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Introduction

Welcome to Prince George's County's Momentum, a new online system that allows customers to submit applications, upload documentation, and make payments online. When the applications have been reviewed and approved, customers can print their licenses/permits at work or home.

This user guide provides the basic steps involved in utilizing the system. It has been prepared as a general reference guide and is not intended to present every detail or situation of the process.

Getting Started: Helpful Information Links

You will use the ePlan system in conjunction with Momentum to upload your plans. The following links provide helpful information guides and a "How to" video on ePlan.

[**ePlan Applicant Quick Start Guide**](#)

[**ePlan Applicant User Guide 2.0**](#)

[**ePlan System Applicant Training Video**](#)

[**Momentum FAQ**](#)



Submit Application in Momentum

A. Application Information

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

Step 2: Click on the login button

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

Choose the "I want to" option from the top menu if you do not know what permit type is needed for your project and the system will guide you up to step 6. Go to the next step if you know what permit is needed for your project.

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

Step 5: Click on building permits (Commercial and Residential Permits)

City Requests	Licenses & Permits
Choose from the list below to report an issue or complaint.	Apply for a new license or permit, or renew an existing one.
> Hearing Request Hearing Request	> DPPE > Building Permits (Commercial and Residential Permits) Click HERE to apply for a New Construction, Addition/Alteration, Fire Permit, Electrical/Mechanical Permit, Raze Permit, Sign Permit or Revisions to an existing application/permit. Commercial Application Fire Permit Application Residential Application > Building Permits (Other Permits..) Click HERE to apply for an extension to an existing application/permit's expiration date. > Building Permits (Use and Occupancy Permits) Click HERE to apply for a new Use and Occupancy permit or a change to an existing permit. > Site Road Permit Application Click HERE to apply for a Major, Minor, Approval, Driveway, Flood or Special Utility permit application



Step 6: Use the drop-down menu to select a case type and permit type

Submit a New Application

[Click here to save the progress](#)

1

2

3

4

5

6

Instructions

Your application session will timeout in 15 mins. and your information will not be saved. Please ensure that you select the ***CLICK HERE TO SAVE THE PROGRESS*** option on the top right of your application, if you are not ready to submit.

Print Instructions

Fill in the application information. Fields with * are Required

What kind of application are you submitting?

Commercial Application

Case Type * ⓘ

Permit Type ⓘ

Select

Select



Step 7: Add a primary site address in the Application Address / Location Section

- Click on the Add Address / Location button
- Enter a Tax Account # or address (whichever is specified in the application)
- click search (If a match is found, the system will display the tax account # or address in the results section)
- Select your Tax Account # or address in the results section and click on the **Add Address / Location** button to associate the tax account # or address to your application

Note: To ensure that the system can locate the address please only enter the Street # and Street Name in the search. **Do not include any street suffix** (e.g., RD, ST, CT, etc.) in the search

Add Address / Location

Map ☐

Search by: ⓘ
☒ Address ☐ Tax account #

Number ⓘ

Dir ⓘ

Street Name ⓘ

City ⓘ

Postal Code ⓘ

Clear All

Search

Results

☒ 9400 PEPPERCORN PL UPPER MARLBORO MD 20774

Cancel

Add Address / Location

Step 8: Click Save and Continue

Back

Save & Continue



B. Complete Application Fields

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

Step 10: Enter your Prince George's County Registration number in the registration number field If you already have an existing registration # (Starts with REG-). Otherwise, leave this field blank and you will be able to apply for registration in the next section of the application

PRINCE GEORGE'S COUNTY REGISTRATION: Applicant must have a registration record

Enter Your Prince George's County Registration # HERE:
Permit and license applicant must have a Prince George's County Momentum System registration number. As the applicant, you must enter your personal or corporate registration number below. If you do not have a registration number, you must complete the registration application below.

Prince George's County Registration # (e.g. REG-XXXXX)

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.

System will check the provided EIN# (for Company Registration) or ID # (for Individual Registration) to ensure there is not an existing Registration # already exists under provided #. If found then system will prompt you with a Registration # to use.

Step 12: If you do not have a registration # (**REG-XXXXX**), please proceed to the REGISTER HERE section for either an individual or a company registration.

REGISTER HERE: Prince George's County Registration (DO NOT COMPLETE IF YOU HAVE AN EXISTING REGISTRATION #)

1. Registration Type (Company or Individual) (REQUIRED)

2. ID Type (REQUIRED)

4. EIN # or ID # (REQUIRED)

3. Entity/Company Name or Last Name (REQUIRED)

First Name (REQUIRED for Individual Registration)

Middle Name

Address (REQUIRED)

City



NOTE: At the end of the application, carefully review the acknowledgment section for required fees, documents, and important information.

Step 11: 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) *

Step 13: Click Save and Continue.

Back

Save & Continue

Step 14: Add any attachments in this section. click save and continue.

NOTE: Application specific documents will be required to be uploaded later in the process.

Attachments ⓘ

0 ^

You can add files to your submission if you want.

Add

Back

Save & Continue



C. Review Application

Step 15: 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**

After reviewing the application, scroll down and click Submit.

Back **Submit**

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

PLEASE NOTE: YOUR APPLICATION IS NOT YET COMPLETE. YOU MAY NEED TO UPLOAD THE REQUIRED DOCUMENTS TO COMPLETE YOUR APPLICATION SUBMITTAL.

Step 16: Click on the application # link to view outstanding tasks.

Submit a New Application



Instructions

Application Confirmation
Thank You! Your record was submitted. Below is your record #. To view the details of your record, click on the hyperlink.
 [00617-2023](#)



D. Upload Application Document(s)

Step 17: From your dashboard, locate your application and click on the view details button.

- You will be tasked to **upload** the required documents.

The screenshot shows a web interface for viewing application details. A blue button labeled 'View Details' is at the top left. The main content area is divided into several sections: 'Residential Application' with a description and address, 'Details' with 'Sub-type' and 'Occupancy Type', 'Status' with 'OutApplcnt' and '1 Pending Task', 'Current Milestone' with 'Upload Required Documents', and 'Fees' with 'No Fees'. Red arrows point to the 'View Details' button, the 'Status' section, and the 'Current Milestone' section.

View Details	Details	Status	Current Milestone	Fees
Residential Application Click on App# hyperlink to upload required doc(s) 9680 LOTTSFORD CT UPPER MARLBORO MD 20774 00559-2023	Sub-type Mechanical Permit Occupancy Type Residential, Mechanical	OutApplcnt 1 Pending Task Added Date 03/02/2023 Issued Date Expire Date 04/01/2023	Current Milestone Upload Required Documents Processed Date 03/02/2023 Final Date	Fees No Fees

Note: **The status** shows what task needs to be completed for the application to move forward in the process. **The current milestone** shows where an application is in the process.



Step 17: To attach the required documents, click on the view attachments button, then the add button for each document to be uploaded. Follow the screens to browse for the file and then click Save & Upload

The first screenshot shows the 'Additional Required Items' section with a 'View Attachments' button highlighted by a red arrow. The second screenshot shows the 'Attachments' section with a red arrow pointing to an 'Add' button. The third screenshot shows the 'Upload Attachments' modal with a red arrow pointing to the 'Browse' link in the upload area, and another red arrow pointing to the 'Document Type' dropdown menu.

Additional Required Items

Description

Please upload a copy of the DLLR license.

View Attachments

Attachments

Attach all required files here.

Pending Please upload a copy of the DLLR license.

Add

Add any other files here.

Add

Related Records

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.

ATTACHEMET.pdf

Title (optional)

Description (optional)

300 characters left

Document Type

LICENSE

Back **Save & Upload**

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



Step 18: Each successfully uploaded attachment will come back as complete. Once all documents have been uploaded, you can return to my dashboard to confirm the status.

The screenshot shows the 'Attachments' section of a web application. At the top, there is a header bar with the title 'Attachments' and a 'Download All Attachments' button. Below the header, there is a section titled 'Attach all required files here.' which contains a list of attachments. The first attachment is marked as 'Complete' with a green checkmark icon. It is a PDF file named 'Housing_policy.doc.pdf' uploaded on '02/10/2022 10:04 AM'. The description for this attachment states: 'A letter from the condominium association, cooperative housing corporation or homeowner's association showing the unit has clean hands (does not have any liens for non-payment of fees condo fees and/or the unit does not have any violations of bylaws is required. This letter must be on official letterhead.)'. To the right of this description is an 'Add' button. Below this, there is a section titled 'Pending' with a red exclamation mark icon. The description for this attachment states: '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.' To the right of this description is an 'Add' button. At the bottom of the section, there is a prompt 'Add any other files here.' with an 'Add' button.

Attachments ⓘ [Download All Attachments](#) 1 ^

Attach all required files here.

Complete A letter from the condominium association, cooperative housing corporation or homeowner's association showing the unit has clean hands (does not have any liens for non-payment of fees condo fees and/or the unit does not have any violations of bylaws is required. This letter must be on official letterhead.) [Add](#)

 [Housing_policy.doc.pdf](#)
02/10/2022 10:04 AM
Housing policy doc.pdf
[Download](#)

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](#)

The current milestone will change from upload required documents to application pre-screening when this task is completed.



E. Application Review and Approval

If your application status says open and the current milestone says application under review, then your application has been successfully submitted for review. You will be notified via email and text if any additional information is needed.

View Details	Details	Status	Fees
Residential Application Your application is under pre-screening 9680 LOTTSFORD CT UPPER MARLBORO MD 20774  00617-2023	Sub-type Building New Construction Occupancy Type Single Family	Open Added Date 03/06/2023 Issued Date Expire Date Current Milestone Application PreScreening Processed Date 03/06/2023 Final Date	No Fees



Upload Drawings in ePlan

After your application is processed, an ePlan invitation will be sent to your email address. The email will contain your login information, case number, and project access link. Click on the “Project Access” link to enter the ePlan login screen. A sample invitation is shown below:

Project Invitation

Hello Test

Welcome to the DPIE ePlan system. This project invitation has been sent to you in response to your permit application request. A project has been created to allow you to electronically upload your drawings and documents for review.

Your Login:	test@email.com
Case Number:	141-2021-0
Group:	Applicant
Project Access	

Contact the [Project Administrator](#) if you have technical questions regarding the ePlan system.

Please do not reply to this email.

1. Click the “Project Access” link in your email to access the ePlan site and log in.

Welcome to our website. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern...

 **PRINCE GEORGES COUNTY, MARYLAND**
DEPARTMENT OF PERMITTING,
INSPECTIONS AND ENFORCEMENT

E-mail:

Password:

[Forgot your password?](#)

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DO NOT use “forgot your password” on your first log in. Instead, enter your email address and the temporary password that was provided in the invitation email.



- The task will appear on the Home screen's Task (PF) tab. Accept the "Applicant Upload" task by clicking the applicant upload hyperlink.

Tasks (PF)

Tasks (PD)

Projects

Refresh

 Save Settings

	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT...	STATUS	PRIORITY	DUE DATE	CREATED	CASE TYPE	DESCRIPTION
	Contains...	101	Contains...	Contains...	Contains...	Contains...	Contains...	On...	On...	Contains...	Contains...
	Applicant Upload	101-2021-0	101-2021-0 - Building WalkThrough PF - 5/6/2021 1:24:38 AM	Applicant	FirstGroup	Pending	 Medium	8/29/2021 10:06:06 AM	RUW		VPC Test Deck

1 - 1 of 1 records

prev

1

next

- The "Applicant Upload" task will open in a new window.
- Upload all documents for your application under the correct folders.

APPLICANT UPLOAD

ProjectFlow BUILDING
avolve

Review Information
Permit Information
Contact Information
Fee Information
Resources

Project Name: 101-2021-0
Project Description: VPC Test Deck
Coordinator: PD Reserved
Workflow/Activity Name: Building WalkThrough PF/Applicant Upload
Current User Login: Varun Sengupta (vsengupta@limbicsystems.com)

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Submit to DPIE" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

Project: 101-2021-0

Select destination folder for files:

- 101-2021-0
 - Architectural
 - Structural
 - Mechanical
 - Electrical
 - Plumbing
 - Fire-Life Safety
 - Health
 - Site Civil
 - Signage
 - Planning
 - Approved-Permit Set
 - Permits
 - TDIP
 - As Built Plans, Certifications
 - Peer Review or Third Party Document
 - INHOUSE USE ONLY-Drawings
 - INHOUSE USE ONLY-Documents



5. Confirm the checkboxes and click the upload complete-submit to DPIE button to complete the task.

Task Instructions
Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Submit to DPIE" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

Project: 101-2021-0

Select your files to upload to this folder:

Select Files to Upload View Folders

101-2021-0\Electrical\Documents
Test.pdf X

Add Group Members

First Name	Last Name	Email	Invite to Group	
			Applicant Owner-Principal v	Invite User

Remove Group Members

Remove from Group	User	
Applicant Owner-Principal v	Test Test (Test@Test.com) v	Remove User

☒ Upload Task Complete (I have uploaded all required drawings and/or documents)
☒ I have uploaded single landscape files only into the appropriate folders

Upload Complete - Submit to DPIE Save For Later



Plan Screening

Plan screening is a preliminary review of your uploaded documents in preparation for the formal review.

View Details	Details	Status	Fees
Residential Application Your application is under plan-screening 9680 LOTTSFORD CT UPPER MARLBORO MD 20774 00617-2023-SGU	Sub-type Building New Construction Occupancy Type Single Family	Accepted Added Date 03/06/2023 Issued Date Expire Date Current Milestone Application Review Processed Date 03/06/2023 Final Date	No Fees

1. Your ePlan will move to the formal review stage if your submission has met all requirements.
2. On the other hand, if there are missing items or questions about your submittal, you will receive an email and text notification for the “**Applicant Re-Upload Task**”. After receiving the email, accept the task as previously instructed.

Applicant Fee Payment

You will be tasked to pay fees online (Credit Card or Check) per the Application requirements.

1. Click on the View Details button or Pay Balance link on the dashboard.
2. Review the fee balance and follow the instructions.

View Details	Details	Status	Fees
Residential Application Pay Now. Click on the (Pay Balance) on the right 9680 LOTTSFORD CT UPPER MARLBORO MD 20774 00617-2023-SGU	Sub-type Building New Construction Occupancy Type Single Family	OutApplnt 1 Pending Task Added Date 03/06/2023 Issued Date Expire Date Current Milestone Filing Fees Due Processed Date 03/06/2023 Final Date	Unpaid Balance \$1,926.70 Pay Balance



3. You will be directed to the Govolution site to process the application fees.



Momentum - Customer Payment Portal
Permit, License, Enforcement and Inspection



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

[Exit](#)

Payments secured and processed by



NOTE: Make sure you include your email address to receive your receipt.



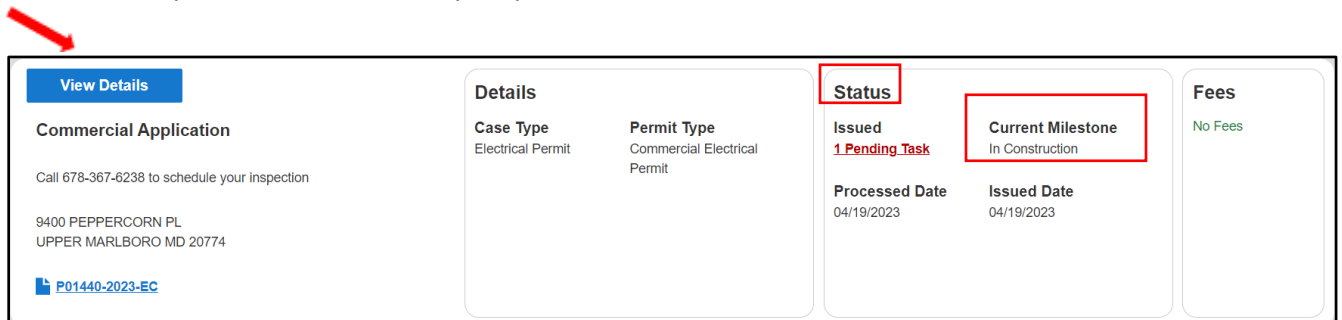
Approved Plans and Permit

Once your plans have been electronically stamped by the County and any applicable fees have been paid, the ePlan process will conclude. You will then receive an email and text notification with instructions for downloading your approved plans and permit. The email notification will direct you to the folder that contains your stamped plans.

Schedule an Inspection

A permit record will be added to your dashboard. Your permit number will begin with a P.

1. From your dashboard, locate your permit and click on the view details button.



View Details

Commercial Application

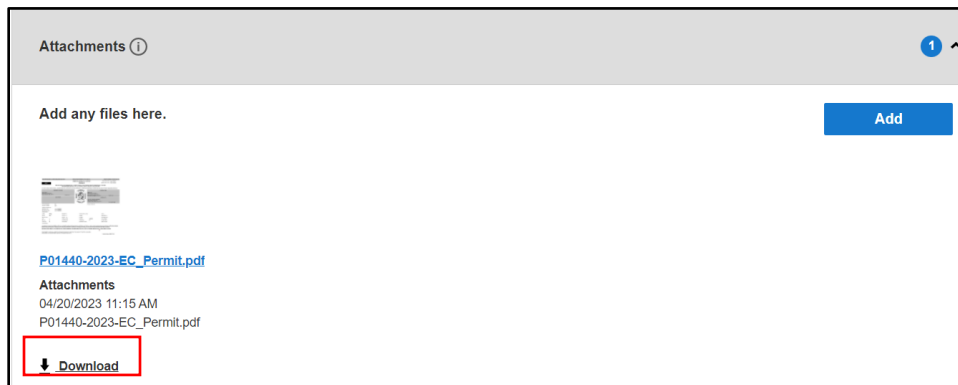
Call 678-367-6238 to schedule your inspection

9400 PEPPERCORN PL
UPPER MARLBORO MD 20774

[P01440-2023-EC](#)

Details		Status	Fees
Case Type Electrical Permit	Permit Type Commercial Electrical Permit	Issued 1 Pending Task	Current Milestone In Construction
		Processed Date 04/19/2023	Issued Date 04/19/2023
			No Fees

2. Click on download in the attachments section to download the permit.



Attachments ⓘ

Add any files here. [Add](#)

[P01440-2023-EC_Permit.pdf](#)

Attachments
04/20/2023 11:15 AM
P01440-2023-EC_Permit.pdf

[Download](#)

3. All required inspections and final inspection must be completed as per County code. Please call 301-755-9000 to schedule your inspections.

