



Prince George's County
Department of Permitting, Inspections
and Enforcement
9400 Peppercorn Place, 1st Floor
Largo, Maryland 20774
301-636-2000 ♦ FAX: 301-883-7138



USE AND OCCUPANCY (U&O) PERMIT NOTICE

Your **USE AND OCCUPANCY (U&O) PERMIT** Application has been received and is being processed to ensure compliance with local codes and regulations. Until the U&O is issued, **DO NOT OCCUPY the premises**. Prior to U&O issuance, an inspection by the Department of Permitting, Inspections and Enforcement's (DPIE) Inspections Division is required. **In addition, inspections conducted by the Office of the Fire Marshal at 301-583-1830 (see the attached list) or Prince George's County Health Department at 301-883-7690 may be required. For new construction, inspection requirements or to schedule an inspection, please contact DPIE's Health Review Section at 301-883-7621.** Please note: A U&O Application/Permit **DOES NOT AUTHORIZE construction activity at the work site**. All construction activity requires permits (*i.e.*, Building/Electrical/Mechanical/etc.).

Your U&O Application will be reviewed by The Maryland–National Capital Park and Planning Commission (M–NCPPC) to make certain the proposed use is allowed per the Zoning Ordinance and that the Site Plan reflects compliance with parking standards, setbacks, lot coverage restrictions and other site development requirements. M–NCPPC will contact you if additional information is required. For the status of your permit review with M–NCPPC, please go online to <http://mncppcapps.org/planning/permits/permits.aspx>. Upon M–NCPPC's approval of the Application and Site Plan, the documents will be returned to DPIE's Permitting and Licensing Division for processing and forwarded to DPIE's Inspections Division. If you have not received a response 20 days after filing your Application, contact DPIE at 301-883-5900 for assistance. When calling, please provide your case number.

To schedule the required U&O inspection, please call DPIE's Interactive Voice Response system (IVR) at 301-755-9000; the U&O Inspection Code is 106. When calling, please provide your Permit case number and a phone number, so the inspector can contact you. The inspector will call the number provided to schedule the U&O inspection within five (5) working days from the date of your request. On the scheduled day, the inspector will be on-site sometime between 9:00 a.m.–2:30 p.m. During the inspection, the inspector will inform you if additional agency/type (Fire, Health, Electrical, WSSC, DLLR — elevator, boiler, etc.) inspections are required or if repairs are necessary. If AIRIS does not accept your request, it means the processing of the Application has not been completed in the Permitting and Licensing Division. Information and online requests can be found on DPIE's Website: DPIE.mypgc.us.

If you are unable to schedule an inspection 20 days after filing your Application, or if you need further information, call DPIE's Permitting and Licensing Division at 301-636-2050. Please have your case number available. Also, **AN INSPECTION MUST BE PERFORMED WITHIN 6 MONTHS OF PERMIT ISSUANCE TO KEEP THE PERMIT ACTIVE.**

Please note that the “**JOB CARD**” is **NOT the U&O Permit**; however, it is a part of your U&O Permit Application. The **JOB CARD** is to be kept on site and signed by any agency performing related inspections (**Health Department, Office of the Fire Marshal, DPIE Inspections Division, etc.**).

(Please See Reverse for Additional Inspection Information)

GENERAL INSPECTION INFORMATION FOR USE AND OCCUPANCY PERMITS

The Use and Occupancy (U&O) Permit and associated inspection(s) are tools to help ensure that the business owner is operating within the regulations of the Prince George's County Code. Failing to obtain a U&O Permit could result in a significant hardship, including fines or the loss of the business. This method of regulation ensures that the business owner meets zoning requirements and that the building that is occupied meets the Building codes — minimum life safety, mechanical, electrical, structural and fire safety. The applicable codes take into account the building's age and help guide the owner in making repairs that are considered necessary for the safe operation of the proposed business. Repairs are those items that can be made Code compliant through the replacement of or restoration with like materials. If repairs cannot be made, the U&O Permit must be abandoned and a Building Permit that allows for the correction(s) to be made obtained.

A Building Permit also may be required because standards change periodically, and some buildings may not be "up-to-date" with current safety standards. In other cases, some buildings may be unsafe because of illegal or aged construction, materials or methods. In these cases, a Building Permit will need to be obtained to bring the building up to minimum safety standards. Repairs or renovations made without the appropriate Building permits can lead to Code compliance construction issues, fines, and delays in occupancy. Only make repairs after receiving written guidance from the inspector.

In most cases, during the inspection, the inspector will utilize existing provisions of the Life Safety Code (NFPA 101); approved Site Plan; Maryland Accessibility Code; and Subtitle 27 (Zoning) to perform the inspection. The inspector also will visually review the heating, ventilation and air-conditioning systems, and the structural and electrical systems for conditions that could create Code compliance issues. Fire protection systems need to be available for review for annual compliance inspections, and if inspection history is unreliable or protection is questionable, full system testing and certification may be required.

Inspections by other agencies also may be required based on the type of business operated. The Office of the Fire Marshal must inspect the business if it is an assembly occupancy, institutional occupancy or hazardous materials are used at the site. Boiler and elevator inspections also must be up-to-date. A Health Department inspection is required if food or beverages are sold at the business or if the premise has private water and sewer disposal systems.

Should you have additional questions, please contact the Inspections Division at 301-883-3820, between 7:00–9:00 a.m.



Prince George's County
Office of the Fire Marshal
6820 Webster Street, Suite 124
Landover Hills, Maryland 20784
301-583-1830

TYPE OF INSPECTION REQUESTED

Family/Small Group Day Care	\$75.00	Initial Inspection
Family/Small Group Day Care	\$50.00	Renewal Inspection
Nursery/Day Care Center	\$100.00	Initial/Renewal (13 or more children)
Assisted Living (5 beds or less)	\$75.00	
Assisted Living (6 beds or more)	\$120.00	+ \$2.50 per Bed
Group Homes	\$120.00	+ \$2.50 per Bed
Assembly: 50–300 Individuals	\$120.00	
Assembly: 301–1,000 Individuals	\$240.00	
Assembly: 1001 or more Individuals	\$360.00	
Educational: (Private Schools Only) Elementary, Kindergarten and Pre-K	\$120.00	
Educational: Middle or Junior High School	\$180.00	
Educational: High School	\$180.00	
Re-Inspection Fee (Only if a 3rd visit is required) . . .	\$150.00	

Please call the Office of the Fire Marshal at 301-583-1830 or see Prince George's County, Subtitle 11, Section 163 for further explanation of fees.

Note: No inspection required from Office of the Fire Marshal — or Health Department — for businesses (professional offices) including:

- Barber and beauty shops
- Clinic, outpatient
- Laboratories: testing and research
- Professional services (architects, attorneys, dentists, physicians, engineers, etc.) and mercantile uses.