



Momentum's Business License Renewal User Manual





Business License Renewal

Momentum's Business License module is specifically designed for ease in processing new and renewing business licenses online. As a new user of Momentum, please find the following user guide to help in navigating the Business Licensing Application process.

After your license has been issued, you will be notified via email before the license expiration date to complete your license renewal application.

License # RNW0024-2022-BC

Your renewal is due by **Day/MM/Year**

"The renewal period has been opened and a renewal application has been generated for your license # L0031-2021-BC which can be used to renew your license. Your renewal is due by 11/28/2022.

Please visit <https://momentumdev.princegeorgescountymd.gov/> to review / update your renewal application and upload required renewal documents.

Step 1: Click on the link in the email or visit the website

<https://momentumhome.princegeorgescountymd.gov/>

Step 2: Login and click on My Dashboard



Step 3: Locate the renewal application record# RNW-xxxx-xx that has been generated on your dashboard and click on View Details button or on the application# hyperlink.

View Details

Business License

Please complete your renewal using this renewal application generated for License #- L0031-2021-BC

[RNW0024-2022-BC](#)

Details

Sub-type
Building Contractor

Status

RnwIPend 2 Pending Tasks	Current Milestone Renewal Open
Added Date 02/08/2022	Issued Date 04/06/2020
License Date 03/16/2020	Last Renewal Date
Application Expires	

Fees

Unpaid Balance
\$78.75
[Pay Balance](#)

[Show Included Records](#) 2

Step 4: Follow the instructions to complete the renewal process.

Note: Please follow the instructions before you make the payment and upload files. you must review the information on your application form, make any changes as needed, and sign.

Renewal Application must be reviewed and signed. Click [HERE](#) to review your renewal application.

APPLICATION FORM: Single Family Rental License

Attachments 0

Add any files here. [Add](#)

Note: Do not add files until the task is assigned to you in your dashboard.



Step 5: Type the name of the person who completed the application and save.

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.

Type the Name of the Person Completing the Application *

[Cancel](#) [Save](#)

Step 6: Go to your dashboard and click on the application # link to view any outstanding tasks.

Step 7: Pay renewal Fees by clicking PAY BALANCE link. Follow the instructions to process your payment.

Note: The application will not be reviewed until all outstanding fees are paid. Fees are NON-REFUNDABLE. You have 5 days from the application submittal date to pay before the application is abandoned.

Business License

RNW0024-2022-BC

MY FEES	
Total (paid and unpaid)	\$78.75 PAYMENT HISTORY
Unpaid Balance	\$78.75 PAY BALANCE



Step 8: You will be redirected to the payment portal to pay the fees.

DPIE-Permits, Inspections and Enforcement

eCheck/ACH payments will incur a service fee of \$1.50.
Visa Consumer Debit Transactions will incur a service fee of \$3.95 (flat fee).
All other Credit & Debit card transactions will incur a service fee of 2.45% of the payment amount.

Select Payment Method

Please Choose the Method of Payment

Pay by Credit or Debit Card
 Pay by Personal Check
 Pay by Corporate Check

Make sure you include your email address to receive a receipt.

Step 9: Return to Momentum and click on My Dashboard to Upload Required Documents. Click the View Details button or the license# number.

Note: The number of pending tasks counts the number of documents that are required for the application.

[View Details](#)

Business License

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.

[RNW0024-2022-BC](#)

Details

Sub-type
Building Contractor

Status

RnwIPend 7 Pending Tasks	Current Milestone <div style="border: 1px solid red; padding: 2px; display: inline-block;">Upload Reqd Docs for Renewal</div>
Added Date 02/08/2022	Issued Date 04/06/2020
License Date 03/16/2020	Last Renewal Date
Application Expires	



Step 10: To attach the required documents, click on the Add button for each document to be uploaded. Follow the screens to Browse for the file and then click Save & Upload.

Attachments ⓘ 0 ^

Attach all required files here.

- Pending** Please upload the letter from construction lender/bank with credit history. **Add**
- Pending** Please upload the letter from construction supplier with credit history. **Add**
- Pending** Please upload a copy of signed financial statement (no more than a year old). **Add**
- Pending** Please upload a current original certification of insurance. **Add**

Upload Attachments

Upload all attachments here.

Drag file here or **Browse** to select file.
Cannot exceed 10MB and must be a .pdf, .jpg, .doc, .txt, or .png file.

Back **Save & Upload**

Upload Attachments

Upload all attachments here.

Drag file here or **Browse** to select file.
Cannot exceed 10MB and must be a .pdf, .jpg, .doc, .txt, or .png file.

Housing policy doc.pdf

Title (optional)

Description (optional)

300 characters left

Document Type

GOODSTANDING

Back **Save & Upload**

Note: There is a short time lag for each attachment to upload into the system.



Step 11: Each successfully uploaded attachment will come back as Complete. Once all documents have been uploaded, you can return to My Dashboard to confirm status.

Attachments ⌵ Download All Attachments 1 ⌵

Attach all required files here.

✔ Complete A letter from the condominium association, cooperative housing corporation or homeowner's association showing the unit has clean hands (does not have any liens for non-payment of fees condo fees and/or the unit does not have any violations of bylaws is required. This letter must be on official letterhead. Add

[Housing_policy_doc.pdf](#)
02/10/2022 10:04 AM
Housing policy doc.pdf

[Download](#)

! Pending A Letter from the property owner authorizing the management company or representative to act on behalf of owner is required, along with copy of owner's driver's license to validate. The property management agreement can replace the letter from property owner. Add

Add any other files here. Add

Step 12: Current Milestone is now in Renewal Application Review.

The DPIE Staff will review your application and you will be contacted if anything is missing or in error. After the review is approved, you will receive an email confirmation that your license is ready to download from your Dashboard.

My Applications

Filter 2 Clear All View All ⌵

Sort by Added Date ⌵

[View Details](#)

Business License

Renewal of license # L0031-2021-BC. Your renewal application is under review.

[RNW0024-2022-BC](#)

Details

Sub-type
Building Contractor

Status

Rnw/Pend

Current Milestone
Renewal Application Review

Added Date
02/08/2022

Issued Date
04/06/2020

License Date
03/16/2020

Application Expires

Fees

No Fees

Show Included Records 2

