

Use and Occupancy

Department of Permitting, Inspections and Enforcement
Business Development Section



Melinda Bolling
Director

Use and Occupancy Defined

Use and occupancy refers to the commercial use and occupancy of a building, structure or land, or conversion of a building from one use to another use. County laws dictate that if ownership changes or a tenant vacates the property, the new owner/tenant must obtain a new Use and Occupancy Permit (U&O). A Use and Occupancy Permit officially states that the business identified meets local zoning and safety requirements, health codes, and may legally operate.

Once the applicant receives their (U&O), they will be issued a job card for an inspection. A Certificate of Occupancy is then issued upon passage of an inspection.

For more information on U&O permits, review the following [Building and Use and Occupancy \(U&O\) video](#).

Contact Information

DPIE Business Development Section

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DPIE Permit Center
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Angela D. Alsobrooks
County Executive

Documents Required

For U&O applications with **NO CONSTRUCTION**:

1. Site Plan — three copies
2. Property tax identification
3. [Lease or Letter of Authorization](#) (click for details)

For **CONSTRUCTION** permits with U&O, you will also need to apply for a Building Permit along with submission of the above information and documentation. For more information, visit [Building Permit requirements](#).



How to Apply

U&O applications are completed online by going to [Online Permit Applications](#) and entering the information directly into the County's permitting system. Once your application has been approved, you will be invited to upload your documents into DPIE's ePlan system. Please review the following [ePlan video](#) to familiarize with the process.

Applicants will receive a [Use and Occupancy Permit Notice](#) which details the process. Your application will also be screened by the Maryland-National Capital Park and Planning Commission (M-NCPPC) for review and approval of the intended use for zoning purposes. To ensure you will be able to operate your business at the intended location, applicants should request a [zoning determination](#) from M-NCPPC **before** applying for a Use and Occupancy permit.