



Revision Instructions for Attachment #1 — Statement of Third-Party Inspections Form



Revision to an Approved Attachment #1 That Includes Permit and/or PlanSet Change

The applicant must file a post-issuance revision in Momentum.

Once reviews are complete, a notification email will be sent to the applicant requesting payment of the filing fee. After payment is posted:

- The approved revised Attachment #1 will be available on the application/permit record in the attachment section.
- The permit will be available under the application/permit in the attachment section.
- If planset change was requested, the ePlan applicant will receive an email invitation to upload the revised drawings.

Revision of an Approved Attachment #1 without Permit/Plan Change

The applicant, tenant, or property owner must email a single-file document to eplan@co.pg.md.us (PGC was the review type) or dpieblgdgpeerreview@co.pg.md.us (Third Party or Peer was the review type) that includes a narrative letter and the revised Attachment #1 page(s). Once the review is complete, a notification email will be sent requesting payment of the filing fee. After payment is posted, the approved revised Attachment #1 will be available on the application/permit record in the attachment section.

Attachment #1 Required per Inspections after Issuance

The applicant, occupant, or property owner must submit via email to eplan@co.pg.md.us (PGC was the review type) or dpieblgdgpeerreview@co.pg.md.us (Third Party or Peer was the review type) the Attachment #1 form, in its entirety from pages 19–38, requesting approval. Once the review is complete, a notification email will be sent requesting payment of the filing fee. After payment is posted, the approved Attachment #1 will be available on the application/permit record in the attachment section. If unsure on how to complete the form, review the “Attachment #1 Quick Tips Guide.” Should the reviewer determine that a permit change(s) is needed, the applicant must submit a post-issuance revision requesting Attachment #1 approval and permit correction(s).

A \$66.00 administrative fee, plus a 10% technology fee, will be applied to every Attachment #1 revision; if a permit and/or planset change is requested, additional fees will apply.

Momentum Commercial Revision Instructions

The applicant will start the revision from their dashboard by clicking the "Post-Issuance Revision" link on the record they want to revise. Applications applied for before July 15, 2024, will show on the p-record for post-issuance revision.

Once submitted, it will create the revision record, where the applicant needs to edit their submission and resubmit it for review.

- **Make sure to edit the applicable application form(s) and click the “SAVE” button after completing your edits** before moving to the next section, or it will NOT save your changes.
 - The applicant **MUST complete the Revision Summary section**; the revision will be returned for correction if blank or processed as entered.
 - ♦ Only what’s entered will be calculated in the fee/considered permitted.
 - ♦ If ProjectDox (ePlan) access is needed to resubmit drawings, list this request in the general section and include the sheet name(s).
 - ♦ If approval for a revision to an Attachment #1 or post-issuance submission of an Attachment #1 is needed, list this request in the general section.
 - ❖ Upload the revised Attachment #1 page(s).
 - ♦ If changing your scope or cost of construction, you must make the correction on the permit application form, and list this change in the permit section of the summary.

Narrative Letter Instructions — TPIP Attachment #1 Change Only

The applicant, occupant, or property owner must sign, addressing the requirements listed below, preferably on company letterhead, with the Attachment #1 page(s) that are being revised only.

Requirements:

- Application Number
- Applicant Name and Email Address
- Explain Attachment #1 Change(s)
 - Adding or replacing contact(s) — specify the name(s) of the contractor, engineers, inspectors and/or owner representative(s)
 - ♦ If changing a design engineer, review the transfer of responsibility letter instructions before submitting this request. If applicable, be sure to state, “transfer of responsibility letter included.”

Any questions or concerns, please contact DPIE’s Permitting and Licensing Division at 301-636-2050. For technical issues in Momentum, please email dpiecustomer2@co.pg.md.us for assistance.
