



Dawit Abraham, P.E.  
*Director*



Angela D. Alsobrooks  
*County Executive*

# Welcome

## Community Partners

Fall 2024



# Message from the Director



***Hello, Community Partners!***

As the weather cools, we remind you to “Fall into Compliance” by ensuring your property is up to County standards. Visit our website and social media platforms for updates about Code compliance, permits and other valuable information. Continue to let us know what you need. We are eager to serve you.

Happy fall!

***Dawit Abraham***



# Key Agency Contacts



Director

**Dawit Abraham**

Deputy Director

**LaMont Hinton**

Deputy Director

**Mary Giles**

Senior Advisor

**Lori Parris**

[dpiе.mypgc.us](http://dpiе.mypgc.us)

301-636-2020

Public Information Officer

**Avis Thomas-Lester**

[DPIEPIO@co.pg.md.us](mailto:DPIEPIO@co.pg.md.us)

**Permitting and Licensing — Bellur Ravishankar, Associate Director**

**301-636-2050**

Processes building and site plan permits; issues licenses

[Permitting](#)  
[Licensing](#)

**Building Plan Review — Bellur Ravishankar, Associate Director**

**301-636-2070**

Reviews plans for residential and commercial projects

[Building Plan Review](#)

**Site/Road Plan Review — Rey de Guzman, Acting Associate Director**

**301-636-2060**

Reviews/approves site and roadway plans for proposed development and road improvement projects

[Site Road Plan Review](#)

**Inspections — Behdad Kashanian, Associate Director**

**301-636-2080**

Regulates construction, development and grading through inspection and enforcement of codes

[Inspections](#)

**Enforcement — Valerie Cary, Associate Director**

**301-883-6168**

Investigates code violations; conducts inspections at residential, commercial and industrial properties

[Code Enforcement](#)

# DPIE Priorities

## Compliance



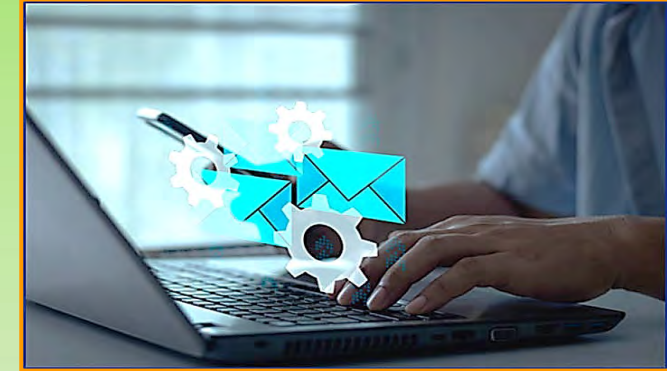
### It's the law!

- Code requirements were established by the County Council and designate what is allowed, what is not and the actions DPIE and other agencies are empowered to take to address violations.
- DPIE conducts inspections and takes appropriate enforcement action to address violations and gain compliance.

### The Code:

- Protects the health and safety of the public
- Protects property and neighborhood aesthetics
- Protects residential and commercial property values
- Ensures durability and sustainability of structures
- Ensures uniformity and minimum standards

## Customer Service



### Established the Communications Tracking System (CTS)

- CTS manages and tracks incoming and outgoing correspondence within the organization.
- CTS features a portal which allows customers to request assistance.
- The software also manages response timelines to improve customer service.

### Established Customer Success Unit

- Unit prioritizes rapid response to customer inquiries
- Manages inquiries utilizing the new CTS
- Manages phone calls into the agency
- Works with divisions to make improvements in customer service response



# *Enforcement Basics*

# Enforcement Division

- Inspects residential, commercial and industrial properties to ensure compliance with housing, property maintenance and zoning codes
- Frequently addresses issues related to tall grass and weeds, open storage, accumulation of junk and trash, etc.



- Issues citations for all residential properties not in compliance with County Code
- Enforces the Zoning Ordinance to ensure commercial properties comply with approved land uses
- Regulates the placement of signs on private property and in public rights-of-way
- Inspects and licenses short-term rental properties and licenses all residential single-family rental properties

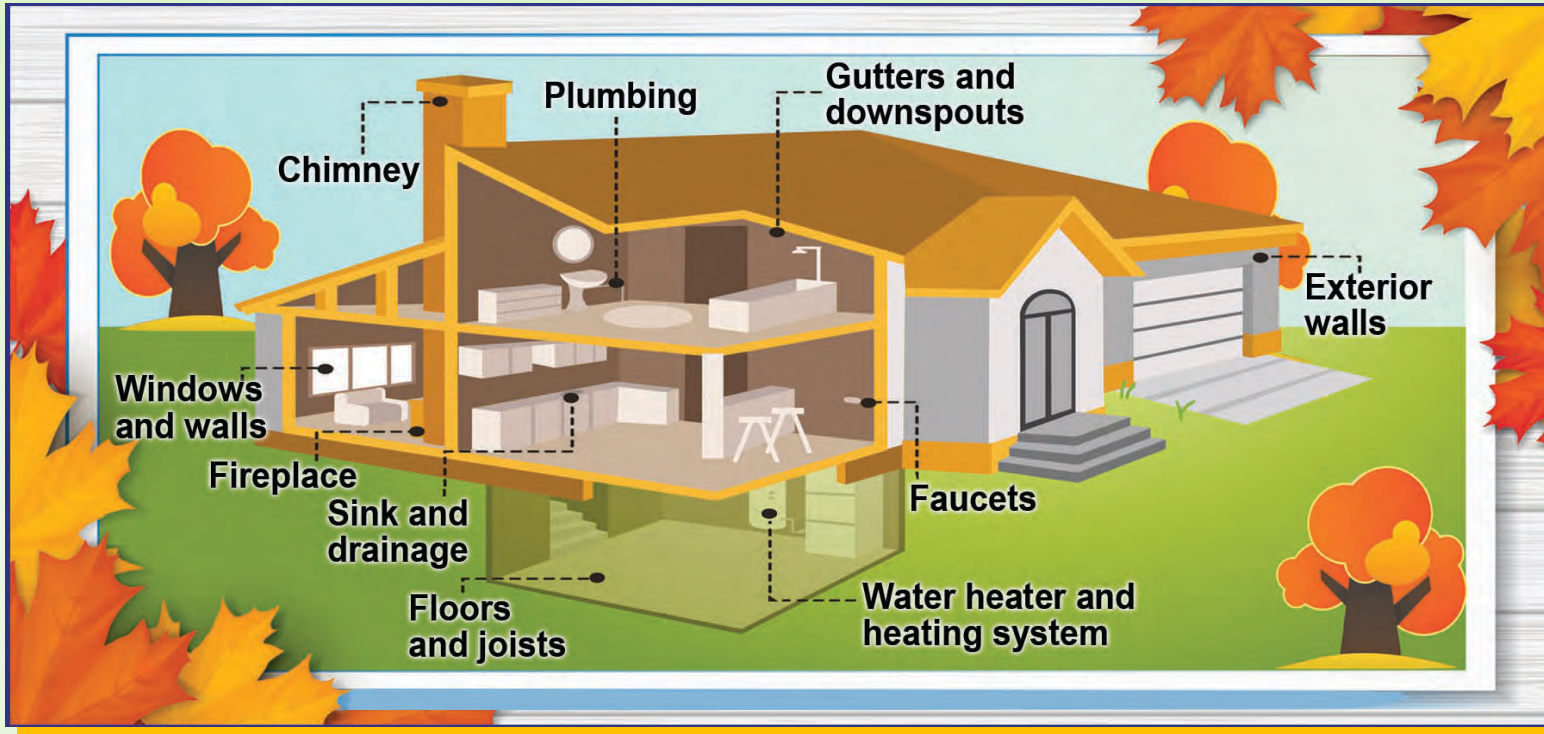
# 10 Frequent Code Violations



- 1. Operating a business out of a residence.** You may not operate a restaurant or café, prepare or serve food for pay, sell goods or store imported products. To operate a hair salon, barber shop or nail salon, a Use and Occupancy Permit is required.
- 2. Performing automotive work on a driveway or street.** You may not work on cars on residential streets or in driveways. NO automotive shops may operate on residential streets, in driveways, inside garages or behind houses or apartments.
- 3. Doing unpermitted residential or commercial construction.** Construction projects such as erecting a deck, finishing a basement, remodeling a kitchen, building an addition, etc. require permits and inspections.
- 4. Dumping.** Allowing trash and debris to accumulate on your property or dumping tires, construction materials and other debris on streets and undeveloped areas negatively impacts the County's aesthetics.
- 5. Parking commercial vehicles in driveways or on residential streets.** Many commercial vehicles, such as large trucks, are prohibited.
- 6. Parking vehicles on unpaved surfaces.** You may not park vehicles on grass or unpaved areas in front or back yards. Boats must be tagged, covered and legally parked on paved surfaces.
- 7. Failing to adequately maintain a property.** Homeowners and renters are required to cut grass and weeds, prune plants, pick up branches and clear debris from properties regularly. Grass and weeds over 12-inches tall are a code violation!
- 8. Allowing a property to fall into disrepair.** Residents and property managers must repair peeling paint, loose siding, ragged gutters and downspouts, broken windows, etc., immediately as needed.
- 9. Accumulating junk on residential or commercial properties.** You may not store untagged vehicles, vehicle parts, junk cars or motorcycles, appliances, building materials, etc. on residential or commercial lots.
- 10. Leaving abandoned properties unsafe and unsecured.** Buildings must be secured, lawns cut, other plants pruned, lots cleared of litter and trash removed regularly.

# Fall into Compliance

Take the following steps to keep your property clean and code compliant.



- Remove outdated summer-related outdoor décor replace with items that are appropriate to the season.
  - Put away or cover and secure outdoor furniture, grills and large children's yard toys.
  - Repair peeling paint, loose siding, ragged gutters and sagging downspouts.
- Fix broken windows and doors.
  - Clear away leaves, fallen branches, trash, debris, and open storage.
  - Remove old appliances, building materials, furniture, garbage, untagged vehicles and vehicle parts.
  - Clean and secure your vacant property.



# Home-Based Businesses in Prince George's County



## Mandatory Home-based business requirement

Operating a legal business requires a license or permit from DPIE.

## What are examples of illegal home-based businesses?

- You can not run a restaurant or sell food at home.
- A Use and Occupancy Permit is required to operate a two-chair hair salon, barber shop or nail salon.
- You can not convert your single-family home into a multifamily dwelling by renting rooms.
- You can not operate an unlicensed day care, adult care or elder care center.

# Street Vending: Merchants Encouraged to Comply with Code

It is a Prince George's County Code violation to sell food, drinks, clothing, household goods, art or other products on streets, roadsides or sidewalks. There are no allowances for such sales in the County.

## Problems Associated with Illegal Street Vending

- **Safety and Health Concerns** — Street food sales can't be regulated for food freshness and safe food handling, such as appropriate heating and refrigeration.
- **Victimization of Sellers** — Selling food or other products in unapproved areas may result in vendors becoming targets for robbery or assault by thieves.
- **Pedestrian Danger and Traffic Congestion** — Setting up shop in public rights-of-way can lead to traffic congestion and endanger pedestrians and motorists.



# Alternatives to Non-compliant Home-based Businesses



## Alternatives to Illegally Selling on the Street

- Apply for a Food Truck License, which allows selling under certain conditions at certain approved locations. Call 301-883-7690 for information on food trucks.
- Sell at local farmers' markets. Information about County farmers' markets is available at: <https://www.experienceprincegeorges.com/blog/post/explore-local-farmers-markets/>.
- Sell at local community events. Investigate community events that allow vendors online and in community news outlets and contact organizers for information about application procedures.
- Learn about starting a business with the DPIE Business Development Section at: <https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/business-development-section#>. Contact the Business Development team at [DPIEBizDev@co.pg.md.us](mailto:DPIEBizDev@co.pg.md.us).
- Investigate partnering with a licensed business owner to sell your products.



# How Does DPIE Address Noncompliance?



## Nuisance Abatement Board (NAB)

- The (NAB) hears complaints that allege acts that disturb the public peace or endanger the health, life or safety of residents, workers or visitors in the County.
- Cases are referred by the police department, fire department, health department, DPIE, and other government agencies. Citizens may not report cases to the NAB.
- If the board finds a nuisance exists, it will order the activity to cease and may assess a \$1,000 fine.



## Administrative Hearing Unit (AHU)

- The AHU handles complaints about unlawful vehicles, open storage, trash and debris, tall grass and weeds, unpermitted construction and short-term rental violations.
- Complaints are reported through 311 and routed to DPIE, where they are investigated, and violation notices and/or citations issued. Respondents may request a hearing within 30 days, hearings are held within 30 days of the request, and decisions are rendered within five days by hearing officers.



*Permitting  
& Licensing  
Basics*

# Permitting and Licensing Division

- Provides a one-stop permit approval process to ensure that permits are reviewed in a timely manner
- Reviews and processes all permit applications for construction and alterations of residential and commercial buildings
- Provides document screening for permit application submittals
- Responds to questions regarding the status and issuance of permits and engineering plan reviews
- Provides same day review for projects that meet the virtual “walk-through” requirements (currently for homeowners only) — Virtual Permit Center
- Issues permits, licenses and regulates various business activities per County Code
- Offers the Peer Review Program and the Third-Party Plan Review Program for review of commercial projects



# Permitting and Licensing “No-Nos”



- Building residential and commercial construction projects without permits
- Doing construction without following approved plans
- Failing to get projects inspected
- Failing to obtain a Use and Occupancy Permit (U&O)
- Changing to another business on the same site without getting a new U&O
- Doing business without an appropriate license
- Falsifying information to get a permit or license
- Allowing your contractor to take short cuts on your project, such as using substandard materials
- Using your name on building projects when a contractor is actually doing the work
- Passing yourself off as certified to work on projects for which you are unqualified

# Use & Occupancy Permit

A Use and Occupancy Permit (U&O), or Certificate of Occupancy, is issued by DPIE to officially state that the business meets local zoning, safety requirements and health codes. The U&O allows the business to legally operate.

- A new U&O is required for:
  - A new tenant or occupant
  - A change of use
  - A transfer of ownership (when no construction is required)
- Certain businesses may operate in residential areas with a U&O. Reach out to DPIE for details. To apply for a U&O, go to the [Momentum portal](#).
- U&Os are also issued for residential properties to identify the use of the property, such as single-family home, multifamily structure, etc.





# Top Web Links to Help Meet P&L Compliance

- [Building Codes & Bulletins](https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/about-dpie/resources/publications/building-codes-bulletins)  
<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/about-dpie/resources/publications/building-codes-bulletins>
- [When Is a Permit Required?](https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/permits/when-permit-required)  
<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/permits/when-permit-required>
- [Building Permits](https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/permits/building-permits)  
<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/permits/building-permits>
- [Building Plan Review Forms](https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/about-dpie/resources/forms-checklists/building-plan-review-forms)  
<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/about-dpie/resources/forms-checklists/building-plan-review-forms>
- [Use & Occupancy Permit](https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/permits/use-occupancy-permit)  
<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/permits/use-occupancy-permit>
- [Special Event Permit](https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/permits/special-event-permit)  
<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/permits/special-event-permit>





# *Inspections Basics*

# Inspections Division

- Performs inspections and enforces codes for building, electrical, mechanical, energy, fire/life safety, grading, stormwater management, accessibility requirements and other regulations for construction projects
- Inspects site and road development, including tree conservation, site development, and sediment and erosion control
- Provides oversight of the Third-Party Inspections Program process required for new commercial construction
- Condemns and demolishes abandoned, unsafe and uninhabitable structures in the County and the municipalities
- Performs Use & Occupancy Permit (U&O) inspections to verify conformance with code regulations (except within the City of Laurel)



# Why Are Inspections So Important?



Construction Inspections guarantee that permitted works within a project go forward as planned and are built according to requirements, standards and regulations. This helps ensure the safety of the public and the environment during and after construction. Any work that is not inspected promotes an opportunity for the use of substandard material, noncompliance with manufacturers' specifications and deficient construction — possibly leading to hazardous and unhealthy conditions for the residents and community.

It is the inspector's job to identify deficiencies during construction and have them addressed by the contractors to negate possible adverse effects on residents and the environment now and in the future.



# Frequent Unpermitted Construction Projects



Visit the [Permits page](#) of the website for more information.

## These projects all require permits:

- Building additions and finishing basements
- Installing kitchens in basements or additions
- Making interior renovations and subdividing rooms
- Installing decks, patios and gazebos
- Constructing secondary structures (sheds, garages, etc.)
- Rerouting water onto another property
- Erecting fences over 4-feet tall
- Changing grading (moving soil) and building retaining walls
- Cutting down trees
- Extending driveways

# Compliance Failure



A local resident who failed to comply with construction standards, wasted thousands and possibly exposed others to imminent danger when the wall the resident attempted to erect without following approved plans collapsed twice.

The resident's permit was revoked, a fine was levied and DPIE ordered the debris from the failed project to be removed.

**Take Away:**  
Complying with code helps prevent injury to those around you — and to your wallet!



DPIE

*FYI*

# DPIE Public Information Office

[DPIEPIO@co.pg.md.us](mailto:DPIEPIO@co.pg.md.us)

- Serves as the information liaison between DPIE and the public.
- Publishes e-newsletter called [DPIE Developments](#) and periodic bulletins. Subscribe at [Subscribe My PGC](#).
- Access news and information at [dpie.mypgc.us](http://dpie.mypgc.us) website's [Public Information](#) page.
- We also publish [Information in Spanish](#).



Request documents via [MPIA Processing at DPIE](#) on the DPIE website.



Follow us on Social Media at:

[Facebook.com](https://www.facebook.com) | [X \(Twitter\).com](https://twitter.com) | [Instagram.com](https://www.instagram.com) | [LinkedIn](https://www.linkedin.com) | [YouTube](https://www.youtube.com)



For service requests or to report violations, call **311** or **301-883-4748** (outside of the County) or access the website at [PGC311.com](https://www.pgc311.com).



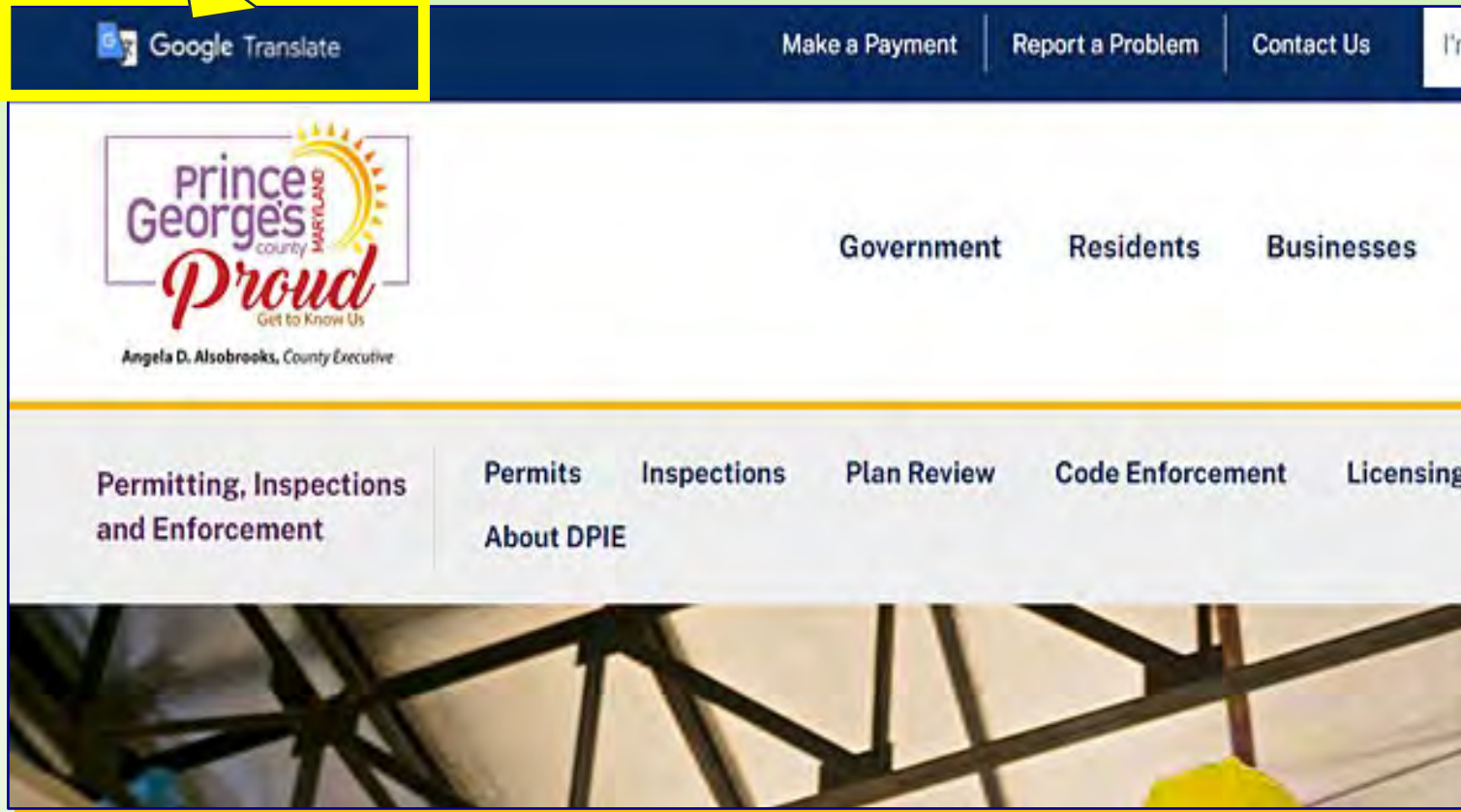
# Accessing Information from DPIE

Many of DPIE's records are searchable at no cost or delay to the requester.

- **History by Address**  
To search for permits by property address or permit history, visit: [Permit Search \(princegeorgescountymd.gov\)](https://princegeorgescountymd.gov/PermitSearch). If you would like a copy of a permit, request one using the MPIA form.
- **Inspection History**  
To search for inspection history by permit number, visit: [Inspections History By Permit Number \(princegeorgescountymd.gov\)](https://princegeorgescountymd.gov/InspectionsHistoryByPermitNumber).
- **LookSee — Property Explorer**  
To research permits and properties in Prince George's County, use [LookSee](#). The portal allows you to view Momentum information related to permits, licenses, inspections, and enforcement by entering the full application/permit number or property address.
- **Application Tracker — Check the Status of Plan Reviews**  
DPIE's Application Tracker is a tool that gives users a snapshot of where a permit application is in the plan review process. To use Application Tracker, enter your Application Number into the [DPIE Application Tracker](#) portal and see your plan review progress. Each review has a status listed at the bottom of the page (Pending, Under Review, Completed, Hold for Corrections, Out to Applicant).
- **Data Prince George's**  
[Data Prince George's](#) provides data on communities, County Government, finance, public safety, urban planning, education, health and the environment.

Request information about code violations, liens, rental licenses, site plans and other documents using the MPIA form.

# Assistance in Other Languages



- Visit the DPIE website at [dpie.mypgc.us](http://dpie.mypgc.us). Click the Google Translate button on the top left of relevant pages to have information translated into Spanish or other languages.
  - Check the Resources page on the DPIE website for a link to "Information Translated into Spanish."
  - We work with an interpretation service that allows us to speak to customers in Spanish and other languages. Call 301-636-2020 and ask for assistance in your preferred language. You may also request assistance in other languages when visiting DPIE.
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- Contact the DPIE Public Information Office at [DPIEPIO@co.pg.md.us](mailto:DPIEPIO@co.pg.md.us) or 301-636-2053 for information.
  - DPIE holds quarterly Third-Thursday Community Information Sessions for our experts to talk to the public about agency services and how we may help you. We meet simultaneously in English and Spanish.
  - Each September, DPIE collaborates with DoE and DPW&T for a Community Partners' Meeting. Watch the DPIE website [Public Information](#) page for details or contact [DPIEPIO@co.pg.md.us](mailto:DPIEPIO@co.pg.md.us).



# Thank you!

## Contact

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Visit the DPIE website at [dpiе.mypqc.us](http://dpiе.mypqc.us).

Email us at our *NEW* address [dpiе@mypqc.us](mailto:dpiе@mypqc.us).