

Community Partners' Meeting

December 9, 2021

*Director
Melinda Bolling*

*Deputy Director
Gary Cunningham*

*Deputy Director
Dawit Abraham*



From the Director

Happy Holidays!

As 2021 winds down, we are looking at the projects we completed during this very challenging year. We enhanced our ability to serve you virtually by expanding the services available on the Momentum online system. We kicked off the Virtual Permit Café, or VPC, which allows customers to have plans reviewed online, instead of in person. Our Business Development Section team worked with dozens of entrepreneurs to open businesses in the County. Our Nuisance Abatement Board helped close several illegal businesses until they met the qualifications to reopen.

We are excited about 2022, and we look forward to serving you next year!

Melinda Bolling



DPIE Agency Overview

Manages County government operations in the areas of permitting, business licensing, plan review, inspections and property code enforcement



Director
Melinda Bolling

Deputy Director
Gary Cunningham

Deputy Director
Dawit Abraham

dpie.mypgc.us
301-636-2000

**Call 311 to report
complaints.**

Permitting and Licensing — Bellur Ravishankar, Associate Director **301-636-2050**

Processes building and site plan permits; issues licenses

Permitting — <https://www.princegeorgescountymd.gov/1497/Permits>

Licensing — <https://www.princegeorgescountymd.gov/1214/Licensing>

Building Plan Review — Bellur Ravishankar, Associate Director **301-636-2070**

Reviews plans for residential and commercial projects

<https://www.princegeorgescountymd.gov/1279/Building-Plan-Review>

Enforcement — Valerie Cary, Associate Director **301-883-6168**

Investigates code violations; conducts inspections at residential, commercial and industrial properties

<https://www.princegeorgescountymd.gov/1221/Code-Enforcement-Property-Maintenance>

Inspections — Behdad Kashanian, Associate Director **301-636-2080**

Regulates construction, development and grading through inspection and enforcement of codes

<https://www.princegeorgescountymd.gov/1232/Inspections>

Site/Road Plan Review — Mary Giles, Associate Director **301-636-2060**

Reviews/approves site and roadway plans for proposed development and road improvement projects

<https://www.princegeorgescountymd.gov/1352/SiteRoad-Plan-Review>

Tech News

Virtual Permit Café (VPC)

- DPIE launched the Virtual Permit Café (VPC) for homeowner walk-through permits only.
- [The Virtual Permit Café](#) is an online system that allows customers to have plans reviewed virtually, instead of in person. A list of the [eligible permit types](#) may be found on [DPIE's website](#).
- VPC is open on Wednesdays and Thursdays from 8:30 a.m.–3:00 p.m., by appointment only, for limited virtual services that can also be performed from the applicant's home, office or a remote location.



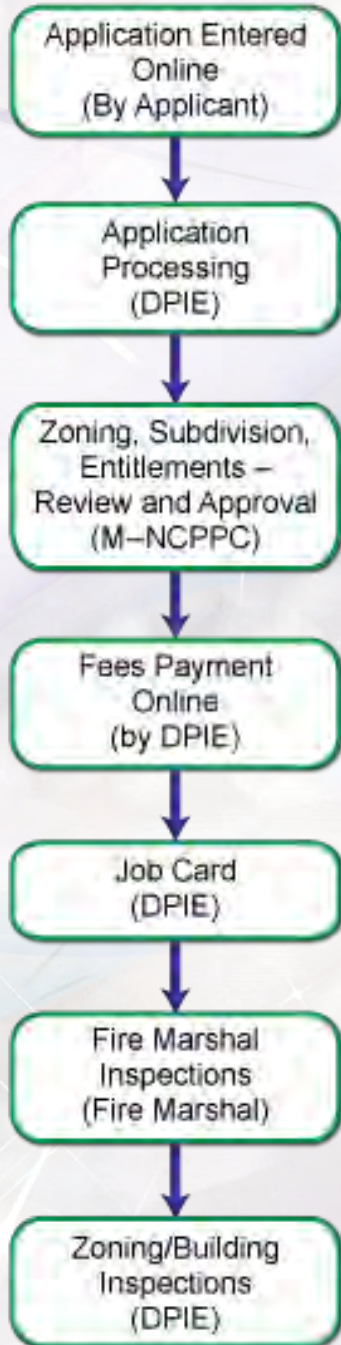
Momentum

- The Momentum online system processes health (food and environmental), rental (single-family, multifamily and short-term) and business licenses.
- It allows customers to submit applications, upload documentation and make payments online. Once applications have been approved, customers can print their licenses from work or home.
- Momentum also allows customers to track compliance with licensing requirements.
- Access detailed instructions on the DPIE web page at [Momentum Online Services](#).



Permitting and Licensing Division

Provides administrative oversight of permits and licenses

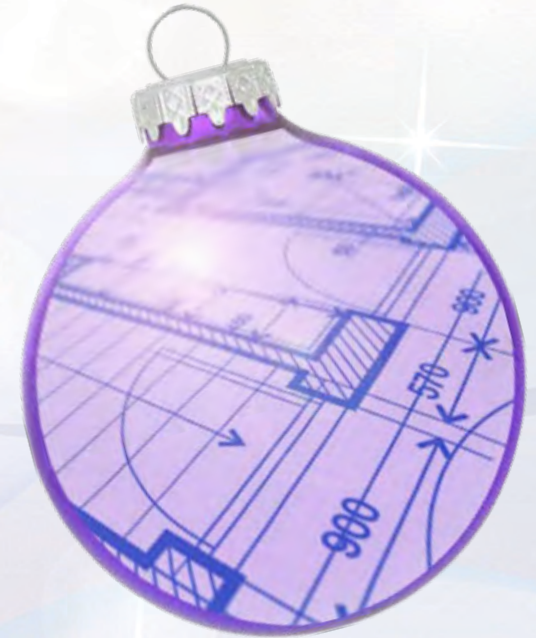


- Provides a one-stop permit approval process to ensure that permits are reviewed in a timely manner
- Reviews and processes all permit applications for construction and alterations of residential and commercial buildings
- Provides document screening for permit application submittals
- Responds to questions regarding the status and issuance of permits and engineering plan reviews
- Provides same day review/approval for projects that meet the “walk-through” requirements (currently for homeowners only)
- Issues permits, licenses and regulates various business activities per County Code
- Offers the Peer Review Program and the Third-Party Plan Review Program for review of commercial projects

Building Plan Review Division

Responsible for the review and approval of plans for residential and commercial construction

- Reviews and approves plans for all residential and commercial projects to ensure compliance with applicable codes pertaining to the following disciplines:
 - Structural
 - Mechanical
 - Energy
 - Electrical
 - Health
 - Fire protection
 - Accessibility
- Reviews and approves plans for development involving water and sewer connections, plumbing devices and natural gas connections by WSSC
- Distributes plans to internal and external agencies for processing
- Provides plan review and inspections of new properties served by well and septic systems, public swimming pools and spas, and new food service facilities to ensure compliance with State and County Health regulations



Site/Road Plan Review Division

Reviews and approves plans for site and road construction

- Reviews floodplain studies
- Reviews and approves proposed utility work and small wireless facilities in public rights-of-way
- Reviews and approves plans for site and road development involving:
 - Site development
 - Grading
 - Stormwater management and storm drainage
 - State highway roads (stormwater management only)
 - County and private roads
 - Driveways
 - Paving
- Reviews and recommends issuance of site/road permits
- Reviews traffic studies and site development concept plans
- Reviews development plans relative to various environmental requirements



Inspections Division

Enforces building, site and road development codes and regulations

- Provides oversight of construction, development and grading for construction and renovations
- Provides oversight of the Third-Party Inspections Program process required for new commercial construction
- Condemns and demolishes abandoned, unsafe and uninhabitable structures in the County and the municipalities
- Performs Use & Occupancy Permit (U&O) inspections to verify conformance with code regulations (except within the City of Laurel)
- Performs inspections and enforces codes for building, electrical, mechanical, energy, fire/life safety, grading, stormwater management, and accessibility, along with other regulations for construction projects
- Inspects site and road development, including tree conservation, site development, and sediment and erosion control



Buyer Beware!

Unpermitted Construction Hammers Unsuspecting Home Buyers



Unscrupulous “flippers” purchase properties cheap, make shoddy repairs or changes without the required permits and inspections, then sell them to unsuspecting buyers who later experience problems.

Protect yourself before you buy:

- Hire a certified independent inspector to inspect the home and identify any problems with construction.
- Visit the DPIE website to check for any permits that have been pulled for work on the property.
- Walk away from any house with unpermitted construction or make the seller fix the problems and secure the appropriate permits and inspections before you sign on the dotted line.
- Notify DPIE so the seller can be held accountable. County Council legislation helps authorities take action against flippers.

Access the following resources on the DPIE website:

- Find out when a permit is required: <https://www.princegeorgescountymd.gov/1501/Residential-Building>
- Check permits by address: <https://dpiestatus.princegeorgescountymd.gov/site/public/Citizens/ActivitySearch.aspx>. When entering the street name, use the first term. For example, search Chancellors Drive using “Chancellors.”
- Read the *Homeowner’s Guide to Permits*: <https://www.princegeorgescountymd.gov/documentcenter/view/4897>
- Request copies of permits through the Maryland Public Information Act (MPIA): <https://www.princegeorgescountymd.gov/2763/Methods-for-Submitting-MPIA-Request>

For more information, call the Permits Office at 301-636-2050, ext. 5 or visit [Permits Online](#).

Municipalities Responsibilities

DPIE shares responsibility for some tasks with the municipalities

Municipality	Building	Mech. & Electrical	Plumbing Permits and Inspections	Grading	Zoning	Sign Permits	U&O	Commercial and Industrial Property Maintenance	Single Family Housing	Single Family Rental	Multifamily Apartments (3 or more units)
Berwyn Heights	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	Town	Town	Town	DPIE
Bladensburg	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	DPIE	DPIE
Bowie	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	City	City	City	City
Brentwood	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	Town	Town
Brentwood, North	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
Capitol Heights	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
Cheverly	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	Town	Town
College Park	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	City	City	City	City
Colmar Manor	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
Cottage City	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
District Heights	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	City	City	City
Eagle Harbor	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
Edmonston	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	Town	Town
Fairmount Heights	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
Forest Heights	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	Town	Town	Town	No Apts
Glenarden	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE	DPIE
Greenbelt	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	City	City	City	City
Hyattsville	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	City	City	City	City
Landover Hills	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	Town	Town	Town	No Apts
Laurel	City	City	WSSC	City	City	City	City	City	City	City	City
Morningside	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	DPIE	No Apts
Mount Rainier	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	City	City	City
New Carrollton	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	City	City	City
Riverdale Park	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	Town	Town
Seat Pleasant	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	City	City	City	DPIE
University Park	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	Town	No Apts
Upper Marlboro	DPIE	DPIE	WSSC	DPIE	DPIE	DPIE	DPIE	DPIE	Town	DPIE	DPIE

Enforcement Division

Enforces property maintenance standards and appropriate zoning laws

- Inspects residential, commercial and industrial properties to ensure compliance with housing, property maintenance and zoning codes
- Frequently addresses issues related to tall grass and weeds, open storage, accumulation of junk and trash, etc.
- Issues citations for all residential properties not in compliance with County Code
- Enforces the Zoning Ordinance to ensure private properties comply with approved land uses
- Regulates the placement of signs on private property and in public rights-of-way
- Inspects and licenses short-term rental properties and licenses all residential single-family rental properties



10 Frequent Code Violations

1. Operating a business out of a residence. You may not operate a restaurant or café, prepare or serve food for pay, sell goods, store imported products or operate a nail salon. To operate a hair salon or barber shop, a Use and Occupancy Permit is required.
2. Performing automotive work on a driveway or street. You may not work on cars on residential streets or in driveways. NO automotive shops may operate on residential streets, in driveways, inside garages or behind houses or apartments.
3. Doing unpermitted residential or commercial construction. Construction projects such as erecting a deck, finishing a basement, remodeling a kitchen, building an addition, etc. require permits and inspections.
4. Accumulating trash and dumping. Allowing trash and debris to accumulate on your property or dumping tires, construction materials and other debris on streets and undeveloped areas negatively impacts the County's aesthetics.
5. Parking commercial vehicles in driveways or on residential streets. Commercial vehicles should be left at the workplace!
6. Parking vehicles on unpaved surfaces. You may not park on grass or unpaved areas behind houses or in front yards.
7. Failing to adequately maintain a property. Homeowners and renters are required to cut grass and weeds, prune plants, pick up branches and clear debris from properties regularly. Grass and weeds over 12-inches tall are a code violation!
8. Allowing a property to fall into disrepair. Residents and property managers must repair peeling paint, loose siding, ragged gutters and downspouts, broken windows, etc., immediately as needed.
9. Accumulating junk on residential or commercial properties. You may not store untagged vehicles, vehicle parts, junk cars or motorcycles, appliances, building materials etc. on residential or commercial lots. Boats must be tagged and legally parked.
10. Leaving abandoned properties unsafe and unsecured. Buildings must be secured, lawns cut, other plants pruned, lots cleared of litter and trash removed regularly.



Many Home-Based Businesses Are Prohibited in Prince George's County!

What qualifies as a home-based business?

Any business that you operate at the place where you live.
Operating a legal business may require a license or permit from DPIE.

What are examples of illegal home-based businesses?

- You may not run a restaurant or sell food at home.
- You may not operate a nail salon.
- To operate a hair salon or a barber shop, a Use and Occupancy Permit is required.
- You may not convert your single-family home into a multifamily dwelling by renting rooms.
- You may not operate an unlicensed day care, adult care or elder care center.

What happens if you are caught?

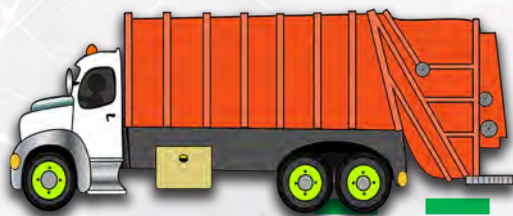
Fines of up to \$2,300 and other consequences.



Stash Your Trash!



This chart will help you find the appropriate place to properly dispose of litter and debris to bring your property into compliance.



VIOLATION	SOLUTION
Dumping tires	Call 311 to schedule a bulky trash pickup. They will take up to four tires per trip. You can always schedule additional pickups to dispose of more tires.
Storing construction materials	Dispose of construction materials at the Richland Reclamation Landfill, 2001 Ritchie Road, Upper Marlboro. Vehicles are charged by size. Call 301-350-4059 for details. Mon-Fri, 7:00 AM-4:00 PM
Storing old furniture, broken appliances and fixtures, junk and debris	Call 311 to schedule a bulky trash pickup. Mon-Fri, 7:00 AM-7:00 PM
Keeping large loads of trash that does not qualify for weekly pickup	Transport items to the Brown Station Road Sanitary Landfill, 11611 White House Road, Upper Marlboro. Call 301-952-7625 for details. Mon-Sat, 8:00 AM-3:30 PM
Harboring hazardous materials and old electronics on your property	Take the materials to the Household Hazardous Waste Acceptance Site and Electronics Recycling Acceptance Site, 11611 White House Road, Upper Marlboro. Thur-Sat, 8:00 AM-3:30 PM

Sidewalk Snow & Ice Removal Inspection Program

- Owners, managers and tenants of residential and commercial properties abutting sidewalks near County-owned roadways are responsible for removing snow and ice within 48 hours after it has accumulated to two inches or more.
- Those not removing snow/ice from sidewalks within 24 hours will receive a **reminder notice**.
- Those not clearing the sidewalks within 24 hours of the reminder may be issued a **citation for a fine of \$100**.
- After the first notice, a **fine of \$100 per day** will be assessed until the snow/ice is cleared. The County can remove the snow and assess the owner if the snow is not cleared.
- Be a good neighbor! Clear your sidewalks. Assist neighbors who are unable to remove snow/ice from their properties.

For more information, call 301-883-6168.



Specialty Unit: Aerial Enforcement Program (AEP)

Works with police to identify hard-to-find code violations from the sky

DPIE's Enforcement Division recently partnered with the Police Department Aviation Unit to conduct aerial property standards inspections from helicopters under the Aerial Enforcement Program. Inspectors ride with police helicopter pilots to view properties. The aerial vantage point allows them to detect property maintenance standards violations shielded by backyard fences, dumping sites hidden in wooded areas, and more. Hundreds of problem sites have been identified, improving the effectiveness of our property code enforcement efforts. Drones are being used by the Enforcement Division.



Specialty Unit: Business Development Section (BDS)

Helps entrepreneurs navigate permitting and licensing requirements

The BDS was created to help spur economic development by assisting the County's business partners. The team serves as a contact between businesses and staff and coordinates with other government agencies on behalf of entrepreneurs. They offer webinars, trainings and a monthly BDS newsletter.

The Business Development Section supports the growth of a thriving and diverse business community in Prince George's County by providing guidance and assistance to entrepreneurs. They assist you by:

- Coordinating with agency personnel to facilitate completion of paperwork and document review
- Educating business owners about DPIE requirements and processes
- Liaising with entrepreneurs and other government agencies



Specialty Unit: Nuisance Abatement Board (NAB)

Hears cases involving problem properties



- The NAB was established to hear complaints that allege acts that disturb the public peace or endanger the health, life or safety of residents, workers or visitors in the County.
- The seven-member board includes representatives from DPIE, the fire department, the police department and four citizens appointed by the County Executive.
- So far this year, 46 cases have been handled by the NAB; additional cases are scheduled to be heard before the end of the year.
- The NAB is helping to restore order to some troubled neighborhoods. Residents of communities with nuisance properties that have been remedied have reached out to the board to express thanks.



Specialty Unit: Administrative Hearing Unit (AHU)

Speeds up adjudication of some code violation complaints



- The AHU is comprised of hearing officers who handle complaints about unlawful vehicles, open storage, trash and debris, tall grass and weeds, etc. They issue summonses, notices and default orders.
- Complaints are reported to PGC311 and routed to DPIE, where they are investigated and violation notices and/or citations issued. Respondents may request a hearing within 30 days of the issuance of a citation. The hearings are held within 30 days. Hearing officers render a decision within five days.
- Recent legislation extended the AHU's authority to include adjudicating citations issued for unpermitted construction and short-term rental violations. Final dispositions and orders for abatement are issued directly by the AHU hearing officers. The process bypasses District Court and expedites orders for abatement.

DPIE Public Information Office

Serves as the official contact for information related to DPIE programs and services



- Acts as the information liaison between DPIE and Prince George's County residents, community leaders, homeowner and civic organizations, business partners, media outlets and other entities.
- Facilitates customer service complaint resolution and responds to inquiries under the Maryland Public Information Act (MPIA).
- Publishes periodic bulletins and a monthly e-newsletter called *Under Construction*, a summary of agency services, code requirements and other helpful information. You may subscribe at [Subscribe My PGC](#) or by sending an email to dpiepio@co.pg.md.us.

To file an MPIA request, visit [MPIA Processing at DPIE on the DPIE website](#).
Email dpiepio@co.pg.md.us for more information.

DPIE Publications



Information for Citizens and HOA/Civic Groups

DPIE is participating in the County's priority to reduce litter by decreasing document printing. The following code enforcement and property maintenance documents are available on dpiе.mypgc.us. Click the **RESOURCES** tab, then the **PUBLICATIONS** tab or Google DPIE Publications. Feel free to share the documents with your networks!

Flyers

- ◆ Beautify Your Property and Bring It into Compliance!
- ◆ Buyer Beware! Unpermitted Construction
- ◆ Did You Know That Ugly Sign Litter Is Also Illegal?
- ◆ DPIE Alert: Storms — Steps to Help Mitigate Storm Damage to Your Property
- ◆ Improperly Installed Fences May Cause Drainage Problems and Flooding!
- ◆ Many Home-Based Businesses Are Prohibited in Prince George's County!
- ◆ NO Landscape Litter — Landscape Litter Violates County Code
- ◆ Operating a Restaurant and Selling Food at Home Are Illegal!
- ◆ Posting Illegal Signs Is Expensive!
- ◆ PYP — Permit Your Projects!
- ◆ The 10 Most Frequent Code Violations in Prince George's County
- ◆ Who Handles That?

Booklets

- ◆ Homeowner and Community Code Enforcement
- ◆ Multifamily Code Enforcement
- ◆ Homeowners Guide to Permits





- Check caulking around sinks and tubs
- Clean clothes dryer lint trap and vent duct
- Clear downspouts and clean out gutters
- Focus on interior home safety issues
- Deep clean interior spaces
- Clean under appliances
- Replace HVAC filters
- Clear areas around heaters
- Check and install holiday lights and decorations
- Clean and organize garages and lube doors



Important Phone Numbers

***Call 311
First!***

- Abandoned Vehicles 301-952-1873
- Animal Management 301-780-7200
- Building/Construction Standards 301-883-3820
- Bulky Trash 301-883-4748
- Enforcement Division 301-883-6168
- Licensing 301-883-3840
- Permits Center 301-636-2050
- Refuse, Recycling and Yard Waste 301-952-7625
- Rental Licensing 301-883-3840



Thank you!

Contact DPIE Public Information Officer

AVIS THOMAS-LESTER

athomaslester@co.pg.md.us

301-636-2053

for more information.

Visit the DPIE website at <http://dpiе.mypgc.us/>
