

# USER QUICK REFERENCE GUIDE

PRINCE GEORGE'S COUNTY  
MARYLAND'S

ONLINE BUILDING PERMIT  
APPLICATION

7/1/13



On July 1, 2013, Prince George's County officially opens its newest department, the **Department of Permitting, Inspections & Enforcement (DPIE)**. This 280-person agency combines under one roof the staff and functions that support the authorization and regulation of building, site, road, and utility permits and building licenses which drive the local economy and ensure the health and safety of County residents, businesses and visitors.

DPIE is offering customers online tools to increase the speed, accuracy and convenience of the building permitting process. Customers can now complete the building permit application via the web. Once the application is completed online, the customer's information is entered directly into the County's permitting system without the need for a staff member to retype the information. In addition, customers can upload building plans for review via our eplan online application. This eliminates the need for customers to bring paper plans to our offices for many types of permits.

DPIE used organizational transformation, process streamlining, technology enhancement, space reconfiguration, and performance measurement and reporting to create a national model for administering the economic development functions of permitting, plan review, construction

**Customer Login**

User Name

Password

[Forgot Password?](#)

[New Customer Sign-Up](#)

This is the home page for the online permit applications.

To use this application, you must use one of the following browsers: Internet Explorer 8 and above; Mozilla Firefox 21 and above; Google Chrome Version 28

There are three online applications. The one that does not require a contractor's license is the Online Building Permit Application (OBPA). OBPA saves you a lot of time when applying for a new permit. Please note that this application cannot be used for permit amendments or revisions, only for new applications.

When you complete your application using OBPA, your application is automatically added to the County's permitting system. Therefore, when you arrive at the permit center, you will not have to wait for someone to type all of the information that you have entered.

Using OBP does not guarantee that you will be issued a permit. This online application only allows you to apply for the permit more efficiently. Your permit application must still be processed by the permit center.

- ① Click the "New Customer Sign-Up" link if you need to create a new account. All online functions require the user to have an account. Your user name will be your email address.
- ② If you already have an account, enter your user name and password. If you have forgotten your password, please click the "Forgot Password?" link, and your password will be emailed to your email address.

## Applicant Information

Prefix:

First Name:

Last Name:

Company Name:

Title:

## Address Information

Street No:

Street Name:

Street Type:

Building:

Unit:

City:

State:

Zip Code:

Zip4:

## Contact & Login Information

Work Phone:

Work Phone Ext:

Mobile Phone:

Home Phone:

Email: \*

Password: \*

Confirm Password: \*

## Request Permit Access

	Request Permission	Granted Permission
Permit Access:	<input checked="" type="checkbox"/> Building Permit Application	<input checked="" type="checkbox"/> Building Permit Application
	<input type="checkbox"/> Electrical	<input type="checkbox"/> Electrical
	<input type="checkbox"/> Special Utility Permit	<input type="checkbox"/> Special Utility Permit

Building Permit Application permission is available to all users by default.  
 Electrical Permit is only available to licensed electrical contractors.  
 Please allow one business day for a response from our staff after you request Electrical Permit permission.

## For Electrical Contractors Only

EC or EL Electrical License Number:

### This is the New Customer Registration Page.

- 1 You will provide information about yourself in the Applicant and Address Information sections. Please be sure to enter your email address and to create a new password.
- 2 The password must have at least one capital letter and one number. The password must also be at least seven characters.
- 3 In the "Request Permit Access" section, you will have Building Permit Application permission by default. Only choose Electrical or Special Utility Permit access if you are a licensed contractor. In the Request Permission column, you will see the permissions that you have requested. In the Granted Permission section, you will see the permissions that you have been granted.
- 4 Enter your Electrical Contractor's license number if you are a licensed electrician.
- 5 Click the Register button to complete your registration.

# Welcome to DPIE Online Permits Intake



On July 1, 2013, Prince George's County officially opens its newest department, the **Department of Permitting, Inspections & Enforcement (DPIE)**. This 280-person agency combines under one roof the staff and functions that support the authorization and regulation of building, site, road, and utility permits and building licenses which drive the local economy and ensure the health and safety of County residents, businesses and visitors.

DPIE used organizational transformation, process streamlining, technology enhancement, space reconfiguration, and performance measurement and reporting to create a national model for administering the economic development functions of permitting, plan review, construction inspection, code enforcement and business licensing. Driving the vision for DPIE is the recognition that the County has significantly underperformed these functions for many years.

## This is the home page that you will see after you have logged in.

You will now see three menu options near the top of the page. If you do not see the menu, you are probably using an incompatible web browser.

In order to use these applications, you must be using: Internet Explorer 8 and above; Mozilla Firefox 21 and above; Google Chrome Version 28

- 1 "Home" will always bring you back to this home page.
- 2 "Profile" will take you to the registration page if you need to update your profile.
- 3 "Permit" will provide you access to create a new Building Permit Application, Online Electrical Permit or Online Special Utility Permit. You will only see the options in the menu that you have been granted. To see which permissions you have been granted, please view your profile.
- 4 Please click the "Logout" link when you have finished using the online applications.



1

3

## My Permits List

CaseNumber	Case Name	Case Type Name	Application Date	Case Status	Total Fees	Pending Fees	Pay	Print/View
<a href="#">19206-2013-0</a>	TBD	Building Permit Application	7/1/2013 8:53:04 AM	PENDING	NA	NA		

2

4

### This is the “My Permits List”.

- 1 You can view this list by choosing “My Permits” from the Permit drop-down menu option at the top of the page. This shows all of the applications that you have submitted via the online application.
- 2 For online Building Permit Applications, you can continue to edit the application and print the application until the Case Type Name changes from “Building Permit Application.” While the Case Type Name is “Building Permit Application,” you can edit the application. You can also print the application. To edit the case while it is editable, click on the Case Number.
- 3 Once the permit center staff has assigned a permanent Case Type Name to the application, you cannot view or edit the application.
- 4 If you owe fees on the application, you will be able to pay the fees online via the County’s Govolution system.

1

## New Building Permit Application

2 Step 1 of 2

### General Case Information

Permit Name:\*

Permit Application Date: 7/1/2013

### Site Location

To use this online application, you must know the Tax ID of the property where the work will be done.

If you do not know the Tax ID, you can find it by visiting this web site: [http://sdatcert3.resiusa.org/rp\\_rewrite/](http://sdatcert3.resiusa.org/rp_rewrite/) Once you enter the Tax ID, click the "Get Address Info" button, and the application will automatically complete the address information related to this property. Click the Help button at the top right of this screen for more information.

3

Land Tax Account #:	<input type="text"/>	<input type="button" value="Get Address Info"/>	
Street Number:	<input type="text"/>	Street Name:	<input type="text"/>
Street Type:	<input type="text" value="-- Select One --"/>	Unit:	<input type="text"/>
Building:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="-- Select One --"/>
Zip Code:	<input type="text"/>	Zip4:	<input type="text"/>
Election District:	<input type="text"/>	Lot:	<input type="text"/>
Block:	<input type="text"/>	Parcel:	<input type="text"/>

### This is the "New Building Permit Application"

- 1 This is New Building Permit Application that you can access by choosing "New Building Permit Application" from the Permit drop-down menu option at the top of the page.
- 2 There are two steps to the application process. This is the beginning of Step 1.
- 3 Please enter the Land Tax Account # and click the "Get Address Info" button. You cannot edit the information that is retrieved from the tax account database. If there has been a change in address or ownership, you will need to visit the permit center. However, you can complete this online application, and the changes will be made by staff when you visit the permit center.

In the area of this online form that requests Construction Type and Use Group, please use the information on the next page.

After you complete steps 1 and 2, you will be provided a link to print your application. **Please print a copy of your application and bring it with you to the permit center.**

## **EXAMPLES OF USE GROUPS**

(see IBC Chapter 3 for additional information)

### **Use Group A (Assembly)**

**A-1:** Motion picture theaters, symphony and concert halls, television and radio studios admitting an audience, theaters

**A-2:** Banquet halls, nightclubs, restaurants, taverns and bars

**A-3:** Amusement arcades, art galleries, bowling alleys, community halls, courtrooms, dance halls (not including food or drink consumption), exhibition halls, funeral parlors, gymnasiums (without spectator seating), indoor swimming pools (without spectator seating), indoor tennis courts (without spectator seating), lecture halls, libraries, museums, places of religious worship, pool and billiard parlors, waiting areas in transportation terminals

**A-4:** Arenas, skating rinks, swimming pools, tennis courts

**A-5:** Amusement park structures, bleachers, grandstands, stadiums

### **Use Group B (Business)**

**B:** Ambulatory health care facilities, animal hospitals, kennels and pounds, banks, barber and beauty shops, car wash, civic administration, clinic – outpatient, dry cleaning and laundries: pick-up and delivery stations and self-service, educational occupancies for students above the 12<sup>th</sup> grade, laboratories: testing and research, motor vehicle showrooms, post offices, print shops, professional services (architects, attorneys, dentists, physicians, engineers, etc.), radio and television stations, telephone exchanges, training and skill development not within a school or academic program

### **Use Group E (Educational)**

**E:** Building or structures, or portions thereof, used by six or more persons at any one time for educational purposes through the 12<sup>th</sup> grade.

### **Use Group F (Factory)**

**F-1:** Fabrication or manufacture of aircraft, appliances, athletic equipment

**F-2:** Fabrication or manufacture of noncombustible materials which during finishing, packing or processing do not involve a significant fire hazard and include, but are not limited to beverages up to and including 16-percent alcohol content, ceramic products, glass products, ice, metal products (fabrication and assembly)

### **Use Group H (High Hazard)**

**H-1, H-2, H-3, H-4:** Buildings or structures, or portions thereof, involved in the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard, to include, but not limited to, flammable and combustible liquids, gasses and solids, compressed or liquefied gasses, fireworks and explosives, corrosives, toxic materials, reactive materials, in quantities exceeding those permitted in control areas complying with the IBC.

**H-5:** Semiconductor fabrication facilities and comparable research and development areas

### **Use Group I (Institutional)**

**I-1:** Alcohol and drug centers, assisted living facilities, convalescent facilities, group homes, halfway houses, residential board and care facilities

**I-2:** Child care facilities, detoxification facilities, hospitals, mental hospitals, nursing homes

**I-3:** Correctional centers, detention centers, jails, prerelease centers, prisons, reformatories

**I-4:** Day care facilities occupied by persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians, relatives by blood, marriage or adoption, and in a place other than the home of the person cared for.

### **Use Group M (Mercantile)**

**M:** Department stores, drug stores, markets, motor fuel-dispensing facilities, retail or wholesale stores, sales rooms

### **Use Group R (Residential)**

**R-1:** Boarding houses, hotels, motels

**R-2:** Apartment houses, boarding houses (nontransient), convents, dormitories, fraternities and sororities, live/work units

**R-3:** Buildings that do not contain more than two dwelling units, adult or child care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours, congregate living facilities with 16 or fewer persons

**R-4:** Buildings used as a residential care/assisted living facilities including more than five but not more than 16 occupants, excluding staff.

### **Use Group S (Storage)**

**S-1:** Buildings or structures, or portions thereof, used for the storage of material types not included in S-2, such as aerosols, bags, bamboo and rattan, baskets, books, boots and shoes, cardboard and cardboard boxes, clothing, furniture, grains, leather, linoleum, lumber, motor vehicle repair garages, tires, upholstery and mattresses

**S-2:** Buildings or structures, or portions thereof, used for the storage of noncombustible materials including, but not limited to beverages up to and including 16-percent alcohol in metal, glass or ceramic containers, cement in bags, electrical motors, empty cans, food products, fresh fruit and vegetables in nonplastic containers, frozen foods, glass, gypsum board, metal materials and objects, parking garages, porcelain and pottery, washers, dryers, stoves

### **Use Group U**

**U:** Agriculture buildings, barns, carports, fences more than 6' high, greenhouses, private garages, retaining walls, sheds, stables, tanks, towers

## **Examples of Construction Types**

(see IBC Chapter 6 for additional information)

**IA & IB:** Building elements are of noncombustible materials.

**IIA & IIB:** Building elements are of noncombustible materials

**IIIA & IIIB:** Exterior walls are of noncombustible materials and interior building elements are of any material permitted by the IBC

**IV:** Exterior walls are of noncombustible materials and the interior building elements are of solid or laminated wood without concealed spaces

**VA & VB:** Structural elements, exterior walls and interior walls are of any material permitted by the IBC

**NOTE:** Building elements, such as the primary structural frame and bearing walls, in Type A designated construction have a higher fire-resistance rating than is required for the building elements of Type B designated construction.