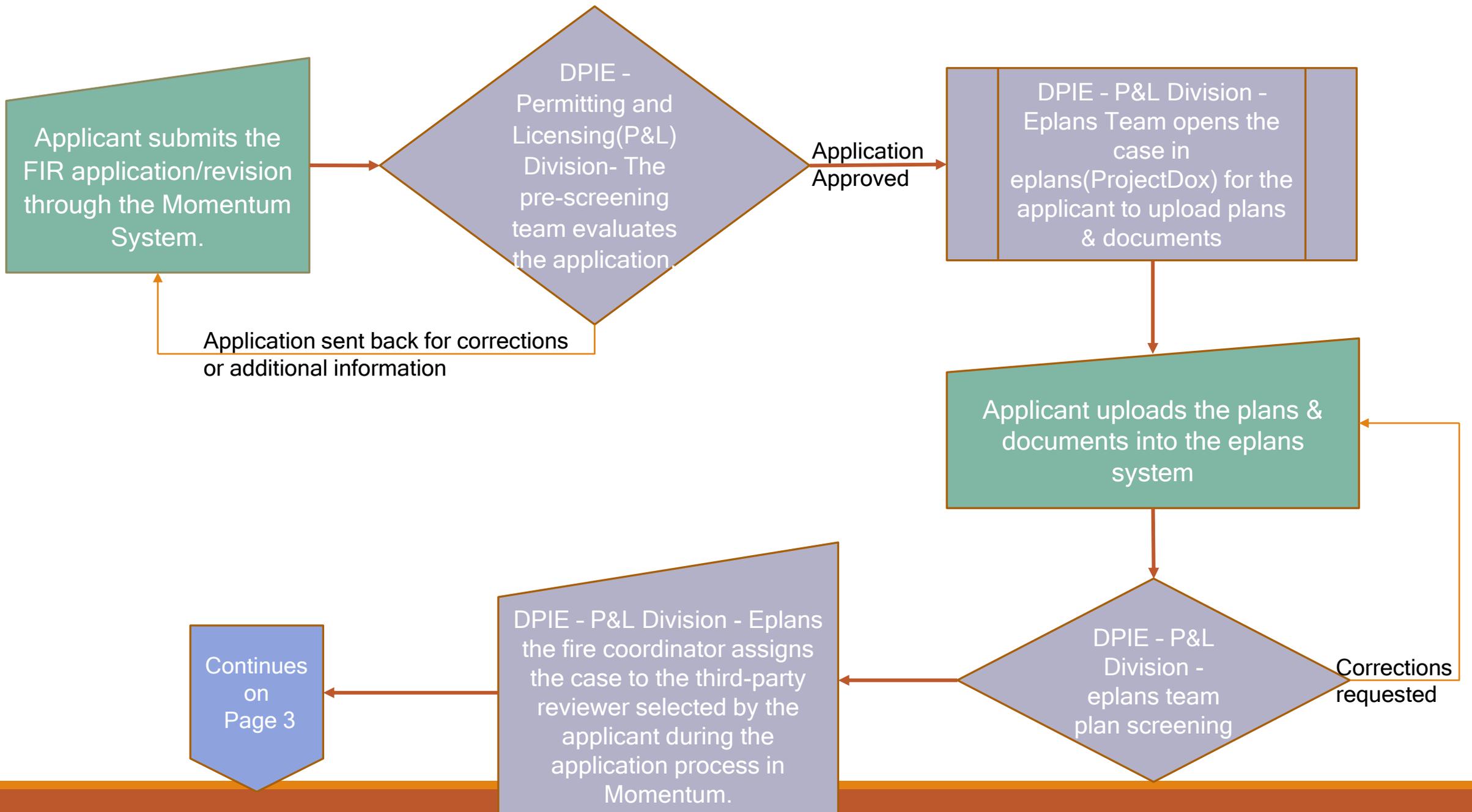
# Fire Protection Systems Permitting Process Simplified -FIR Cases-

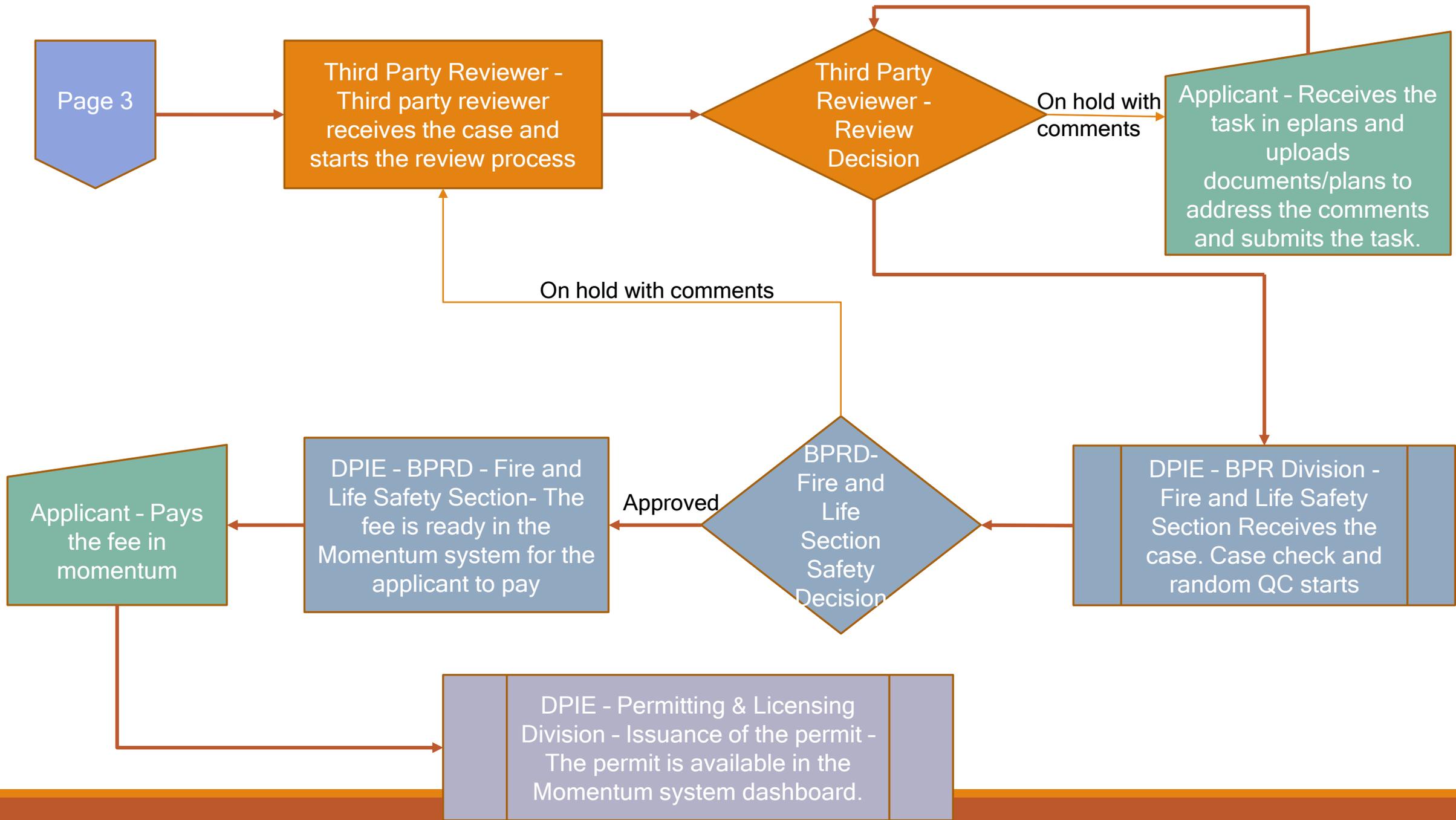


This document is a simplified version of the fire protection systems (automatic fire sprinkler, fire alarm systems, hood suppression, fire pump, etc.) permitting process with the Momentum system to help the applicants determine where the application is and who to contact when they have a question or need assistance.

- The fire protection system case extension is “FIR”, which means there will be an FIR at the end of the case number, such as 00010-2023-FIR.
- When the case is approved, a permit number starting with P will be on the permit. This number will be different than the case number, such as P00050-2023-FIR.
- All FIR cases require a third-party review with an exception listed under [Subtitle 4, Section 4-157 \(a\)](#).
- You can find the list of county-approved fire protection systems third-party reviewers on the DPIE -Building Plan Review -Fire and Life Safety Section [webpage](#).
- The fire alarm panel in-kind only replacements don’t require an FIR case and only require a [low-voltage electrical permit](#).
- Please provide all information correctly in the Momentum system to prevent delays.
- Fire completeness checks are handled by the DPIE Fire and Life Safety Section and completed within 3 business days once received after the third-party review.

The Momentum FIR permitting process is as follows;





# Frequently asked questions

## ➤ 1. How can I check my FIR case status?

The best way to check the review status of a case is through the eplans(ProjectDox) system by using the “project reports tab” as shown below. If you don’t have access to eplans, you can ask the person who uploaded the plans to provide you with the report. Reports can be downloaded in PDF and other formats. Please check the report date in the upper left corner to ensure it is up-to-date. The completed status doesn’t mean it was approved - it only shows the task was completed.

The screenshot shows the ProjectDox interface for a case named "07-2023-FIR". The left sidebar contains a tree view of project categories, with "07-2023-FIR" expanded. The main content area displays a table of reports. A red box highlights the "ProjectFlow - Workflow Routing Slip" report, which is the second row in the table. A red arrow points to the "Project Reports" tab in the top navigation bar. The table has columns for "View", "Report Name", "Report Type", and "Report Description".

View	Report Name	Report Type	Report Description
	ProjectFlow - Review Details Report	Workflow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.
	<b>ProjectFlow - Workflow Routing Slip</b>	Workflow	The Workflow Routing Slip Report displays the sequential route of all tasks for the workflow.
	Momentum Application for Res and Commercial	Project	Momentum Application for Res and Commercial
	Momentum Application for Fire	Project	Momentum Application for Fire

The screenshot shows a "Workflow Routing Slip Report" table. The table has columns for "Task Name", "Status", "Cycle", "Date Assigned", "Date Accepted", "Date Completed", "Group Name", "User", and "Sub Total". The table lists various tasks such as "Applicant Upload Task", "PlanScreening", "Applicant Filing Fee", "Assign Sub-Workflows Task", "Monitor Sub-Workflows Task", "Applicant Permit Fee", "Final Approval", "Momentum Issuance", "Momentum Inspections", "Fire Distribution", "3rd Party Fire Department Review cycle #1", "Fire Completeness Check", and "3rd Party Fire Department Review cycle #1 (Corrections Required)". The "Status" column shows various states like "Completed", "Pending", and "Not Started".

Task Name	Status	Cycle	Date Assigned	Date Accepted	Date Completed	Group Name	User	Sub Total
Applicant Upload Task	Completed		10/24/2023 11:37 AM	11/03/2023 11:30 AM	11/03/2023 11:30 AM	Applicant		0 day(s) 23 hr(s) 53 min(s) 48 sec(s)
PlanScreening	Completed		11/03/2023 11:30 AM	11/03/2023 11:32 AM	11/03/2023 11:32 AM	Plan Coordinator	Lia	0 day(s) 0 hr(s) 1 min(s) 40 sec(s)
Applicant Filing Fee	Completed		11/03/2023 11:32 AM		11/03/2023 11:36 AM	Momentum		0 day(s) 0 hr(s) 4 min(s) 18 sec(s)
Assign Sub-Workflows Task	Completed		11/03/2023 11:36 AM	11/03/2023 11:38 AM	11/03/2023 11:38 AM	Plan Coordinator		0 day(s) 0 hr(s) 1 min(s) 18 sec(s)
Monitor Sub-Workflows Task	Completed		11/03/2023 11:38 AM		11/09/2023 11:30 AM	Plan Coordinator	PD Reserved	5 day(s) 23 hr(s) 52 min(s) 40 sec(s)
Applicant Permit Fee	Completed	1	11/09/2023 11:30 AM		11/09/2023 3:03 PM	Momentum		0 day(s) 3 hr(s) 32 min(s) 7 sec(s)
Final Approval	Completed	1	11/09/2023 3:03 PM	11/13/2023 10:26 AM	11/13/2023 10:37 AM	Plan Coordinator		3 day(s) 19 hr(s) 14 min(s) 36 sec(s)
Momentum Issuance	Completed	1	11/13/2023 10:37 AM		11/14/2023 9:28 AM	Final Tasks		0 day(s) 22 hr(s) 50 min(s) 37 sec(s)
Momentum Inspections	Pending	1	11/14/2023 9:28 AM			Final Tasks		0 day(s) 0 hr(s) 18 min(s) 11 sec(s)
Fire Distribution	Completed		11/03/2023 11:38 AM	11/06/2023 2:35 PM	11/06/2023 2:36 PM	Fire Coordinator		3 day(s) 2 hr(s) 57 min(s) 52 sec(s)
3rd Party Fire Department Review cycle #1	Completed	1	11/06/2023 2:36 PM	11/07/2023 3:33 PM	11/07/2023 3:35 PM	3rd Party Fire		1 day(s) 0 hr(s) 59 min(s) 2 sec(s)
Fire Completeness Check	Completed	1	11/07/2023 3:35 PM	11/08/2023 9:04 AM	11/08/2023 9:06 AM	Fire		0 day(s) 17 hr(s) 57 min(s) 10 sec(s)
3rd Party Fire Department Review cycle #1 (Corrections Required)	Completed	1	11/08/2023 9:06 AM	11/08/2023 9:19 AM	11/08/2023 9:19 AM	3rd Party Fire		0 day(s) 0 hr(s) 12 min(s) 14 sec(s)
Fire Completeness Check	Completed	1	11/08/2023 9:19 AM	11/09/2023 9:19 AM	11/09/2023 9:25 AM	Fire		1 day(s) 0 hr(s) 7 min(s) 12 sec(s)
3rd Party Fire Department Review cycle #1 (Corrections Required)	Completed	1	11/09/2023 9:25 AM	11/09/2023 9:41 AM	11/09/2023 9:56 AM	3rd Party Fire		0 day(s) 0 hr(s) 30 min(s) 58 sec(s)
Fire Completeness Check	Completed	1	11/09/2023 9:56 AM	11/09/2023 11:30 AM	11/09/2023 11:30 AM	Fire		0 day(s) 1 hr(s) 33 min(s) 59 sec(s)

# Frequently asked questions

## ➤ 2. Who do I contact?

After checking the case status from the eplans report, as shown in answer to question 1, you can follow the steps below.

- If the case is with the plan screening - plan coordinator, fire distribution - fire coordinator, contact the eplans team at [eplan@co.pg.md.us](mailto:eplan@co.pg.md.us).
- If the case is with the pre-screening or issuance, contact the Permitting Division at [eplan@co.pg.md.us](mailto:eplan@co.pg.md.us)
- If the case is with the third-party reviewer, contact the selected third-party reviewer directly.
- If the case is with the fire completeness check -fire, contact the fire and life safety section engineers listed on the report.
- If you have an issue with the Momentum system, contact [DPIEcustomer2@co.pg.md.us](mailto:DPIEcustomer2@co.pg.md.us).

# Frequently asked questions

## ➤ 3. Where can I download my permit after the issuance?

For momentum cases, all permits and job cards will be uploaded on momentum. Please go to the case-related records option, then click the permit number starting with P (that is the permit number, not the case number). Once you're on the P number, please go to the attachments (second option from the bottom). The permit/job card should be there. If it is not, please contact [DPIEcustomer2@co.pg.md.us](mailto:DPIEcustomer2@co.pg.md.us) .

# Frequently asked questions

## ➤4. When can I apply through epermits instead of Momentum? What is the difference between the Momentum and epermits FIR cases?

DPIE has a new permitting system called Momentum, and transitioning from the previous permitting system epermits to the Momentum system.

If the related building (construction/use) permit was processed in epermits, applicants have the option to apply for the FIR case through epermits instead of Momentum.

The epermits process is different, and the case is not directed to a third-party reviewer; therefore, the applicant must upload the third-party approved plans and documents. If applied through Momentum, the third-party reviewers will review the case online, so there is no need to have the plans and documents previously approved by the third-party reviewer.