



## Welcome

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*Spring has arrived and summer will be here in no time. DPIE staffers are gearing up to meet the challenges that come with warm weather!*

Just a reminder, DPIE includes the following divisions:

- ❖ **Administrative Services Division**
- ❖ **Permitting and Licensing Division**
- ❖ **Building Plan Review Division**
- ❖ **Site/Road Plan Review Division**
- ❖ **Inspections Division**
- ❖ **Enforcement Division**

The background of this slide is a bright, sunny spring landscape with a green field of various flowers (pink cosmos, white daisies, yellow dandelions) in the foreground and a clear blue sky with soft white clouds.

## Enforcement

❖ **DPIE's Enforcement Division has six units:**

- Single Family Housing
- Single Family Rental
- Vacant Properties
- Multifamily Housing
- Zoning/  
Property Maintenance
- Transforming  
Neighborhoods Initiative



## Enforcement

### Single Family Housing

- ❖ DPIE enforces the Housing Code for all single family homes:
  - More than 296,000 single family owner occupied homes
  - More than 20,000 condo units
- ❖ Property Standards inspectors conduct investigations of all complaints received.
- ❖ Inspectors issue violation notices for code violations.
- ❖ If compliance is not achieved, civil citations are issued and cases are forwarded to the Office of Law for court-ordered compliance.



## Enforcement

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### Single Family Rental



- ❖ All single family rental properties must be licensed and inspected for life safety issues and other violations.
- ❖ DPIE enforces the housing code for more than 10,000 single family rental properties.
- ❖ No more than five unrelated persons are allowed in a single dwelling.
- ❖ The owner is required to obtain a Single Family License, which costs \$115 for a two-year license.

## Enforcement

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### Vacant Properties



- ❖ Vacant homes are inspected to ensure the properties are clean and secure.
- ❖ If the properties are not secure, they are boarded.
- ❖ Vacant properties containing tall grass, debris or unlicensed vehicles can be cleaned by the County if the owners fail to do so. Liens are placed on the properties for incurred costs.

# Enforcement

## Community Involvement

Your help in reporting properties with potential violations is critical to us! So, if you notice any of the following in your neighborhood, whether it's a vacant/abandoned property or an occupied dwelling, please let us know. . .



Exterior walls with holes, breaks or loose and rotting materials



Exterior walls with peeling flaking paint

**Windows or doors in poor condition or with noticeable broken glass**



**Gutters and downspouts in disrepair or obstructed with leaves, branches or debris**



**Stored items in yards or on properties . . .**

 <p><b>Appliances</b></p>	 <p><b>Furniture</b></p>	 <p><b>Mattresses</b></p>
 <p><b>Building Materials</b></p>	 <p><b>Garbage</b></p>	 <p><b>Vehicle Parts</b></p>

## Tall Grass and Weeds

- ❖ The first indicator of an abandoned structure is also DPIE's number one complaint in the spring: **tall grass and weeds.**
- ❖ Grass and weeds over 12 inches tall violate the County Code's Anti-litter and Weed Ordinance.
- ❖ Complaints should be reported to **CountyClick** .



## Enforcement

### Multifamily Housing



- ❖ The Multifamily Unit enforces the housing code for apartment communities:
  - Over 400 apartment complexes in the County
  - Over 72,000 dwelling units
- ❖ A multifamily property contains three or more units.
- ❖ The license fee is \$75 per unit for a two-year license.



## Enforcement

### Zoning/Property Maintenance

- ❖ The Zoning Unit enforces codes that regulate land use.
- ❖ Zoning inspectors enforce property maintenance codes for commercial and industrial properties.
- ❖ The Zoning Unit issues Sign Permits and Temporary Use & Occupancy Permits for special events (carnivals, flea markets, County fair, etc.).



## Permitting and Licensing

Visit our Largo headquarters to apply for a building permit, and submit your plans for review if you are planning to:

- ❖ Build a deck, patio, porch or fence
- ❖ Finish your basement
- ❖ Install a swimming pool
- ❖ Construct a driveway



## Permits

- ❖ The Permit Center is the initial point of client contact for plan submission, review and general inquiries.
- ❖ All plans and applications go through the intake process in the Permit Center and are designated as either “walk-thru” or “file jobs.”
- ❖ Walk-thru projects are reviewed by the staff at the stations in the Permit Center.
- ❖ File Jobs are more complex projects sent to the Plans File Room and distributed to the Building Plan Review and/or Site/Road Plan Review engineering staff for processing.



## Permits

**Building permit applications must be completed online**

- ❖ Go to [dpie.mypgc.com](http://dpie.mypgc.com) and click **Online Permit Applications.**
- ❖ You can enter the information directly into the County's Permitting and Licensing System.
- ❖ Remember to print three copies of the application **PRIOR** to visiting the Permit Center.





## Licensing

- ❖ The Licensing Center issues business licenses and health permits. It also monitors Code compliance throughout the active term of a license.



- ❖ Several licenses are issued the same day while others require review and approval by other agencies.

- ❖ Online registration is required for:

- Lodging Establishments Registration
- Single Family Rental License
- Convenience Store Registration
- Food Service Facility Permit
- Temporary Food Facility Permit
- Public Pool and Spa License



## Inspections

### Quality Assurance/Quality Control (QA/QC)



- ❖ QA/QC conducts special utility inspections.
- ❖ QA/QC responds in a timely manner to a number of resident complaints such as:
  - Construction work without permits
  - Stormwater runoff/drainage
  - Utility companies working in the public rights-of-way



## Administrative Hearing Process



- ❖ DPIE created an Administrative Hearing Process to address property standards and housing violations and to shorten the process to correct the violations.
- ❖ The current correction process can take more than nine months from the initial inspection to the final court disposition. The new process will cut that time to as little as 90 days.
- ❖ A hearing officer will adjudicate citations issued to property owners in violation of County code.
- ❖ Property owners issued a citation will be responsible for abating a violation and paying a fine and may face further action. Property owners who don't comply may be referred to the Adjudication Unit.



## Administrative Hearing Process Adjudication Unit

- ❖ The Adjudication Unit has the power to issue summonses, notices and default orders.
- ❖ The unit will hear a variety of complaints such as unlicensed vehicles, tall grass, flaking paint and operating a business in a residential area.
- ❖ Hearings will provide the opportunity for the parties to contest the citations. Parties also will have the opportunity to present testimony and evidence.
- ❖ Upon completion of the hearing, the Adjudication Unit hearing officer will review the evidence, determine the findings and issue a written decision.
- ❖ Civil and monetary fines can be assessed, and the respondent can be ordered to abate the violation.



## Administrative Hearing Process

- ❖ The Administrative Hearing Process is slated to begin this summer.
- ❖ The hearings will be held at DPIE headquarters at 9400 Peppercorn Place, Suite 500, in Largo.
- ❖ Hearings will be held at least three days a week from 9:00 a.m. to 4:00 p.m.



Goal: To create a more efficient and effective process where violations of property standards are abated faster!



## Nuisance Abatement Board

The Nuisance Abatement Board was created to address public nuisances in neighborhoods such as noise pollution, events in homes for which admission is charged, drug manufacturing and sales, gang activity, etc.



## Nuisance Abatement Board Process

- ❖ Complaints are referred to the Nuisance Abatement Board from the local, county or state agency to which they were reported.
- ❖ The board then holds hearings.
- ❖ If a public nuisance is found to have existed, a fine may be assessed up to \$500 for the first violation and \$1000 for the second.
- ❖ In some cases, police may issue a criminal citation.



## Nuisance Abatement Board

- ❖ Those responsible for conducting activities that endanger the health/life/safety or obstruct the quiet enjoyment and reasonable use of property of persons in a particular area may be summoned to appear before the Nuisance Abatement Board.
- ❖ A hearing is conducted to provide the opportunity for the parties to present testimony/evidence that sufficient evidence exists to move forward with the hearing or does not.
- ❖ Upon completion of the hearing, the Board reviews the evidence, determines the findings and issues a written notice to the parties.



## How to File a Complaint



Complaints for any violations should be reported to CountyClick311 online or to 3-1-1. Customer service representatives route the complaints to the appropriate agencies.



### Complaints to DPIE

Complaints forwarded to DPIE are investigated within 72 hours; a course of action is determined and a violation notice is issued, if warranted. The owner is given time to address the violations and the property is inspected again. Legal action is sought if the property is not maintained.



## DPIE in the Community

- ❖ DPIE staffers are available to visit your community and homeowner organizations to discuss our agency's initiatives.
- ❖ To schedule a Ride-Along with an Enforcement inspector, please contact **Brandon Wright** by calling (301) 883-6199 or e-mailing [bwright@co.pg.md.us](mailto:bwright@co.pg.md.us).



- ❖ For information about DPIE or to have a staffer attend a meeting or event, please contact Public Information Officer **Avis Thomas-Lester** at (301) 636-2020 or [athomaslester@co.pg.md.us](mailto:athomaslester@co.pg.md.us).



**Important DPIE Numbers**

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- ❖ Permitting and Licensing Division ..... 301-636-2050
- ❖ Building Plan Review Division ..... 301-636-2070
- ❖ Site/Road Plan Review Division ..... 301-636-2060
- ❖ Inspections Division (Building/  
Construction Standards) ..... 301-636-2080 or 301-883-3820
- ❖ Enforcement Division ..... 301-636-2090 or 301-883-6168
- ❖ Rental Licensing ..... 301-883-3840

**Other Important Numbers**

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- ❖ Register Complaints ..... 3-1-1 Call Center
- ❖ Abandoned Vehicles ..... 301-952-1873
- ❖ Animal Management ..... 301-780-7200
- ❖ Bulky Trash ..... 301-883-4748
- ❖ Refuse, Recycling and Yard Waste ..... 301-952-7625



**Have a great  
summer and we will  
see you at the *Fall*  
*Community Partners' Meeting!***

