

Permitting and Liquor Licensing

**WEBINAR WILL
START SHORTLY**



**Melinda Bolling
Director**



**Angela D. Alsobrooks
County Executive**



Permitting and Liquor Licensing

Presented by the

DPIE Business Development Section &
Board of License Commissioners
(Liquor Board)

March 18, 2021



Melinda Bolling
Director



Angela D. Alsobrooks
County Executive



Introductions and Logistics



All attendees are muted.



Use the chat button on the right to ask questions.



Questions will be taken at the end of the presentation in the remaining time allotted.

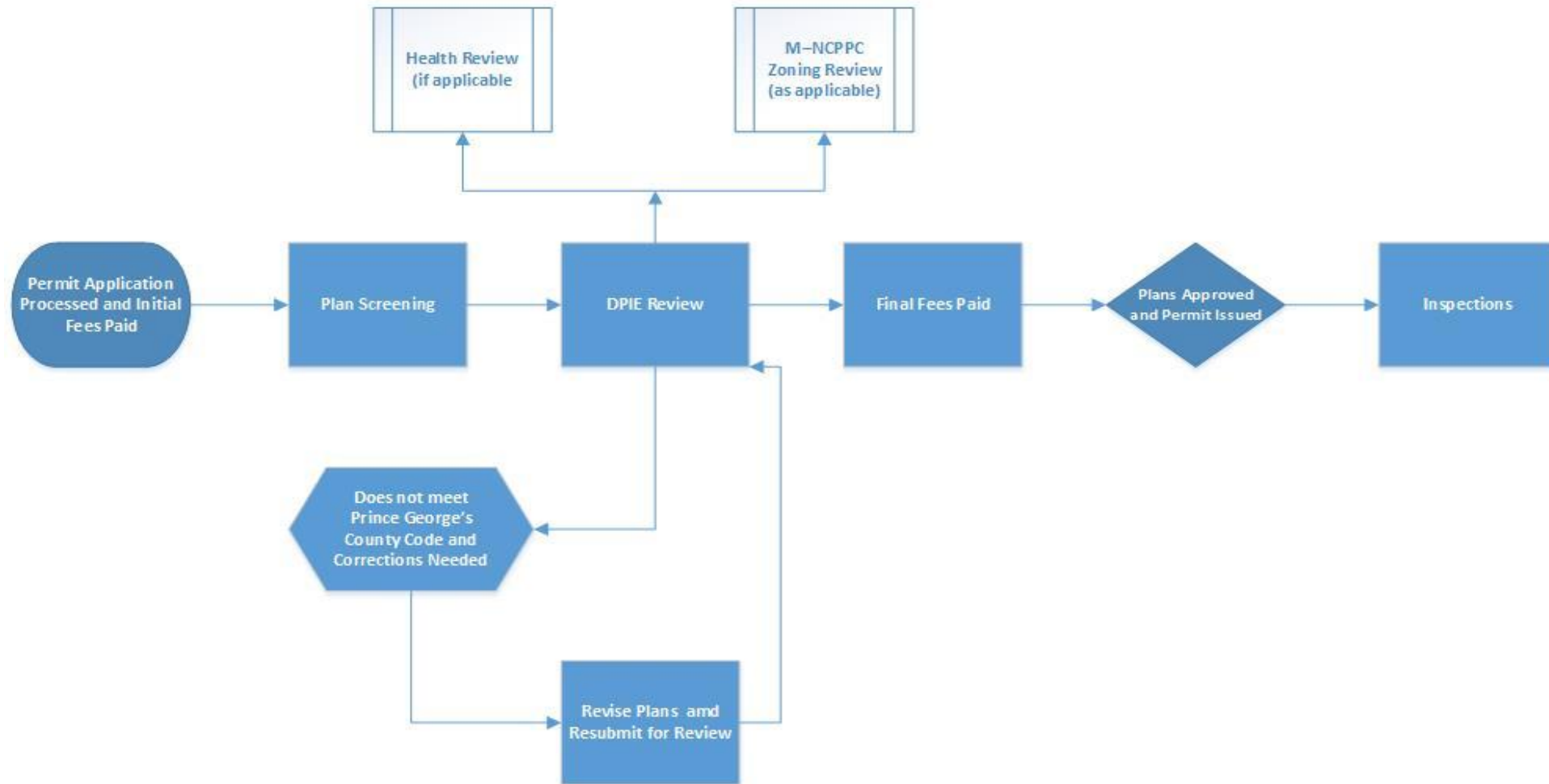


Outstanding questions should be directed to dpiebizdev@co.pg.md.us.



Email dpiebizdev@co.pg.md.us if you need a personal consultation.

DPIE Permitting Process



Before Applying for a Permit

- Hire qualified architects, engineers and contractors:
 - They should be familiar with Prince George's County permitting processes and building code.
 - They should be licensed and bonded.
 - Be sure to identify them on the permit application and include the following: owner, occupant, contractor and contact information.
 - Be sure to verify permit receipt from contractors.
- Know your project deadlines: financing, building schedule and inspections.

Permit Application Process

**** Due to the COVID-19 emergency, DPIE offices are closed to the public. All applications should be submitted online.*

- Submit application online at <https://dpiepermits.princegeorgescountymd.gov/>.
- For those unable to submit plans online, plans and payment may be submitted via the on-site drop box.





Erecting a *building* or structure
(unless exempted under the
Building Code);



Enlarging, structurally altering,
moving, or adding to an existing
building or structure; or



Excavating for any *building* or
structure.

Building Permit Defined (Per County Code)

Case Types for Commercial Structures

Tenant Fit-outs

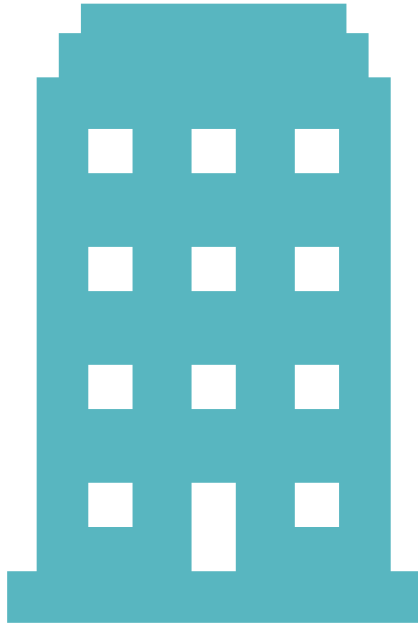
- <https://www.princegeorgescountymd.gov/1562/Tenant-Fit-Out-Case-Types>

Commercial Interior

- <https://www.princegeorgescountymd.gov/1547/Commercial-Interior-Use-Case-Types>

Commercial Exterior

- <https://www.princegeorgescountymd.gov/1533/Commercial-Exterior-Case-Types>



Use and Occupancy (U&O) Permit

- Permit needed to occupy the premises, regardless of construction or no construction.
- Business identified meets local zoning and safety requirements and may legally operate at that location.
- Must obtain an U&O when there is a change in tenancy or property owner.
- Method of compliance – no grandfathering.

Restaurant Temporary Outdoor Seating Area (RTOSA) Permit

- Effective June 1, 2020, qualifying restaurants were given the option of applying for a temporary permit to implement outdoor dining areas. For details, visit DPIE's main [website](#).
- If your current Use and Occupancy Permit (U&O) already allows for outdoor seating, you may operate an outdoor seating area under your current U&O while abiding by mandated social distancing requirements.



Permits Resource

- For those interested in more permits information, the BDS created a PPT with a voice over on the topics of Building Permits and Use and Occupancy Permits.
- To view them visit the following link on the BDS website:

<https://www.princegeorgescountymd.gov/3737/Informational-Presentations>



Board of License Commissioners



- The Board of License Commissioners serves a quasi-judicial function in the County.
- They are tasked with administering and enforcing the Alcoholic Beverage Laws of the State of Maryland and the Rules and Regulations for Prince George's County.
- Please refer to the BOLC website for more detailed information at Bolc.mypgc.us or call: **301-583-9980**

Liquor Licensing

– How to Apply

- Filing dates for applications must be at least 60 days prior to a Hearing. All hearing dates can be found on the BOLC website.
- Once a properly completed application is received, it will be date and time stamped
- Completed applications MUST include the Following:
 - Filing Fee
 - Proof of Legal Status
 - Criminal Background Check
 - Interior Design Layout
 - Personal Information

Classes of Liquor Licensing

The Broad Class of Licenses are:

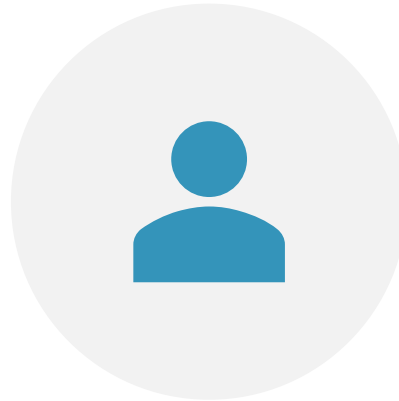
- A=Liquor Stores
- B=Restaurants
- C=Fraternal Organizations
- D=Other Establishments

Each class contains several variances with specific privileges, which will be determined based upon your business description.

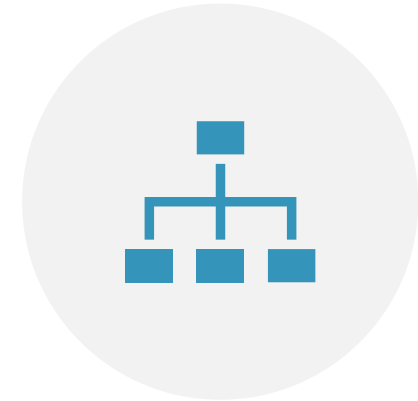
Liquor Licensing - Application Review Process



INITIAL ADMINISTRATIVE STAFF
REVIEW



SECOND MEMBER OF THE
ADMINISTRATIVE STAFF REVIEW



ADMINISTRATIVE MANAGER



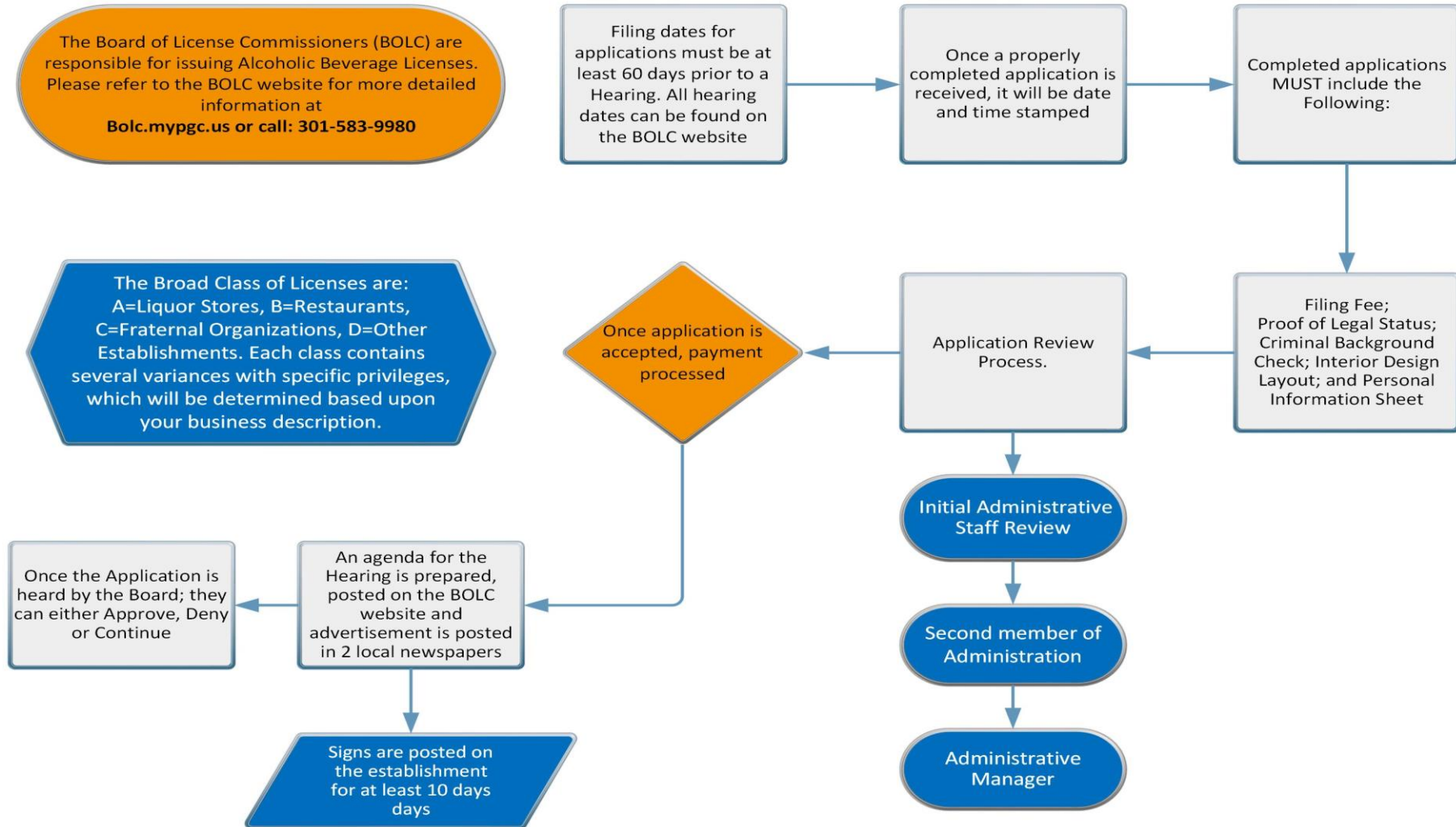
Liquor Licensing Hearings

An agenda for the Hearing is prepared, posted on the BOLC website and an advertisement is posted in 2 local newspapers:

Once the application is heard by the Board; they can either approve, deny or continue

Signs are posted on the establishment for at least 10 days

Board of License Commissioners Alcoholic Beverage License Process



DPIE Useful Links

Homepage

[DPIE.MyPGC.us](https://www.princegeorgescountymd.gov/1527/Commercial-Building)

Permits Information

www.princegeorgescountymd.gov/1497/Permits

Permit Fee Schedule

www.princegeorgescountymd.gov/document-center/view/10403

Online Permit Services (ePlan/Trade Permits)

<https://www.princegeorgescountymd.gov/1578/Online-Permit-Services>

Commercial Building Permit Information

<https://www.princegeorgescountymd.gov/1527/Commercial-Building>

Licensing Information

<https://www.princegeorgescountymd.gov/1214/Licensing>

State Business License Information

<https://businessexpress.maryland.gov/start/licenses-and-permits>



DPIE Contacts

Directors Office: 301.636.2020

Public Information Office: 301.636.2053

Permitting and Licensing Division: 301.636.2050

Site/Road Plan Review Division: 301.636.2060

Building Plan Review Division: 301.636.2070

Inspections Division: 301.883.3820

Enforcement Division: 301.883.2090

Board of License Commissioners Contacts

Staff:

- Director, Terrance Sheppard (tsheppard@co.pg.md.us)
- Chief, Robert Clark (rsclark@co.pg.md.us)
- Deputy Chief, Cristian Mendoza (cmendoza@co.pg.md.us)
- Deputy Chief, Johnny Toles (jrtoles@co.pg.md.us)

Office Number: 301-583-9980

Commissioners:

- Daphne Forbes, Chairwoman
- Armando Camacho, Vice Chairman
- Tammy Sparkman, Commissioner
- Tammy Norman, Commissioner
- Kenneth Miles, Commissioner



Thank You!

Nicole Reece and Tanya Hedgepeth
dpi.bizdev@co.pg.md.us

Robert Clark
rsclark@co.pg.md.us