

Prince George's County
DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT (DPIE)
Applicant Instructions for Uploading the Third-Party Inspection Program
Attachment #1 — Statement of Third-Party Inspections Form

1. Once all required plans have been uploaded into ePlan, open the application in Momentum by clicking the blue “View Details” button on your dashboard.

The screenshot shows the Momentum application dashboard. At the top, there is a 'Sort by' dropdown menu set to 'Added Date'. Below this is a navigation bar with 'Prev', '1', and 'Next' buttons. The main content area is divided into four sections: 'View Details', 'Details', 'Status', and 'Fees'. The 'View Details' section shows the application type as 'Commercial Application', the status as 'Your application is under review', and the address as '6824 WOODSTREAM CIR, LANHAM MD 20706'. It also includes a link for 'COM-01167-2025' and options for 'Pre-issuance Revision' and 'Request Extension'. The 'Details' section shows 'Sub-type' as 'Building Alteration' and 'Occupancy Type' as 'Exterior alteration with grading'. The 'Status' section shows 'Accepted', 'Current Milestone' as 'In Plan Review', 'Added Date' as '06/16/2025', 'Processed Date' as '06/16/2025', 'Issued Date', 'Final Date', and 'Expire Date'. The 'Fees' section shows 'Paid'.

2. Scroll down to the Attachments section to upload the TPIP Attachment #1 form, in its entirety from pages 19–38. The document type MUST be “TPIPAttmnt1” for it to be reviewed.

The screenshot shows the 'Attachments' section in Momentum. At the top, there is a header 'Attachments' with a dropdown arrow and a count of '0'. Below this is a section 'Add any files here.' with an 'Add' button. A modal dialog box titled 'Upload Attachments' is open. It contains a text area for 'Upload all attachments here.' with instructions: 'Drag file here or Browse to select file. Cannot exceed 10MB and must be a .pdf, .jpg, .doc, .txt, or .png file.' Below this is a file icon and a list of files. The selected file is 'PDF.pdf'. It has a 'Title (optional)' field and a 'Description (optional)' field. The 'Document Type' is set to 'TPIPAttmnt1'. There are 'Back' and 'Save & Upload' buttons at the bottom.

3. If corrections are required, you will receive an email with instructions on the required changes. After updating as requested, upload the new version with the same document type “TPIPAttmnt1,” then return the task to DPIE for the resubmittal to be reviewed.

Any questions or concerns regarding the form, contact the DPIE Permitting and Licensing Division at 301–636–2050. For technical issues in Momentum, email dpiecustomer2@co.pg.md.us for assistance.