



Prince George's County
Department of Permitting, Inspections and Enforcement
PERMITTING AND LICENSING DIVISION

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NOTICE

NEW REQUIREMENT FOR USE & OCCUPANCY PERMITS

January 11, 2018

Effective January 11, 2018, applications submitted for Use and Occupancy Permits will be required to be submitted with the following documentation.

Signed lease agreement between owner and tenant;

OR

Signed letter of authorization from owner on the owner's letterhead indicating the tenant's name; the name of the business and the type (use) of business that the owner is authorizing to use the space. The letter of authorization has to be signed and dated by the property owner with contact information. If the owner of the property is a business entity, *i.e.*, LLC, the owner must include the entity's name and be signed by the authorized member of the entity. The tenant's and the owner's business must be registered and In Good Standing with the State of Maryland.

If you have any questions, please contact the Permitting and Licensing Division at 301-636-2050.

Thank you!