



Prince George's County
Department of Permitting, Inspections
and Enforcement

INSPECTIONS DIVISION

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Largo, Maryland 20774

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**PERMIT CLOSURE CHECKLIST
FIELD AND OFFICE**

A. PERMIT CLOSURE FIELD PROCEDURES

DPIE Site/Road Standard Checklist Is Valid for a Period of 60 Days (*Checklist may not be all inclusive*)

Rough Grading Permits

Completed: **Yes No N/A**

- Grading certification received
- TCP2 completed
- Geotechnical certifications received
- Entire site permanently stabilized
- Fines and permit extension fees paid
- _____
- _____

Yes	No	N/A

Fine Grading/Street Construction

Completed: **Yes No N/A**

- Cores passed for all 3 asphalt courses and pavement visually inspected by the County. . .
- Signage installed
- Stripping installed/placed
- Lids and metal inlets painted.
- Inspection required for storm drain prior to surface paving.
- Curb and gutter, aprons and sidewalk concrete acceptable prior to the surface pavement .
- DPW&T OHM stormdrain Inspection.
- WSSC paving clearance certification received
- Property corner/marker certification/letter
- Streetlight proof of payment (utility letter)
- All street trees planted.
- Street Tree Bond in place for 1 growing season
- M-NCPPC acceptance letter/email received — amenities installed, rec. areas, tot lots, etc.
- ADA compliance inspection.
- DPW&T OHM paving inspection
- Geotechnical certifications received
- Fines and permit extension fee paid
- Site work completed per site plan
- _____
- _____

Yes	No	N/A

A. PERMIT CLOSURE FIELD PROCEDURES (continued)

DPIE Site/Road Standard Checklist Is Valid for a Period of 60 Days (Checklist may not be all inclusive)

Storm Drain

Completed: **Yes No N/A**

- Structure and certifications received prior to top coating
- Pipe certifications received prior to top coating
- As-builts received prior to top coating
- Shop drawings approved
- Final inspection: pipes flushed, lid, steps, bricks, granite bottom with top-to-bottom access
- DPW&T OHM to inspection
- _____

Yes	No	N/A

Stormwater Management

Completed: **Yes No N/A**

- Shop drawings approved
- 30-day dam embankment as-built received
- BMP as-built
- Pond as-built
- Wetlands plantings installed with certification received at end of project
- Landscaping certifications received
- Operational manual and keys received
- _____
- _____

Yes	No	N/A

TCP2

Completed: **Yes No N/A**

- Exemption letter on file, or
- Tree planting certification received with survival rate
- Permanent tree signage, fencing and sign post, etc. installed
- Reforestation completed
- Afforestation completed
- Any tree bank/off-site mitigation requirements
- Substitute bond in place for 1-year, post permit closure
- _____
- _____

Yes	No	N/A

Driveway Apron

Completed: **Yes No N/A**

- Rebar inspection
- Mix tickets
- Final field report

Yes	No	N/A

Haul Road

Completed: **Yes No N/A**

- Initial inspection
- Final inspection
- _____

Yes	No	N/A

A. PERMIT CLOSURE FIELD PROCEDURES *(continued)*

DPIE Site/Road Standard Checklist Is Valid for a Period of 60 Days *(Checklist may not be all inclusive)*

Traffic Lights

Completed: **Yes No N/A**

• DPW&T OHM review			
• Traffic/Site review			
• Final inspection			
• _____			
• _____			

B. PERMIT CLOSURE OFFICE PROCEDURES

DPIE Site/Road Standard Checklist Is Valid for a Period of 60 Days *(After all the field requirements have been completed and inspection report passes, site inspector begins the file closure process.)*

Office Processes by Inspector

Completed: **Yes No N/A**

• Schedule OHM Inspection 1 week			
• Update ePermits approval checklist 1 day			
• Prepare "Final Inspection Report" for chief's, COE's review and approval 3 days			
• Schedule final inspection with permittee 1 day			
• Give "Final Inspection Report" to the permittee, check before 60-day expiration 1 day			
• Update ePermits with passing final inspection 1 day			

Office Processes by Inspector

Completed: **Yes No N/A**

• Prepare construction completion form and acceptance memo 1 day			
• Meet with chief, COE to process closure 1 day			
• Scan acceptance memo and submit to Permit Center 1 day			
• Hand deliver items to DPIE Permit Center, Mary Rea 1 day			
✦ Schedule A			
✦ File with certifications			
✦ All as-builts			

Site/Road Permit Section

Completed: **Yes No N/A**

• Await receipt of inspector's memo 1 week			
• File pulled to confirm all conditions met 1 week			
• Letter created for performance conditional release (only if L&M) 1 week			
• Letter signed by chief 2 weeks			

Note: Please contact the Site/Road Permit Section if there has been any change of address for the permittee.