

*Whether you are an entrepreneur or owner of an existing business expanding in Prince George's County wanting to lease a space, you must first ensure that the property is suitable for your business.*



# Permitting Guide for Business Owners Looking to Lease Existing Real Estate in Prince George's County



## Why Obtain a Permit?

Obtaining permits is required by law and protects your business and staff by ensuring the leased space is safe. All business entities seeking to lease space must obtain a new Use and Occupancy (U&O) Permit from DPIE. A new U&O is required for a change of tenant, occupant, use, or owner, even if no construction is taking place. Business owners not in compliance are subject to fines of \$250–\$1000 and will be required to cease operations.

## A Step-by-Step Process

Business owners looking to lease existing space prior to signing a lease should:

1. Contact the Prince George's County Economic Development Corporation at 301–583–4650 and DPIE's Business Development Section at [DPIEBIZDEV@co.pg.md.us](mailto:DPIEBIZDEV@co.pg.md.us) for requirements to operate a business in the County.
2. Contact the landlord to discuss your space needs.
3. Request the landlord provide you existing plans/drawings for space if available.
  - a. Request landlord provide the previous tenant's Use and Occupancy (U&O) Permit. If the landlord does not have the U&O, request one from [MPIA Processing at DPIE | Prince George's County](#).
4. Verify the space meets the zoning code for your business through The Maryland–National Capital Park and Planning Commission (M–NCPPC)!
  - a. THIS IS ONE OF THE MOST CRITICAL STEPS! Without approval from M–NCPPC, DPIE cannot issue a U&O.
  - b. Contact M–NCPPC at [PPD-Enviroplanningquestions@ppd.mncppc.org](mailto:PPD-Enviroplanningquestions@ppd.mncppc.org).
5. Apply for appropriate business licenses at DPIE.
  - a. Visit DPIE Licensing at [Business Licenses | Prince George's](#) or email [dpiebusinesslicenses@co.pg.md.us](mailto:dpiebusinesslicenses@co.pg.md.us).
6. Confirm whether your proposed business would change the space's occupancy use as determined by the building code.
  - a. Review building code requirements at [Change of Occupancy Use per the Building Code](#).
  - b. Review [Use & Occupancy | Prince George's County](#).
  - c. A U&O can be issued within 10 business days if there is no change of use/occupancy or construction.
7. Apply for the appropriate permit type via [Momentum - Prince George's County](#), DPIE's application software.

For more information, contact DPIE's Business Development Section at [DPIEBIZDEV@co.pg.md.us](mailto:DPIEBIZDEV@co.pg.md.us).