

Changes to DPIE Drop Box

Effective immediately, the following Permitting and Plan Review drop box procedures are to be followed:

Applicable Cases

Cases/projects that were processed in the DPIE Permit Center prior to the close of business on March 13, 2020 may use the drop box to submit self-addressed, stamped envelopes or packaging large enough to accommodate return of plans and permit to applicant via USPS, FedEx or UPS.

Non-Applicable Cases

All new applications for commercial and residential projects must use the [ePlan process](#). Please submit your application and select the ***ePlan Requested by the Applicant*** option BEFORE you submit your online application. After the application is submitted, the ePlan Team will send you a notification to upload your documents and plans for electronic review by all required disciplines; and once approved, the permit will be issued electronically.

Permit revisions to cases/projects that were issued prior to the close of business on March 13, 2020 must use the ePlan process using the following link: eplan@co.pg.md.us. A narrative of what is being submitted for the revision must be included as indicated below:

Narrative Requirements

- Applicant Name
- Email Address
- Detailed Work Description
- List of applicable drawings for review
- Departmental reviews that have already been completed on the walk-thru application
- Change of construction cost if applicable

Checks

Customers are encouraged to use the [online payment process](#). Checks can be submitted via USPS mail or in the drop box* but must include a copy of the applicable Application or case number(s). The mailing address to DPIE is:

Department of Permitting, Inspections and Enforcement
9400 Peppercorn Place, 1st Floor
Largo, Maryland 20774
Attention: Permit Center

***Note:** Use of the drop box for payment of permits is at the risk of the user, since an online payment option is available. DPIE cannot be held liable for missing or lost checks through this process.