

**MARCH 2023**

# **PROPERTY STANDARDS, ENFORCEMENT, PERMITTING AND INSPECTIONS TOWN HALL EVENT**

**Jared McCarthy, Acting DPIE Director/Deputy Chief  
Administrative Officer for Government Operations**

March 21, 2023



# AGENCY OVERVIEW



- The Department of Permitting, Inspections and Enforcement (DPIE) consists of five operating divisions and one administrative services division.
- The operating divisions are arranged into two groups: one focused on permitting, plan review and licensing; and the other on inspections and enforcement.



# KEY INITIATIVES



- To create a high-quality, customer-friendly experience for permit applicants, licensees and property owners.
- To deploy more fully-integrated, technology-enabled and streamlined processes to more efficiently and effectively perform project permitting, construction inspection, code enforcement and business licensing functions.
- To simplify the permitting, inspection, enforcement and licensing functions and make them more timely and predictable for all stakeholders.

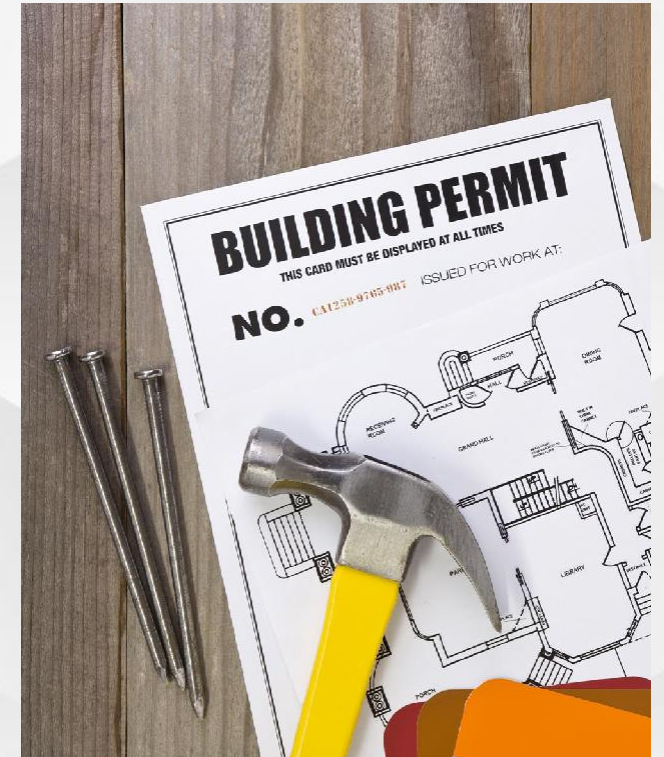


# PERMITTING AND LICENSING DIVISION



## Provides administrative oversight of permits and licenses

- 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 same day review/approval for projects that meet “walk-through” requirements for Homeowners and Residential applicants
- 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



# BUSINESS DEVELOPMENT SECTION (BDS)



**Helps Entrepreneurs with Permitting, Licensing Procedures**

**The Business Development Section will assist you by:**

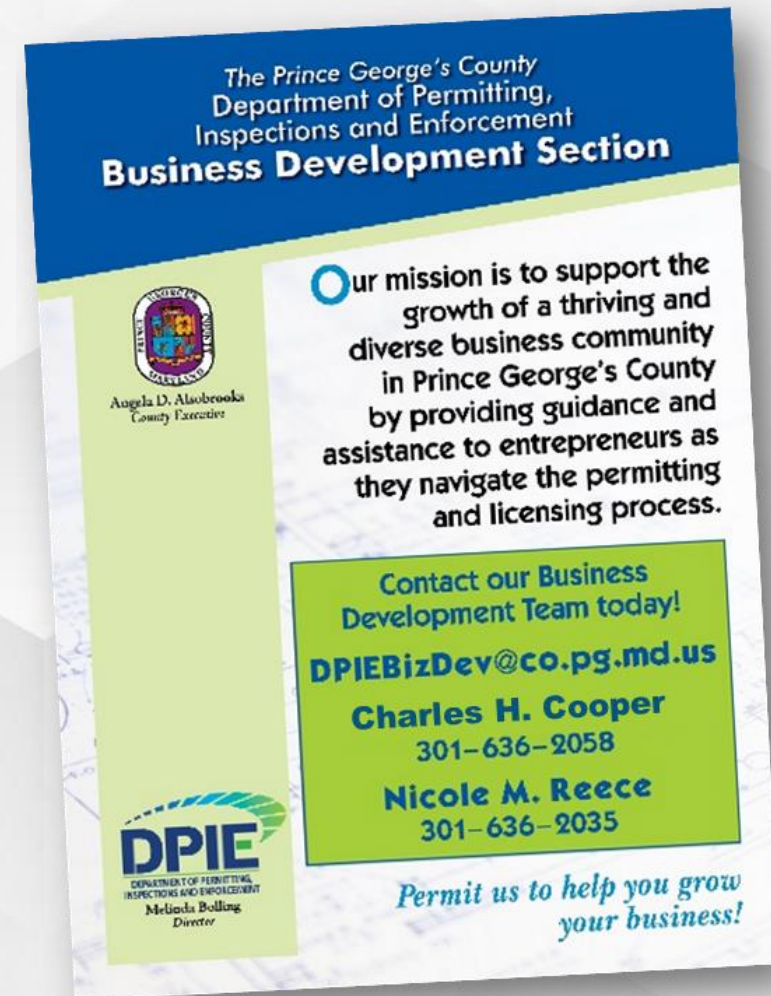
- Coordinating with agency personnel to facilitate completion of paperwork and document review
- Educating business owners about DPIE requirements and processes
- Liaising with entrepreneurs and other government agencies

**Contact the BDS team at [DPIEBizDev@co.pg.md.us](mailto:DPIEBizDev@co.pg.md.us) or call:**

- CHARLES COOPER (northern County) at 301-636-2058
- NICOLE REECE (southern County) at 301-636-2035

**Worked with more than 130 businesses**

**Permit the BDS to help you build your business!**



# DPIE CONNECT



DPIE Connect brings agency experts together with entrepreneurs aspiring to open businesses in one-hour Mini Preliminary Design Review meetings (PDRM).

## **The scope of projects applicable for DPIE Connect include:**

- Projects requesting straight U&O — no construction;
- Projects with change of occupancy — no construction;
- Projects with interior alterations not exceeding 3,000 sq. ft. in area;
- Projects not more than one story in height

**Went live in May 2022**

**To date, we've helped 18 small business owners with DPIE Connect**



# BUILDING PLAN REVIEW DIVISION



## Provides the review and approval of plans for residential and commercial construction

- Reviews and approves plans for all residential and commercial projects to ensure compliance with applicable codes pertaining to the following disciplines:
  - Structural
  - Mechanical
  - Energy
  - Electrical
  - Health
  - Fire Protection
  - Accessibility
- Reviews and approves plans for development involving water and sewer connections, plumbing devices and natural gas connections by WSSC
- Processes plans for internal and external agencies
- Provides plan review and inspections of new properties served by well and septic systems, public swimming pools and spas, and new food service facilities to ensure compliance with State and County Health regulations



# BUILDING PLAN REVIEW PERMIT APPLICATION PROCESS



Building Permit applications with plans are received via ProjectDox (electronic plan review system) for review.

Applications are distributed by each discipline Manager to their respective staff.

Each discipline will perform plan review for compliance with applicable building codes and health regulations and standards.  
**Building/Structural, Mechanical, Electrical, Fire & Life Safety Engineering, and Health**

1

2

3

4

5

6

The **current timeline** to complete the initial plan review is **6-8 weeks\*** from the date of acceptance of the application and plans.

The timeline to complete subsequent **re-reviews is 2-3 weeks** from the date of re-submission.

When the submitted plans comply with all code requirements and standards, final approval will be granted by each discipline reviewer by stamping and signing the plans and the building permit application.

Note: Building Plan Review Division offers Preliminary Design Review Meetings (PDRM) for Mega Projects, on request.

\* Timeframes are in alignment with surrounding jurisdictions.



# SITE/ROAD PLAN REVIEW DIVISION



## Reviews and approves plans for site and road construction

- Reviews floodplain studies
- Reviews and approves proposed utility work and small wireless facilities in public rights-of-way
- Reviews and approves plans for site and road development involving:
  - Site development
  - Grading
  - Stormwater management and storm drainage
  - State highway roads (stormwater management only)
  - County and private roads
  - Driveways
  - Water and sewer
  - Paving
- Reviews traffic studies and site development concept plans



# INSPECTIONS DIVISION



## Enforces building, site and road development codes and regulations

- Provides oversight of construction, performs inspections and enforces codes for building, electrical, mechanical, energy, fire/life safety, grading, stormwater management, and accessibility and other regulations for construction projects and other development and grading for construction and renovations
- 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)
- Inspects site and road development, including tree conservation, site development, and sediment and erosion control



# VIRTUAL INSPECTION PROGRAM

Created in April 2020



During the start of the Covid-19 pandemic, the Department of Permitting, Inspections and Enforcement (DPIE) recognized that development in the County was a critical and essential function, and that economic development could not be impacted. The Inspections Division developed an inspections program that would allow development to continue during the pandemic. That program consisted of virtual residential and commercial third-party inspections and trade inspections, and protocols for safe in-person inspections.

- In April 2020, DPIE Inspections Division implemented remote virtual video inspections as a replacement to on-site inspections.
- DPIE Inspections Division reach out to the International Code Council (ICC) and other surrounding jurisdictions for guidance and collaboration with virtual inspections. We were directed to contact Enforcement Code Officials in the Cities of Las Vegas, Phoenix, and Tampa to discuss their virtual inspection programs. After discussions with these code enforcement officials, DPIE Inspections Division developed a virtual inspections program that would meet the need of the constituents and customers of Prince George's County.
- The virtual inspections allowed County inspectors to perform on-demand inspections from remote locations, utilizing technology instead of direct interaction with the public. The Inspections Division required staff to download and utilize Facetime or Skype, video communication applications on their County smartphones or tablets to conduct the virtual inspections.

# VIRTUAL INSPECTION PROGRAM CONTINUED



- During the height of the pandemic, over 50% of the residential inspections were conducted by virtual inspection. The remaining inspections were conducted using in-person with social distancing and clear guidelines on the process were provided on the DPIE website to the applicant on the day of the inspection.
- The methodology and the concept utilized by DPIE Inspections Division allowed our productivity not to slowdown and we were even able to complete 230,000 inspections in the midst of one of biggest pandemics that forced the nation to shut down completely; however, this Division did not allow the COVID-19 pandemic to impact the economic development of Prince George's County.
- Currently, we are conducting approximately 10% of our residential building inspections using virtual inspections.
- DPIE Inspections Division continues to explore all available technology to conduct daily inspections and to ensure public safety is at the front of our goals and agenda and to ensure economic development will flourish in the County.

To learn more about the virtual inspections program please visit  
<https://md-princegeorgescounty.civicplus.com/3467/Virtual-Inspections>.



# ENFORCEMENT DIVISION



## Enforces property maintenance standards and appropriate zoning laws

- 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 private 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, store imported products or operate a nail salon. To operate a hair salon or barber shop, 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. Accumulating trash and 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.** Better to leave commercial vehicles at work!

# 10 FREQUENT CODE VIOLATIONS



**6. Parking vehicles on unpaved surfaces.** You may not park on grass or unpaved areas behind houses or in front yards.

**7. Failing to adequately maintain a property.** Homeowners or 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 or 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. Boats must be tagged and legally parked.



**10. Leaving abandoned properties unsafe and unsecured.** Buildings must be secured, lawns cut, other plants pruned, lots cleared of litter and trash removed regularly.



# DPIE Communications & Publications



# OUTREACH AND COMMUNICATIONS

Three times a year DPIE co-hosts the **Community Partners' Meetings** along with DoE and DPW&T. This format gives us an opportunity to engage with residents directly and provide instant feedback to their questions and concerns.



The **Business Development Section** has created several **presentations & webinars** as overviews on a variety of permitting, licensing and inspections topics.

The material is either provided as a video or a PDF file and may be accessed **here**.

DPIE has created several **How-to Videos** that are available on our **YouTube** page. There you can find the Momentum Registration User Guide tutorial, the All about Permits video and more.

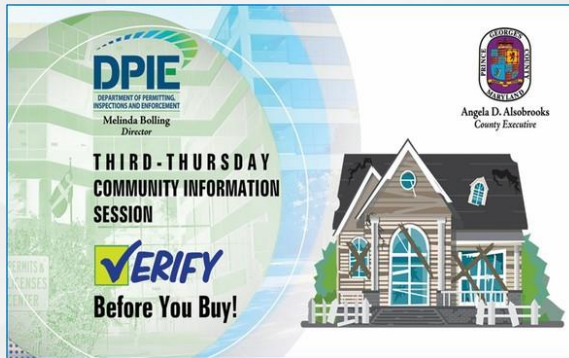


# THIRD - THURSDAYS WITH DPIE



DPIE hosts virtual Third-Thursday Community Information Sessions on the third Thursday of each month. The hour-long seminars include a presentation, comments by agency experts and a Q&A period. See announcements in the DPIE Under Construction newsletter and on the DPIE website and social media. Submit questions in advance to [dpiepio@co.pg.md.us](mailto:dpiepio@co.pg.md.us).

**May  
2022**



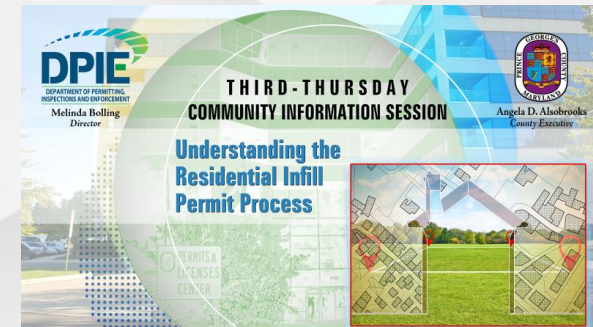
**June  
2022**



**August  
2022**



**October  
2022**



Please register at <https://bit.ly/3RztGlc> to join us on April 20th at 11am.



# DPIE PUBLICATIONS



## Information for Citizens and HOA/Civic Groups

DPIE is participating in the County's priority to reduce litter by decreasing document printing. The following code enforcement and property maintenance documents are available on [dpiе.mypgc.us](http://dpiе.mypgc.us). Click the **RESOURCES** tab, then the **PUBLICATIONS** tab or Google DPIE Publications. Feel free to share the documents with your networks!

### Flyers

- ◆ Beautify Your Property and Bring It into Compliance!
- ◆ Buyer Beware! Unpermitted Construction
- ◆ Did You Know That Ugly Sign Litter Is Also Illegal?
- ◆ DPIE Alert: Storms — Steps to Help Mitigate Storm Damage to Your Property
- ◆ Improperly Installed Fences May Cause Drainage Problems and Flooding!
- ◆ Many Home-Based Businesses Are Prohibited in Prince George's County!
- ◆ NO Landscape Litter — Landscape Litter Violates County Code
- ◆ Operating a Restaurant and Selling Food at Home Are Illegal!
- ◆ Posting Illegal Signs Is Expensive!
- ◆ PYP — Permit Your Projects!
- ◆ The 10 Most Frequent Code Violations in Prince George's County
- ◆ Who Handles That?

### Booklets

- ◆ Homeowner and Community Code Enforcement
- ◆ Multifamily Code Enforcement
- ◆ Homeowners Guide to Permits



# DPIE Operational Challenges

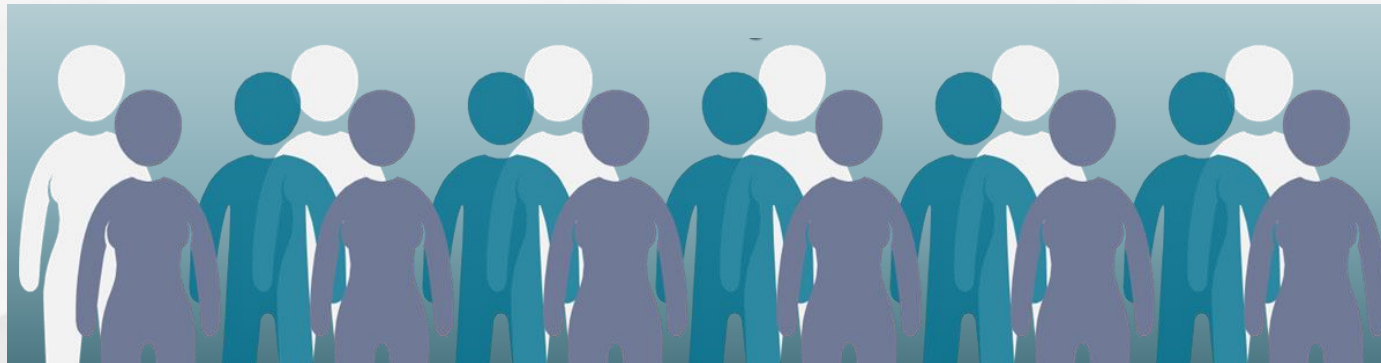


# PERMITTING CHALLENGES



## Challenge #1

There are several vacancies in BPRD, SRPRD and P&L.



Building  
Plan Review

Permitting &  
Licensing

Site/ Road  
Plan Review

## Challenge #2

Following/complying with the established timeline requires the commitment of the owner and the team.

**Challenge #3** | Applicants may not realize the following agencies are involved in the Building Permit review process, in addition to DPIE:



# SITE ROAD DEVELOPMENT REVIEW DIVISION CHALLENGES



## Challenge #1

Stormwater  
Management

## Challenge #2

Floodplain

## Challenge #3

Fee in Lieu  
vs.  
New Sidewalks,  
Roads, or Traffic Lights

## Challenge #4

Lack of storm drain  
near a property you  
want to develop

## Challenge #5

Lack of existing  
water and sewer  
lines near a property  
you want to develop

all properties are not  
eligible for well/septic

# INSPECTIONS BY THE NUMBERS

## Inspections Division



FY 2020

**230,025**

**54**

FY 2021

**224,731**

**58**

FY 2022

**202,130**

**53**

## Enforcement Division



FY 2020

**40,273**

**57**

FY 2021

**24,397**

**62**

FY 2022

**23,501**

**67**

## U&Os Issuance\*



FY 2020

**3,327**

FY 2021

**3,053**

FY 2022

**2,473**

\*These numbers do not  
reflect all types of U&Os.

# DPIE BY THE NUMBERS



## FY 2021

Total employees hired

**16**

Total engineers hired

**3**

## FY 2021

Total employees separated

**21**

Total engineers separated

**6**

## FY 2022

Total employees hired

**30**

Total engineers hired

**11**

## FY 2022

Total employees separated

**34**

Total engineers separated

**8**





# DPIE Solutions in Progress

# DPIE SOLUTIONS IN PROGRESS



- **Occupational Study for Engineers for County Engineer Classifications Level I-IV**  
The study will encompass a comprehensive diagnostic review of the engineer classification, including the completion of a position description questionnaire, an assessment of the job duties and responsibilities, and a market pay survey to determine if the pay for the job classes are competitive and support the County's ability to attract and retain qualified applicants.
- **FY 2024 County Budget increases** support for Momentum and additional 10 positions for DPIE (7 inspectors and 3 customer service)
- **Momentum** (the County's core system for permitting, inspections, licensing and enforcement) has released several successful modules, business licensing, rental licensing, health licensing and enforcement. The permitting and inspections module will be released, along with a platform of transparency tools before the end of the fiscal year.
- **Updated PGC311 work flow** responses coming before the end of the fiscal year for the service request Private Property Concerns.

# REGULATORY AND LAND USE ENTITLEMENTS COMMITTEE



The County's Regulatory and Land Use Entitlement process has long been an area of concern for economic development due to the amount of time it takes to complete when compared to other jurisdictions in our region. The Prince George's Forward Taskforce, Economic Recovery Committee recommended that the County Executive develop a committee to review the County's regulatory and land use process and determine ways to consolidate and enhance the process to compete with neighboring jurisdictions.

**Committee details:** The committee consists of seven members; five appointed by the County Executive (one being the chair), to include developers, engineers, and attorneys, and two community members appointed by the County Council. Once the committee has completed its deliverables a report of recommendations and findings will be presented to the County Executive for approval.

## **Committee Members:**

- P. Michael Errico, Prince George's County Govt. Executive Leadership, Retired (Chair)
- Arthur Horne, Law Office of Shipley & Horne, P.A. (Vice Chair)

# REGULATORY AND LAND USE ENTITLEMENTS COMMITTEE



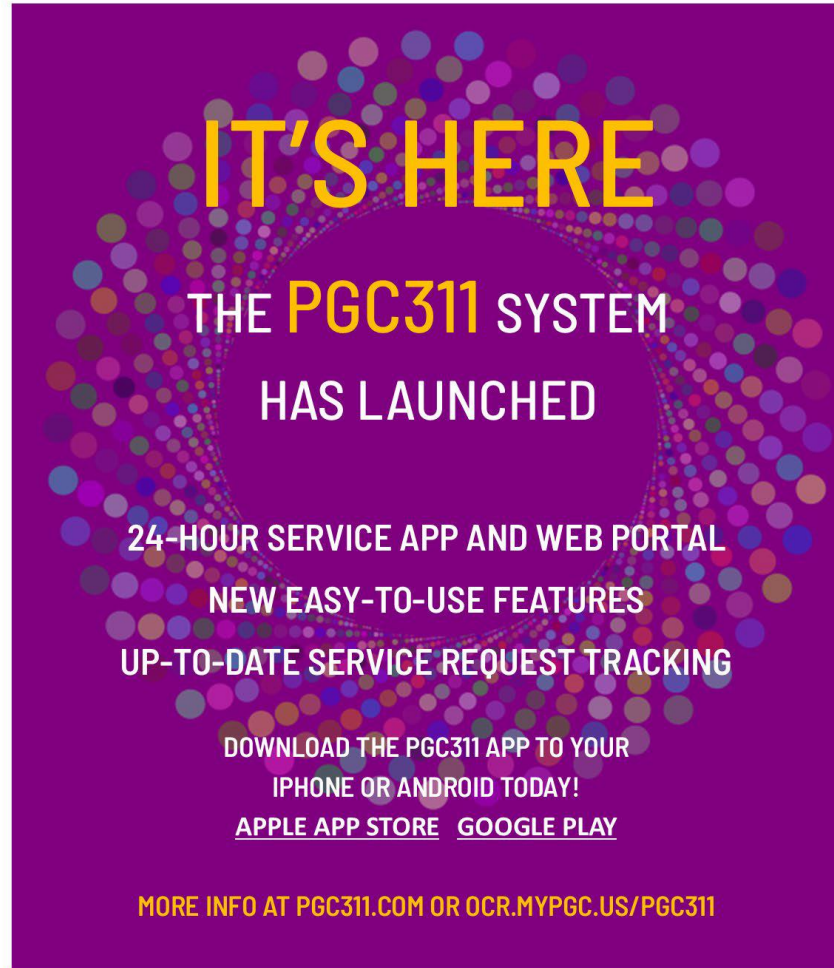
**Objective:** Improve and enhance the regulatory process to attract new and expand existing economic development initiatives.

## **Goals:**

1. Review and analyze time frames, operational efficiencies, and fiscal impact for the current zoning, subdivision, preliminary plats, site plan review, conceptual site plans, and detailed site plans as applicable to the various zoning categories.
2. Further, all these steps need to be evaluated as to their continued need, potential elimination, or a combination of them and concurrent processing.
3. If the committee recommends improvements/enhancements to the entitlement process, develop a new step-by-step guide for the updated entitlement process for stakeholders.



# START WITH PGC 311



**IT'S HERE**  
THE **PGC311** SYSTEM  
HAS LAUNCHED

24-HOUR SERVICE APP AND WEB PORTAL  
NEW EASY-TO-USE FEATURES  
UP-TO-DATE SERVICE REQUEST TRACKING

DOWNLOAD THE PGC311 APP TO YOUR  
IPHONE OR ANDROID TODAY!  
[APPLE APP STORE](#) [GOOGLE PLAY](#)

MORE INFO AT [PGC311.COM](#) OR [OCR.MYPGC.US/PGC311](#)

Call  
**PGC**  
**3 1 1**  
first!

To better serve your constituents,  
refer them to PGC311 as the first order of  
business when they require assistance or  
need to file complaints.

# DPIE AGENCY CONTACTS



Manages County government operations in the areas of permitting, business licensing, plan review, inspections and property code enforcement.



Acting Director  
**Jared McCarthy**

Deputy Director  
**Dawit Abraham**

Deputy Director  
**LaMont Hinton**

[dpie.mypgc.us](http://dpie.mypgc.us)  
301-636-2020

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

**301-636-2050**

Processes building and site plan permits; issues licenses

Permitting — <https://www.princegeorgescountymd.gov/1497/Permits>

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

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

**301-636-2070**

Reviews plans for residential and commercial projects

<https://www.princegeorgescountymd.gov/1279/Building-Plan-Review>

## **Enforcement — Valerie Cary, Associate Director**

**301-883-6168**

Investigates code violations; conducts inspections at residential, commercial and industrial properties <https://www.princegeorgescountymd.gov/1221/Code-Enforcement-Property-Maintenance>

## **Inspections — Behdad Kashanian, Associate Director**

**301-636-2080**

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

<https://www.princegeorgescountymd.gov/1232/Inspections>

## **Site/Road Plan Review — Mary Giles, Associate Director**

**301-636-2060**

Reviews/approves site and roadway plans for proposed development and road improvement projects <https://www.princegeorgescountymd.gov/1352/SiteRoad-Plan-Review>

# Thank you!

Visit the DPIE website at <http://dpie.mypgc.us/>