



Food Protection Application Process User Manual





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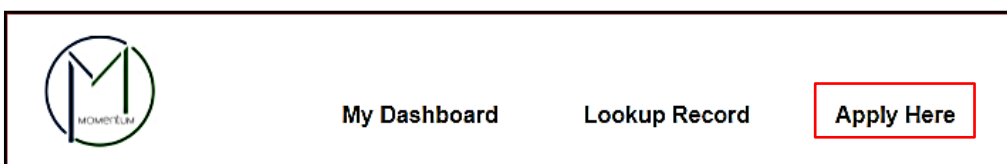
Momentum’s licensing and permitting section for the Department of Health is specifically designed for ease in processing health licenses/permits online. As a new user of Momentum, the following user guide will help in navigating the permit Application process.

Step 1: Visit the website <https://momentumhome.princegeorgescountymd.gov/>

Step 2: Click on Create User Account

Step 3: Login with your Username and Password. Refer to the [Profile User Manual](#) on how to create an account if you don’t have a login.

Step 4: From the Momentum Dashboard, Select “Apply Here”



Step 5: Select the Department of Health (Environmental Engineering and Food Protection Program)



Step 6: Use the drop-down menus to choose an application type.

NOTE: When you click on one of the primary options in the drop-down menu, a list of choices will again "drop-down" below the prior menu as shown below.



Please refer to this list of all the Health Licenses under each menu:

- Department of Health (Environmental Engineering and Food Protection Program)
 - ↳ Environmental Engineering / Policy Program
 - ❖ Contractor / Operator
 - Percolation
 - Percolation – Renewal
 - Pool Operator
 - Pool Operator – Renewal
 - Scavenger
 - Scavenger – Renewal
 - Septic Contractor
 - Septic Contractor - Renewal
 - ❖ Environmental Other Permits
 - Agricultural Well Certification
 - Bay Restoration Fund
 - Burn Permit
 - Health Hazard
 - Health Survey Letter
 - Percolation Test Revalidation
 - Pool Perspective Inspection
 - Subdivision Plat Review
 - Work Order
 - ❖ Percolation Testing
 - Innovative/Alternative Testing
 - Percolation Testing
 - ❖ Swimming Pool
 - Seasonal Pool Permit
 - Seasonal Pool Permit – Renewal
 - Year Round Pool Permit
 - Year Round Pool Permit – Renewal
 - ↳ Food Protection / Policy Program
 - ❖ Food Service Facility Permits
 - High Priority
 - High Priority – Renewal
 - Low Priority
 - Low Priority – Renewal
 - Moderate Priority
 - Moderate Priority – Renewal
 - ❖ Food Services Other Permits
 - Certified Food Service Manager
 - Food Manager Training
 - Mobile Unit
 - Mobile Unit – Renewal
 - Vending Machine
 - Vending Machine – Renewal
 - ❖ Temporary Permits
 - Temp Permit - Farmer's Market Sampler
 - Temp Permit - Farmer's Market Single Day
 - Temp Permit - Farmer's Market Vendor
 - Temp Permit - Multi Days
 - Temp Permit - Single Day
 - ↳ Public Information Request
 - ❖ Public Information Request (Maryland's Public Information Act-MPIA)
 - Environmental Engineering
 - Request type - Other (Phase 1 Environmental Assessment, Lead, Pool Information)
 - Request type - Well & Septic and Percolation Test only
 - Food Protection



Application Information

Step 7: Read the general instructions before proceeding to select your license application category

*Fill in the application information. Fields with * are Required*

What kind of application are you submitting?
Food Service Facility Permit

License Category * ⓘ

Select ▼

NOTE: If you are renewing your existing permit, please select the renewal option of the permit type.

Step 8: Add your address in the Application Address / Location Section as required by the Application

- Click on the Add Address / Location button

Application Address/ Location ⓘ Add Address/ Location

Location Details

- Enter your address
- Click Search (If a match is found, the system will display the address in the Results section)
- Select your address in the Results section and click on the **Add Address / Location** to associate the address to your application.

Add Address/ Location

Address

Number ⓘ Dir ⓘ

..... Select ▼

Street Name ⓘ Suffix ⓘ

18th STREET ▼

City ⓘ Postal Code ⓘ

bladensburg 20710

Clear All Search

Results

18TH ST BLADENSBURG 20710

18TH ST BLADENSBURG 20710

Add Address/ Location Cancel



Step 9: Click Save and Continue

A rectangular box containing two buttons. The left button is dark grey with the text "Back" in white. The right button is blue with the text "Save & Continue" in white.

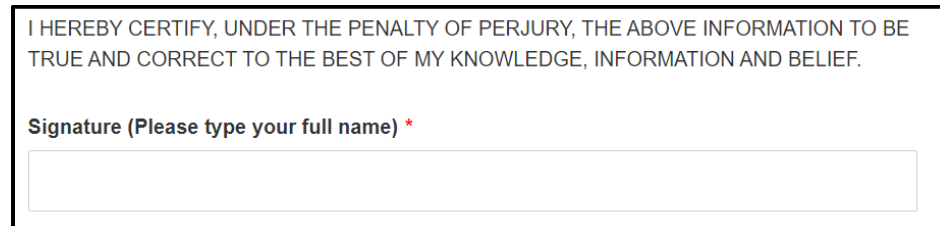
NOTE: Back button will take you to the previous page whereas Save and Continue will save your data and move you to the next step.

Complete Application Fields

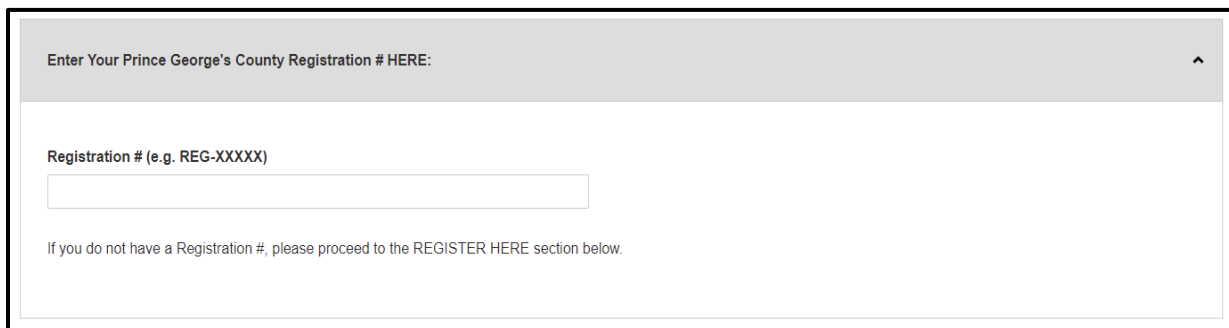
Step 10: Complete all required fields as listed on the application.

NOTE: At the end of the application, carefully review the Acknowledgement section for required fees, documents, and important information.

Step 11: Type the name of the person who completed the application

A rectangular box containing the following text: "I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF." Below this is the label "Signature (Please type your full name) *" and an empty text input field.

Step 12: Enter your Prince George's County Registration # in the Registration # field.

A screenshot of a web form. At the top, it says "Enter Your Prince George's County Registration # HERE:" with an upward arrow icon. Below this is a label "Registration # (e.g. REG-XXXXX)" and an empty text input field. At the bottom, it says "If you do not have a Registration #, please proceed to the REGISTER HERE section below."

NOTE: If you do not have a Registration # (**REG-XXXXX**), please proceed to the REGISTER HERE section for either an Individual or a Company Registration. **DO NOT COMPLETE BOTH SECTIONS.**



Step 13: Click Save and Continue.



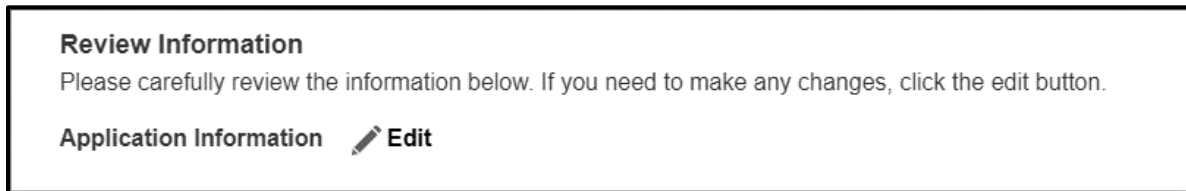
Step 14: Add any attachments in this section. Click Save and Continue.

NOTE: Application-specific documents will be required to be uploaded later in the process.



Review Application

Step 15: Review Application and, if needed, click on the Edit icon to make changes.



After reviewing application, scroll down and click Submit.



YOUR APPLICATION IS NOT YET COMPLETE. YOU WILL NEED TO PAY YOUR FEES AND UPLOAD THE REQUIRED DOCUMENTS TO COMPLETE YOUR APPLICATION SUBMITTAL.



Step 16: Once application is submitted, confirmation emails will be sent.

Continue to process the application by clicking on the **APP0XXX-2021-XXXX** link to open your application record.

Application Confirmation

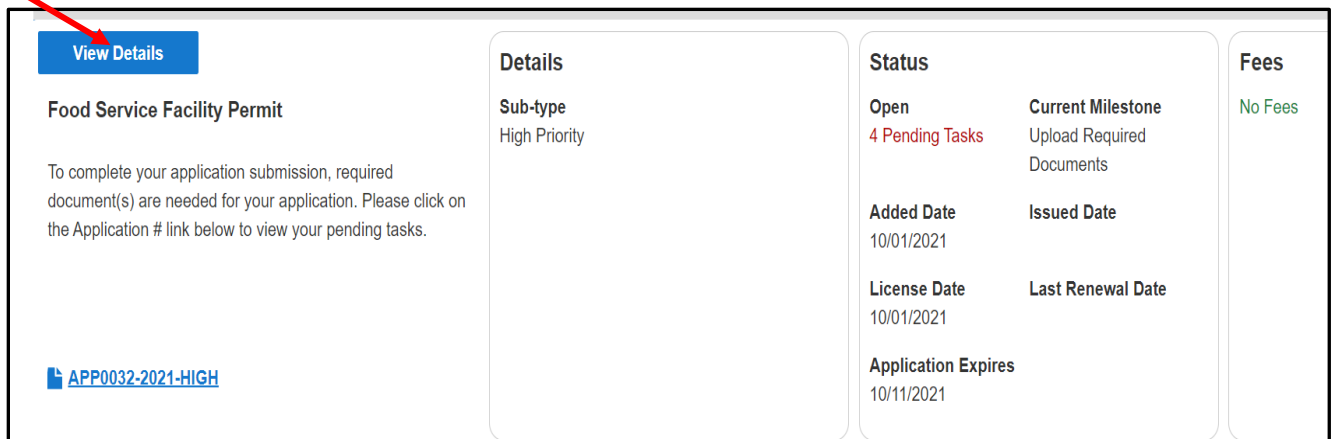
Thank You! Your record was submitted. Below is your record #. To view the details of your record, click on the hyperlink.

 [APP0032-2021-HIGH](#)

Upload Application document(s)

Step 17: From your dashboard, locate your application and click on the View Details button.

- You will be tasked to **upload** the required documents.



The screenshot shows a dashboard view for application 'APP0032-2021-HIGH'. A red arrow points to a 'View Details' button. The page is divided into four main sections: a main content area, a 'Details' sidebar, a 'Status' sidebar, and a 'Fees' sidebar.

Details	Status	Fees
Sub-type High Priority	Open 4 Pending Tasks	No Fees
	Current Milestone Upload Required Documents	
	Added Date 10/01/2021	Issued Date
	License Date 10/01/2021	Last Renewal Date
	Application Expires 10/11/2021	

- Follow the steps to upload your attachments (if required) and submit your application.



NEEDS ACTION ALL

- 1) The required documents must be attached and submitted before the application can be forwarded for review.
- 2) To see the list of required document(s) please [CLICK HERE](#).
- 3) To attach a document, please go to the Attachments section below and click on the "Add Attachment" button.
- 4) Once all attachments have been uploaded, please check the I am ready to submit checkmark and click Save to submit your application.

The current milestone will change from Upload Required Documents to Application Fees Due when this task is completed.

Pay Application Fees

Step 18: You will be tasked to pay fees online (Credit Card or Check) per the Application requirements.

- Click on the View Details button or the Pay Balance link on the dashboard.

View Details

Food Service Facility Permit

There are outstanding fees due for this application. Please click on the Pay Balance link to proceed to fee payment.

[APP0032-2021-HIGH](#)

Details		Status		Fees	
Sub-type	High Priority	Open	Current Milestone	Unpaid Balance	\$262.50
		1 Pending Task	Application Fees Due	Pay Balance	
		Added Date	Issued Date		
		10/01/2021			
		License Date	Last Renewal Date		
		10/01/2021			
		Application Expires			
		10/11/2021			

- Review fee balance and follow the instructions.

MY FEES

Total (paid and unpaid)	\$288.75	PAYMENT HISTORY
Unpaid Balance	\$288.75	PAY BALANCE



Step 19: You will be directed to the Govolution site to process the application fees.

NOTE: Once fees are paid you will be redirected back to the Momentum dashboard.

Application Review and Approval

Status ⓘ Processing	Current Milestone ⓘ Application Under Review
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If your application Status says *Processing* and the Current Milestone says *Application Under Review*, then your application has been successfully submitted to the Health Department for review. You will be notified via email if there is any additional information needed.

For questions regarding Food Service applications please contact 301-883-7690 or email FoodProtectionProgram@co.pg.md.us

