



Environmental Engineering Application Process User Manual





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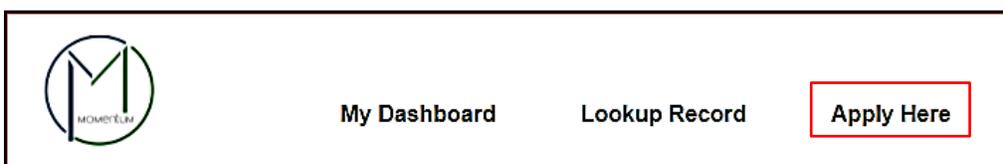
Momentum’s licensing and permitting section for the Department of Health is specifically designed for ease in processing health licenses/permits online. As a new user of Momentum, the following user guide will help in navigating the permit Application process.

Step 1: Visit the website <https://momentumhome.princegeorgescountymd.gov/>

Step 2: Click on Create User Account.

Step 3: Login with your Username and Password. Refer to the [Profile User Manual](#) on how to create an account if you don’t have a login.

Step 4: From the Momentum Dashboard, Select “Apply Here”

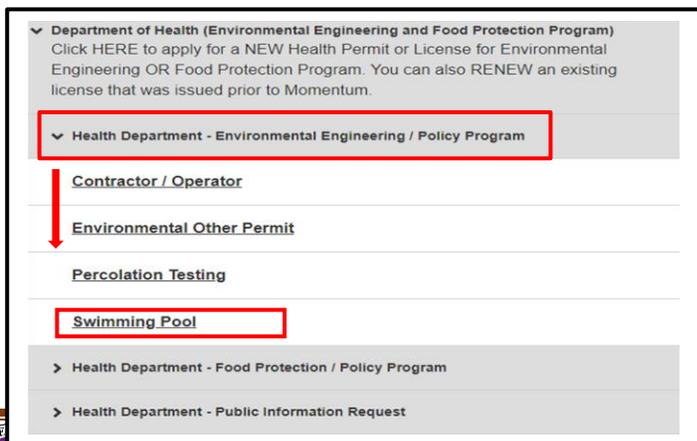


Step 5: Select the Department of Health (Environmental Engineering and Food Protection Program)



Step 6: Use the drop-down menus to choose an application type.

NOTE: When you click on one of the primary options in the drop-down menu, a list of choices will again "drop-down" below the prior menu as shown below.



Please refer to this list of all the Health Licenses under each menu:

- Department of Health (Environmental Engineering and Food Protection Program)
 - ↳ Environmental Engineering / Policy Program
 - ❖ Contractor / Operator
 - Percolation
 - Percolation – Renewal
 - Pool Operator
 - Pool Operator – Renewal
 - Scavenger
 - Scavenger – Renewal
 - Septic Contractor
 - Septic Contractor - Renewal
 - ❖ Environmental Other Permits
 - Agricultural Well Certification
 - Bay Restoration Fund
 - Burn Permit
 - Health Hazard
 - Health Survey Letter
 - Percolation Test Revalidation
 - Pool Perspective Inspection
 - Subdivision Plat Review
 - Work Order
 - ❖ Percolation Testing
 - Innovative/Alternative Testing
 - Percolation Testing
 - ❖ Swimming Pool
 - Seasonal Pool Permit
 - Seasonal Pool Permit – Renewal
 - Year Round Pool Permit
 - Year Round Pool Permit – Renewal
 - ↳ Food Protection / Policy Program
 - ❖ Food Service Facility Permits
 - High Priority
 - High Priority – Renewal
 - Low Priority
 - Low Priority – Renewal
 - Moderate Priority
 - Moderate Priority – Renewal
 - ❖ Food Services Other Permits
 - Certified Food Service Manager
 - Food Manager Training
 - Mobile Unit
 - Mobile Unit – Renewal
 - Vending Machine
 - Vending Machine – Renewal
 - ❖ Temporary Permits
 - Temp Permit - Farmer's Market Sampler
 - Temp Permit - Farmer's Market Single Day
 - Temp Permit - Farmer's Market Vendor
 - Temp Permit - Multi Days
 - Temp Permit - Single Day
 - ↳ Public Information Request
 - ❖ Public Information Request (Maryland's Public Information Act-MPIA)
 - Environmental Engineering
 - Request type - Other (Phase 1 Environmental Assessment, Lead, Pool Information)
 - Request type - Well & Septic and Percolation Test only
 - Food Protection



Application Information

Step 7: Read the general instructions before proceeding to select your license application category

The screenshot shows a web interface for selecting a license category. At the top, there is a grey header with the word "Instructions". Below it, a red heading reads "PLEASE READ THE FOLLOWING INSTRUCTIONS BELOW: Application Information Instructions:". This is followed by a numbered list of instructions: 1. Please select the pool permit type (Seasonal or Year-round) in the License Category field. 2. If you are renewing your existing pool permit, please select the renewal option of the permit type. 3. Please add the Tax Account # of the Pool Address in the Application Address / Location section below. Below the list, there are two bullet points: "To add this information please click on the Add Address / Location button below and search by Tax Account #." and "If you do not know your tax account #, you can find it by visiting: SDAT Real Property Search".

Below the instructions, a grey box contains the text "Fill in the application information. Fields with * are Required". Underneath, it asks "What kind of application are you submitting?" with "Swimming Pool" selected. The "License Category" field is highlighted with a red arrow and shows a dropdown menu with the following options: "Select", "Seasonal Pool Permit", and "Seasonal Pool Permit - Renewal".

NOTE: If you are renewing your existing permit, please select the renewal option of the permit type.

Step 8: Add your address in the Application Address / Location Section as required by the Application.

NOTE: This step is not applicable for certain license/permits types (e.g. Contractors)

- Click on the Add Address / Location button

The screenshot shows the "Application Address / Location" section of the application. It features a search bar with a magnifying glass icon and a blue button labeled "Add Address / Location". Below the search bar, there is a section titled "Location Details". A red arrow points to the "Add Address / Location" button.

- Enter Tax Account # or Address (whichever is specified in the application)
- Click Search (If match found, the system will display Tax Account # or Address in the Results section)
- Select your Tax Account # or Address in the Results section and click on the *Add Address / Location* button to associate the Tax Account # or Address to your application.



Add Address/ Location ×

Tax account #

Enter tax account # ①

Clear All Search

Results

- 7TH ST BLADENSBURG 20710
- 7TH ST BLADENSBURG 20710

▲
▼

Cancel
Add Address/ Location

Step 9: Click Save and Continue

Back
Save & Continue

NOTE: Back button will take you to the previous page whereas Save and Continue will save your data and move you to the next step.

Complete Application Fields

Step 10: Complete all required fields as listed on the application.

NOTE: At the end of the application, carefully review the Acknowledgement section for required fees, documents, and important information.

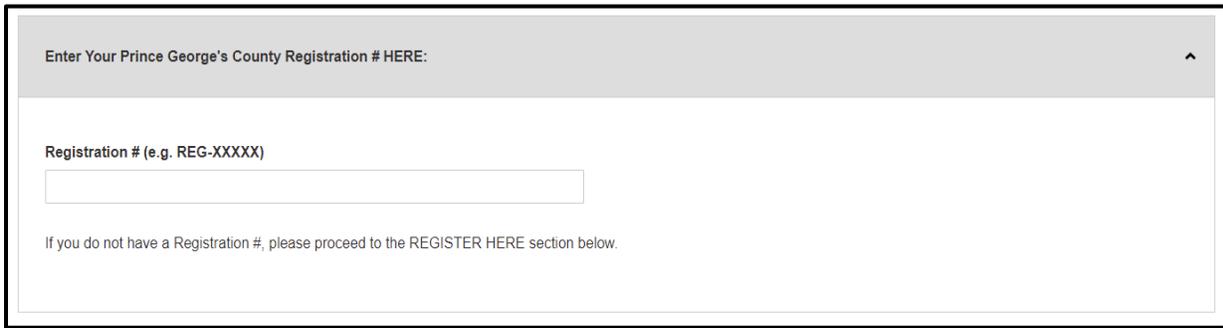
Step 11: Type the name of the person who completed the application

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Signature (Please type your full name) *



Step 12: Enter your Prince George's County Registration # in the Registration # field.



Enter Your Prince George's County Registration # HERE: ^

Registration # (e.g. REG-XXXXX)

If you do not have a Registration #, please proceed to the REGISTER HERE section below.

NOTE: If you do not have a Registration # (**REG-XXXXX**), please proceed to the REGISTER HERE section for either an Individual or a Company Registration. **DO NOT COMPLETE BOTH SECTIONS.**

Step 13: Click Save and Continue.



Back Save & Continue

Step 14: Add any attachments in this section. Click Save and Continue.

NOTE: Application-specific documents will be required to be uploaded later in the process.



Attachments ⓘ 0 ^

You can add files to your submission if you want.

Add

Back Save & Continue



Review Application

Step 15: Review Application and, if needed, click on the Edit icon to make changes.

Review Information
Please carefully review the information below. If you need to make any changes, click the edit button.

Application Information  **Edit**

After reviewing application, scroll down and click Submit.

BackSubmit

YOUR APPLICATION IS NOT YET COMPLETE. YOU WILL NEED TO PAY YOUR FEES AND UPLOAD THE REQUIRED DOCUMENTS TO COMPLETE YOUR APPLICATION SUBMITTAL.

Step 16: Once application is submitted, confirmation emails will be sent.

Continue to process the application by clicking on the **APP0XXX-2021-XXXX** link to open your application record.

Application Confirmation
Thank You! Your record was submitted. Below is your record #. To view the details of your record, click on the hyperlink.

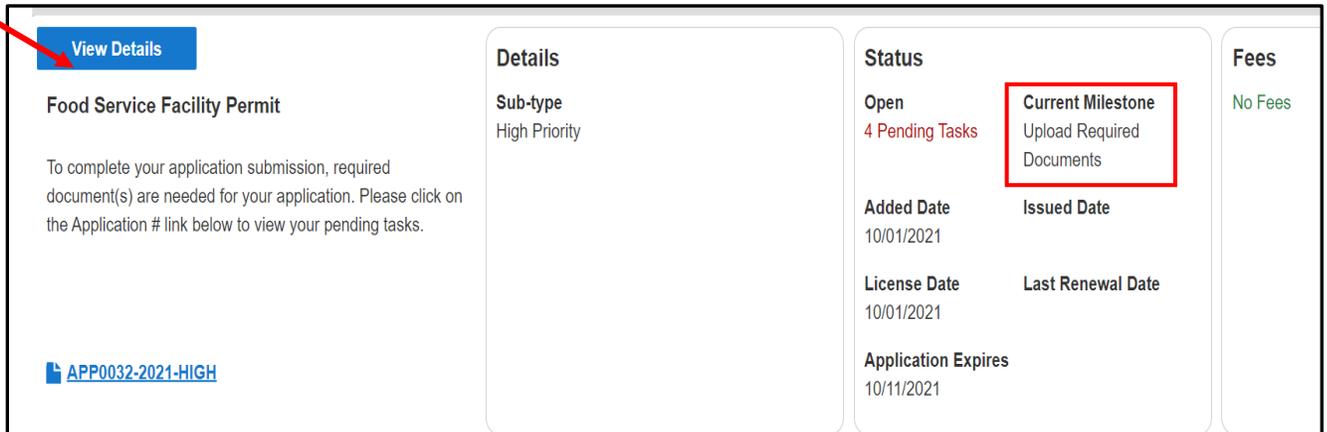
 [APP0032-2021-HIGH](#)



Upload Application document(s)

Step 17: From your dashboard, locate your application and click on the View Details button.

- You will be tasked to **upload** the required documents.



View Details

Food Service Facility Permit

To complete your application submission, required document(s) are needed for your application. Please click on the Application # link below to view your pending tasks.

[APP0032-2021-HIGH](#)

Details

Sub-type
High Priority

Status

Open
4 Pending Tasks

Current Milestone
Upload Required Documents

Added Date
10/01/2021

Issued Date

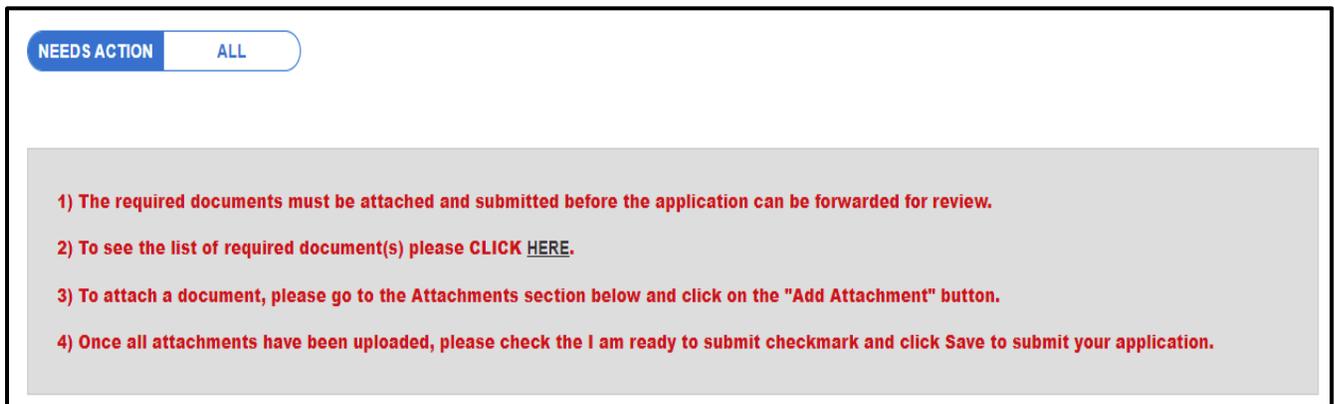
License Date
10/01/2021

Last Renewal Date

Application Expires
10/11/2021

Fees
No Fees

- Follow the steps to upload your attachments (if required) and submit your application.



NEEDS ACTION ALL

- The required documents must be attached and submitted before the application can be forwarded for review.
- To see the list of required document(s) please **CLICK [HERE](#)**.
- To attach a document, please go to the Attachments section below and click on the "Add Attachment" button.
- Once all attachments have been uploaded, please check the I am ready to submit checkmark and click Save to submit your application.

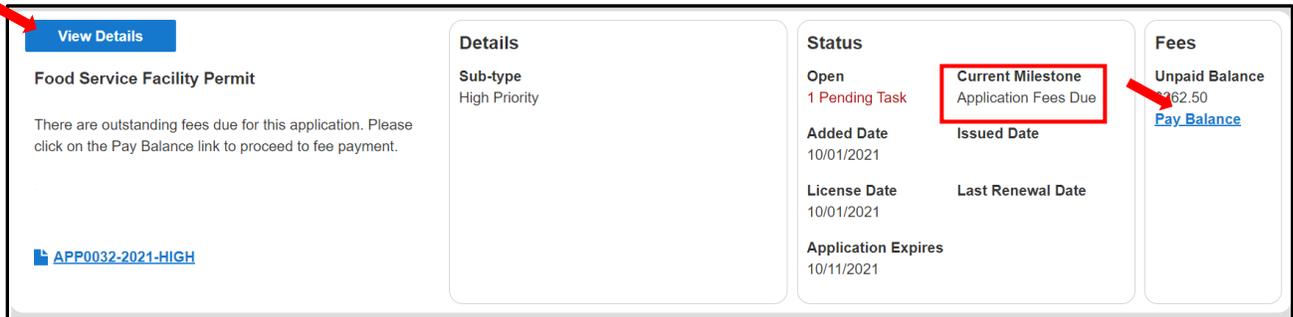
The current milestone will change from Upload Required Documents to Application Fees Due when this task is completed.



Pay Application Fees

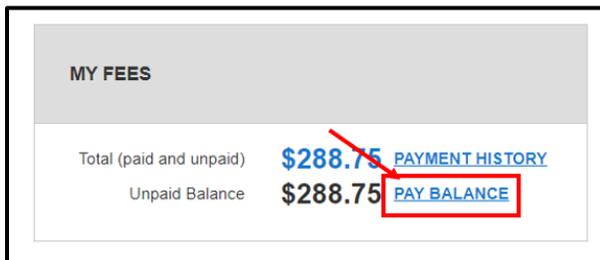
Step 18: You will be tasked to pay fees online (Credit Card or Check) per the Application requirements.

- Click on the View Details button or the Pay Balance link on the dashboard.



The screenshot shows a dashboard for a 'Food Service Facility Permit' application. A red arrow points to the 'View Details' button. The 'Details' section shows 'Sub-type: High Priority'. The 'Status' section shows 'Open' with '1 Pending Task', 'Added Date: 10/01/2021', 'License Date: 10/01/2021', and 'Application Expires: 10/11/2021'. A red box highlights the 'Current Milestone: Application Fees Due'. The 'Fees' section shows an 'Unpaid Balance' of '\$288.75' and a 'Pay Balance' link. A red arrow points to the 'Pay Balance' link.

- Review fee balance and follow the instructions.

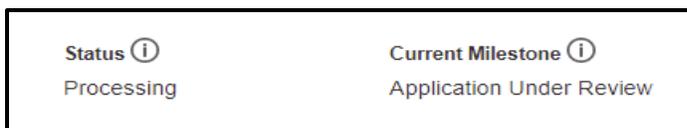


The 'MY FEES' section displays a table with two rows: 'Total (paid and unpaid)' with a value of '\$288.75' and a 'PAYMENT HISTORY' link, and 'Unpaid Balance' with a value of '\$288.75' and a 'PAY BALANCE' link. A red box highlights the 'PAY BALANCE' link, and a red arrow points to it.

Step 19: You will be directed to the Govolution site to process the application fees.

NOTE: Once fees are paid you will be redirected back to the Momentum dashboard.

Application Review and Approval



The screenshot shows two status indicators: 'Status' with an information icon and the value 'Processing', and 'Current Milestone' with an information icon and the value 'Application Under Review'.

If your application Status says *Processing* and the Current Milestone says *Application Under Review*, then your application has been successfully submitted to the Health Department for review. You will be notified via email if there is any additional information needed.

For questions regarding [Environmental applications](#) please contact 301-883-7681 or email EnvironEngProgram@co.pg.md.us

