

HOW TO RENEW YOUR EXISTING BUSINESS LICENSE IN THE NEW MOMENTUM SYSTEM

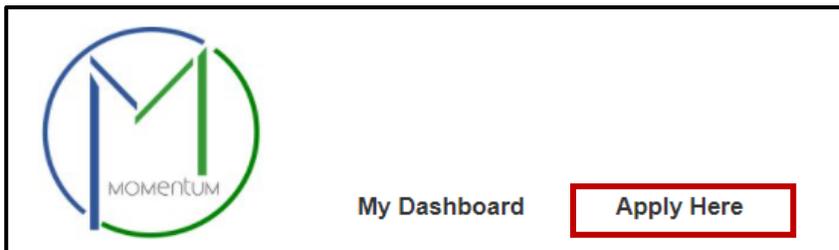
The purpose of this document is to outline the steps needed to renew your epermit business license. This one-time renewal process is used **only** if you have an existing case # from the old permitting and licensing system. This process is to help transition your existing case # into a Momentum application (Starts with APP-). Subsequent renewals will follow a different course of action outlined by the new Momentum system.

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

Step 2: Click on Create User Account.

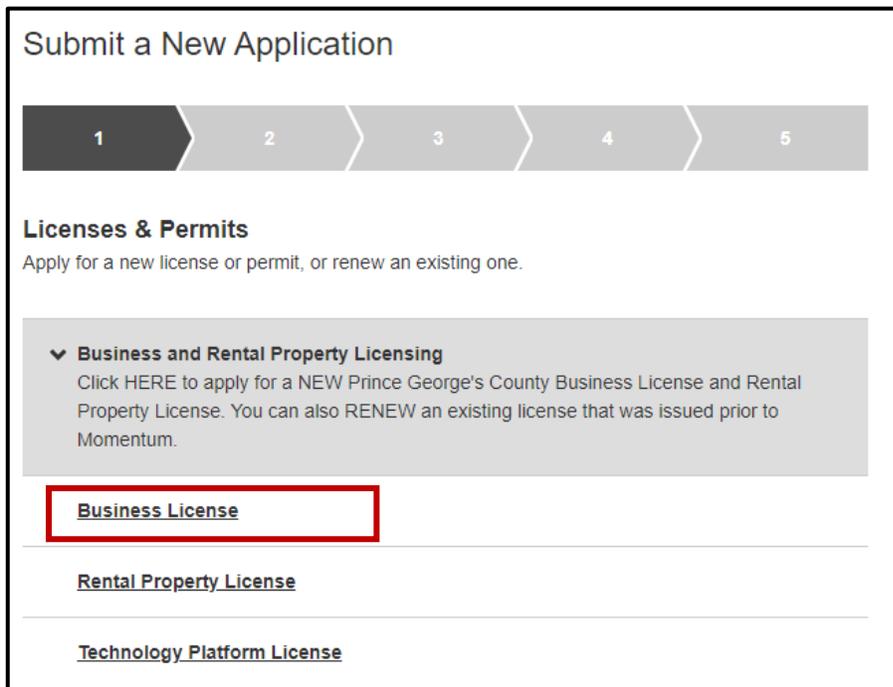
Step 3: Login with your Username and Password. Refer to the [Profile User Manual](#) on how to create an account if you don't have a login.

Step 4: From the Momentum Dashboard, Select "Apply Here"



Step 5: Select the Department of Business and Rental Property Licensing

Step 6: Select the Business Licensing department



Application Information

Step 7: Read the general instructions before proceeding to select your license application category.

- Depending on your business, please select the appropriate renewal option that matches yours.

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

1 2 3 4 5 6

*Fill in the application information. Fields with * are Required*

What kind of application are you submitting?
Business License

License Category * ⓘ

Select

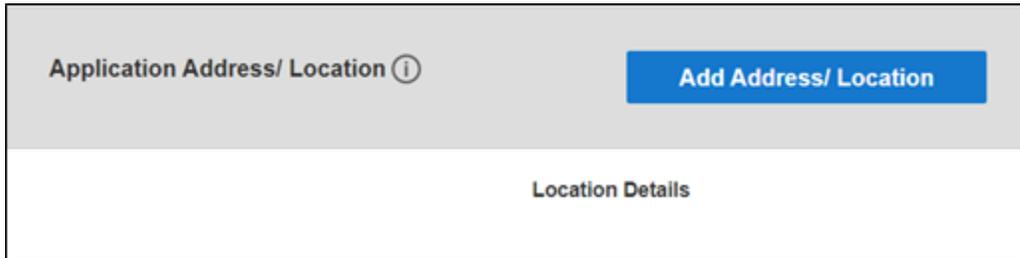
- Food Truck Hub Vendor - New
- Food Truck Hub Vendor - Renewal
- Fortune Telling - Renewal
- Homeowner Waiver
- Mobile (Food) Truck Hub - New

Add Address / Location

Location Details

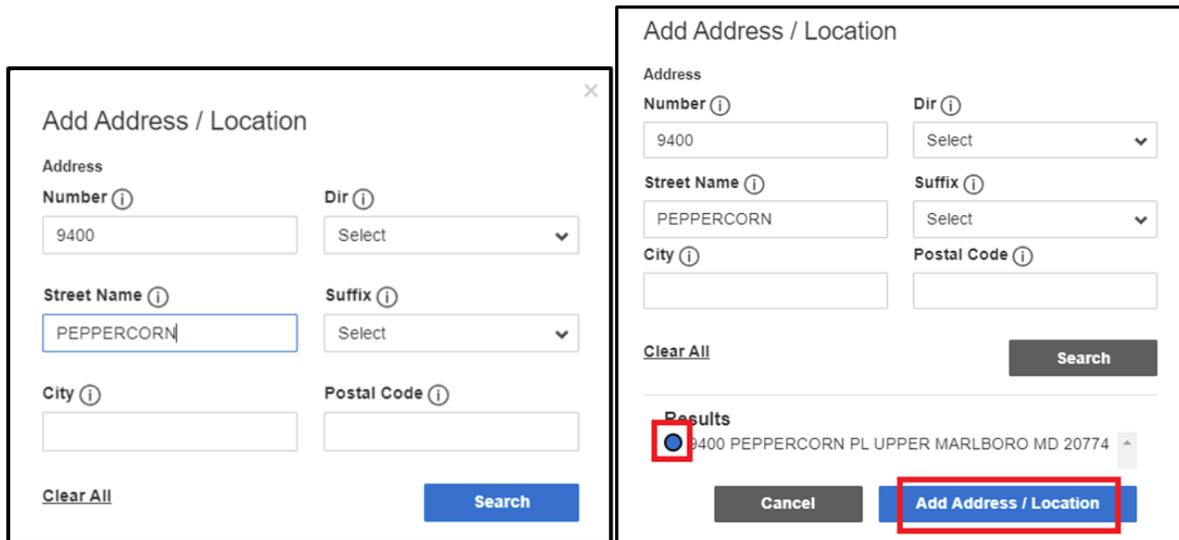
Back Save & Continue

Step 8: Click on the **Add Address/Location** button to search and enter your address or tax account#. If you do not know your tax ID/account #, you can find it by visiting [SDAT Real Property Search](#).



The screenshot shows a grey header bar with the text "Application Address/ Location" and an information icon. To the right is a blue button labeled "Add Address/ Location". Below the header is a white section labeled "Location Details".

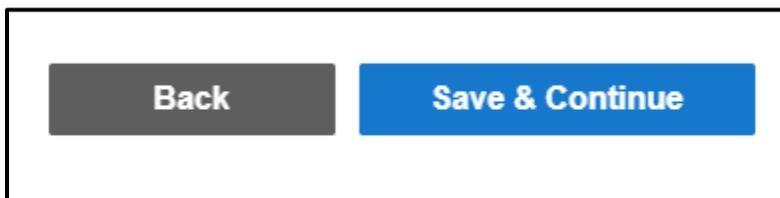
- Enter your address
- Click Search (If a match is found, the system will display the Address in the Results section)
- Select the Address in the Results section and click on the Add Address / Location button to associate the Address to your application.



The left screenshot shows the "Add Address / Location" form with the following fields: Number (9400), Dir (Select), Street Name (PEPPERCORN), Suffix (Select), City, and Postal Code. A "Clear All" link and a "Search" button are at the bottom.

The right screenshot shows the same form with search results. The results section displays "9400 PEPPERCORN PL UPPER MARLBORO MD 20774" with a radio button selected. Below the results are "Cancel" and "Add Address / Location" buttons. The "Add Address / Location" button is highlighted with a red box.

Click **Save & Continue**.



The screenshot shows two buttons: a grey "Back" button and a blue "Save & Continue" button.

Note: Back button will take you to the previous page whereas Save and Continue will save your data and move you to the next step.

Complete Application Fields

Step 9: Complete all the required application fields as listed on the application.

Note: At the end of the first section, carefully review the Acknowledgement section for required fees, documents, and important information.

Step 10: Type the name of the person who completed the application

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Signature (Please type your full name) *

APPLICATION SECTION: Enter your Prince George's County Registration # and your Existing License # HERE

Step 11: Provide your existing case # in field #1 (please enter exactly as it is listed including the dashes (e.g. 12345-2021-0))

Step 12: If you already have an existing Registration # (Starts with REG-), you may provide the number in Field #2. If you do not have a Registration# (**REG-XXXXX**), please proceed to the next section that starts with *REGISTER HERE* for either an Individual **OR** a Company Registration. **DO NOT COMPLETE BOTH SECTIONS.**

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

1. Please provide the license # that you wish to renew *

2. Enter your Prince George's County Registration # here. (e.g REG-XXXXX)

A registration is required for each business entity/individual. If you have already applied for a registration please check your e-mail and use that registration number for each application. Only one registration is needed per entity/individual.

Please note that you will not receive your registration until the application fees have been paid once your first application has been submitted in Momentum. If you are applying for multiple applications you will need to pay for the first application to receive the registration # and you can use that for subsequent applications.

If you do not have a Registration #, please proceed to the REGISTER HERE section below.

Step 13: Click Save and Continue

Step 14: Review the application and, if needed, click on the Edit icon to make changes.

Review Information
Please carefully review the information below. If you need to make any changes, click the edit button.

Application Information  Edit

Back **Submit**

Once the application is submitted a new Momentum application # will be generated.

Step 15: Click on the application # link to view outstanding tasks.

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 16: Pay your Fees by clicking **PAY BALANCE**. Follow instructions for payment.

Note: The 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 17: You will be redirected to the payment portal to pay the fees. Make sure you include your email address to receive a receipt

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

NOTE: If you attempt to make a payment using Momentum and access the Govolution payment site, if there is an issue where you accidentally leave the page, the transaction is kept opened and locked until the end of the day, so you will not be able to pay after that. Once the day is over if the transaction was not completed it will refresh and unlock and you will be able to access the payment screen again on the next business day.

Step 18: Return to Momentum and click on **My Dashboard** to Upload Required Documents.

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

The screenshot shows a license details page with the following information:

View Details	Details	Status	Fees
Rental Property License 751784 HOU-0022-2021-SFR	Sub-type Single Family Rental	Open 1 Pending Task Current Milestone Upload Required Documents Issued Date Next Renewal Date Application Expires 02/28/2021	No Fees

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

Step 19: 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 ⓘ

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.

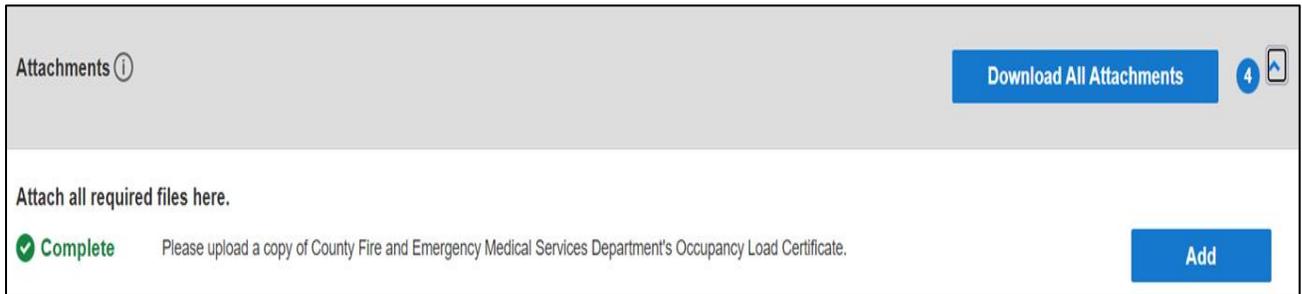
Drag file here or **Browse** to select file.
Cannot exceed 10MB and must be a .pdf, .jpg, .doc, .txt, or .png file.

[Back](#) [Save & Upload](#)

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

Step 20: 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.



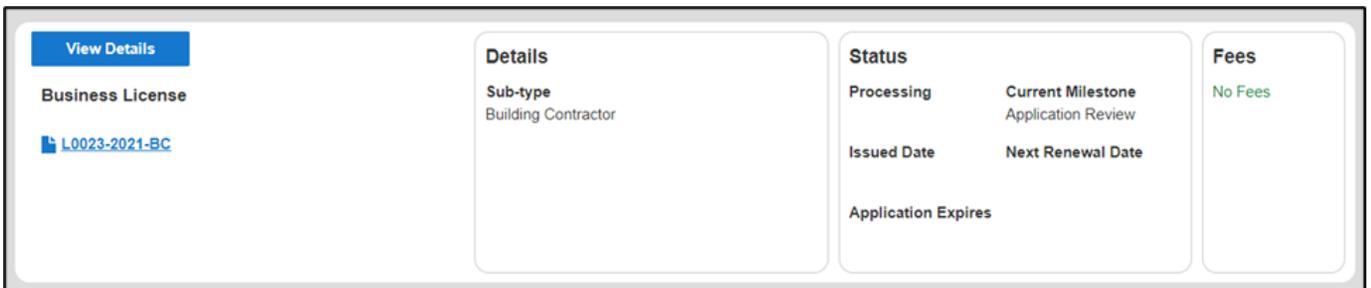
Attachments ⓘ Download All Attachments 4

Attach all required files here.

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

Step 21: Current Milestone is now in *Application Review*, where it is pending review by a DPIE admin.

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	Details	Status	Fees
Business License	Sub-type Building Contractor	Processing	Current Milestone Application Review
L0023-2021-BC		Issued Date	Next Renewal Date
		Application Expires	No Fees

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

dpiebusinesslicenses@co.pg.md.us