

PATHWAYS TO GROWTH & EXPANSION



Powered by Prince Georges County
Economic Development Corporation

PERMITTING

YOU DON'T HAVE TO DO IT ALONE

THURSDAY, DECEMBER 9 TH | 9:30 AM

Sponsored By:





Alicia Moran

Manager of Small Business Services



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301.583.4604

PATHWAYS



There are many pathways to growing a successful business. The Prince George's County Economic Development Corporation (PGCEDC) is proud to present our own Pathways - a dynamic series of programs that take a deep dive into important economic development and business topics dedicated to growing our local business eco-system.

Our goal is to educate, inform and prepare local business owners to be at the top of their game when it comes to business expansion, management, financing, company finances and how to secure top level contracts. Together, with industry experts, we are Prince George's Proud to be your resource partners for business growth.

PGCEDC PROGRAMS



CREANDO EXITOS

"Creating Success" to connect Spanish speaking County Businesses with information and resources to help them thrive.



PATHWAYS

A dynamic series of programs that take a deep dive into important economic development and business topics dedicated to growing our local business eco-system.



BUY PRINCE GEORGE'S

Connecting and promoting local businesses with County residents shopping for goods and services through an online registry.
#BuyPrinceGeorges



TAKE OUT TUESDAY

Calling all County foodies and beyond!
Explore all there is to eat in the County and where you can #DinePrinceGeorges!



BUSINESS SPOTLIGHT

Showcasing local businesses making a difference in Prince George's County



EDC CORE SERVICES

- Business Community Proponent
- Strategic Plan Update
- Site Selection
- Economic and Demographic Data
- Leasing and For-Sale contact information
- Permit Assistance
- Targeted Attraction and Retention
- Pre-submission meetings with multiple agencies
- Expedited Services
- Problem Solving and Intervention
- Identification of appropriate incentives
- Marketing, Promotion and Communication
- Networking and Connections

PATHWAYS



POWERED BY PRINCE GEORGE'S COUNTY
ECONOMIC DEVELOPMENT CORPORATION



BUSINESS DEVELOPMENT TEAM

SMALL BUSINESS SERVICES

- Business Development Trainings & Workshops
- Access to Financing
- Connections with resource partners
 - SCORE, SBDC, PTAC, MWBC, TEDCO
- Connections to other Business Incubators
- Site Selection
- Innovation Station Business Incubator Co-working and Virtual Space
- Procurement support and Certificationsupport
- Access to coaches, counselors and mentors



ISBI PROGRAMS



LERCH, EARLY, BREWER

This is an Innovation Station sponsored series. Legal topics presented by LEB in partnership with PGCEDC.

- Legal Aspects of Buying and Selling a Business
- The Legal Elements of Company Formation
- Employment Law
- Contract Law

www.pgcedc.com



FIRST FRIDAY COACHING

In partnership with the University of Maryland Global Campus, Innovation Station hosts a monthly business coaching program to help guide companies through turbulent times and opportunities.

www.pgcedc.com/events



MARYLAND BUSINESS: REBOOT

Free programs to Maryland residents and business owners presented by professors at the Robert H. Smith School of Business and focus on finance, marketing, business operations and more.

www.Rhsmith.umd.edu



GLOBAL ENTREPRENEURSHIP

November 8-14, workshops, programs, pitch competitions, and networking events will be held throughout Prince George's County and the world to connect entrepreneurs to resources and opportunities.

www.genglobal.org

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**For More
Information
Regarding
Pathways and
EDC Services**

www.PGCEDC.com/pathways

Building Permits, U&Os, Licensing & Inspections

Presented by the
DPIE Business Development Section

December 9, 2021



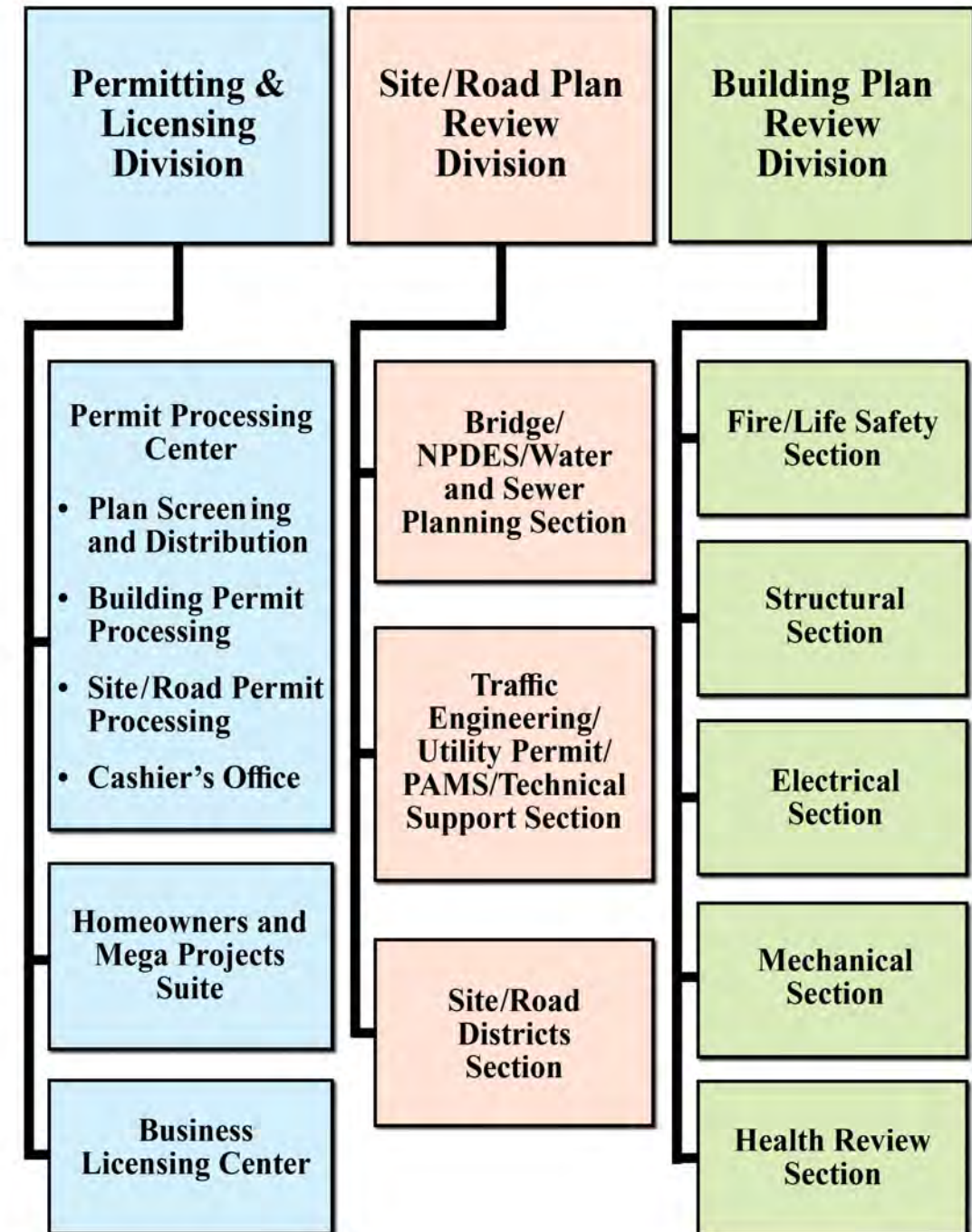
Angela D. Alsobrooks
County Executive



Melinda Bolling
Director



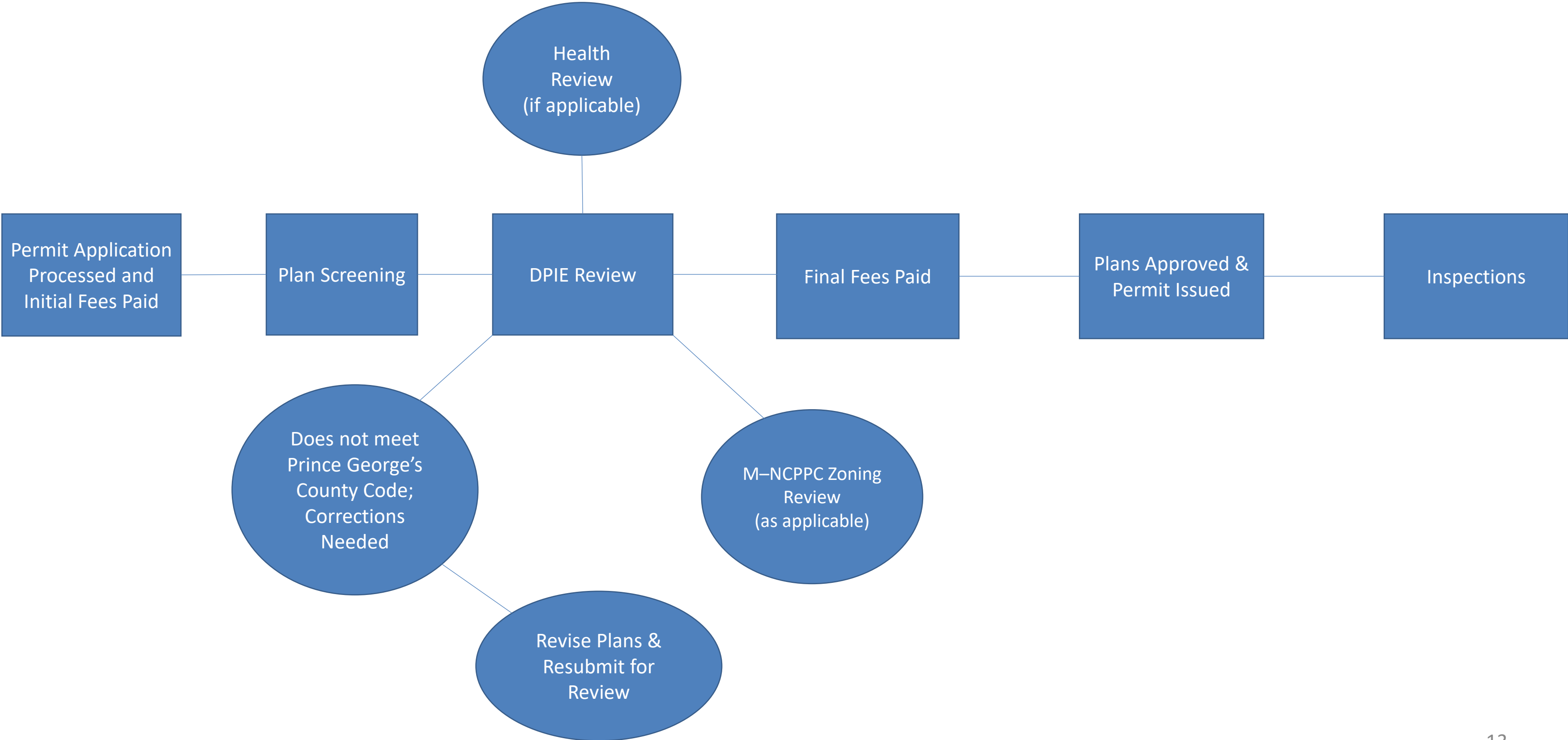
Permit Division Structure



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.
 - Make sure YOU are identified on the permit. Why is this important?
- Know your project deadlines: financing, building schedule and inspections.

Permitting Process



Permit Application Process & Fees

- Submit application online at <https://dpiepermits.princegeorgescountymd.gov/>
- Fees may be paid by cash, check or money order only.
- Initially up to 50% of the estimated cost of the permit is required. The final 50% of permit plus a 5% technology fee will be added before issuance.
- For the fee schedule, visit: <https://www.princegeorgescountymd.gov/DocumentCenter/View/23559/DPIE-Fee-Schedule>

Zoning Explained

- The ordinance specifies permissible uses, such as residential, commercial, industrial, institutional or mixed-use, etc.
- The ordinance provides for the enforcement of private properties throughout the County, except in the City of Laurel.
- Applications submitted to M-NCPPC (Park & Planning).
- M-NCPPC also reviews the allowable lot coverage for property.

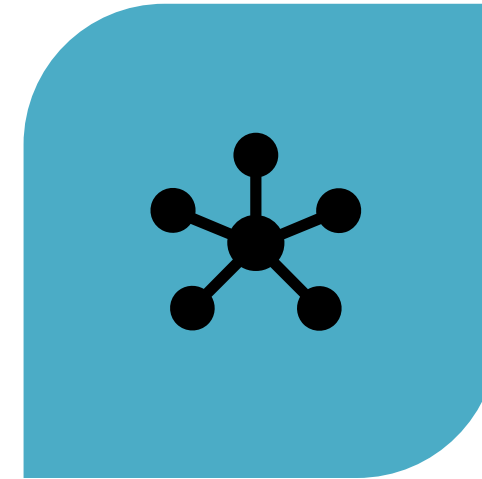
Zoning Approval



TO BUILD ON VACANT
LAND



TO ADD AN ADDITION TO AN
EXISTING BUSINESS BUILDING



TO CHANGE THE "USE"
OF THE BUILDING

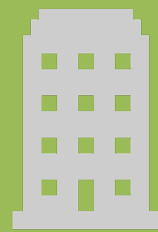


TO CHANGE THE EXTERIOR OF THE
BUILDING

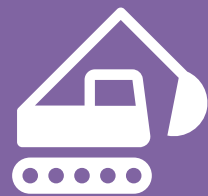
Building Permit Defined – Per County Code



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.

Submittal of Plans

- All plan submittals must be electronic. An on-line application must be completed to begin the electronic permitting process in ePlan. Take ePlan Training – will resume in January 2022.
- After the application fields have been completed, and approved by plan screening, the applicant will be invited to upload plans as **single sheets**.
- In order to begin the review process, applicants must submit civil, structural, trade, and site plans with the application.
- This information is covered in more detail in the ePlan applicant quick start guide. [ePlan-Applicant-Quick-Start-Guide](#)

Plan Screening Requirements

- Required on submittals for all new residential buildings, commercial buildings, commercial additions and townhouses prior to entering the Building Permit application process.
- Plans are screened to determine if sufficient information has been included in the package for an engineering plans review period to be conducted.
- Submittal packages that achieve a positive screening will be approved to enter the Building Permit process. Packages that do not achieve a positive screening will be returned to the customer for correction.

Building Permit Review Requirements

- Site plan
- Structural plans
- Architectural plans
- Mechanical plans
- Electrical plans
- Plumbing – Washington Suburban Sanitary Commission (WSSC) Permit
- Health plans



Building Permit Review Requirements - Continued

- Health review - required for food/public pool/spa/ potential air pollution and property on private well and septic systems
- Fire protection systems review (sprinkler & fire alarm)

***All plans need to be signed and sealed by a professional architect or engineer.

***Make sure to apply for all additional permits (i.e., fire & sprinkler, mechanical, electrical)

***[Tenant-Fit-Outs-Guide-PDF](#) (building permit)





Plan Review:
Engineers review building plans to ensure compliance with all applicable building codes and standards.

DPIE PLAN REVIEW

THIRD PARTY PLAN REVIEW

PEER REVIEW

MANDATORY THIRD PARTY FIRE INSPECTIONS SYSTEMS REVIEW

Plan Review Period and Revisions

- It may take 4 to 6 weeks for a permit to complete the review cycle.
- The revision procedure can extend the review process.
- A revision fee will be assessed for any building revisions.
- Please make corrections as required and in a timely manner to reduce the review process time.
- Please check spam folder and log into ePlan account regularly.



Use and Occupancy (U&O) Requirements

- 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 a U&O when there is a change in tenancy, change of use, name, or property owner
- Method of compliance – no grandfathering.

Use and Occupancy Submittal

Things needed :

- Property Tax ID
- Site plan
- Lease agreement or letter of authorization signed & dated by the owner
- Businesses will need the entity's name & registered agent; letter must be signed by authorized member
- Businesses must be registered in the State of Maryland

Note: If an occupant plans to make an alteration they would be required to obtain the owner's permission.

Permit Timeframes



Once a permit application has been filed, a permit must be issued within 6 months of the application date or it becomes null and void.



Once issued, work must begin within 6 months of permit issuance.



Construction inspections are required a minimum of every 6 months to keep the permit valid.



Only exceptions are grading permits, which have up to a 5-year lifespan.

Permit Renewals & Extensions

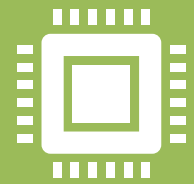
Must be submitted within 30 days of expiration

Can be granted for (2) 6-month extension periods

Business Licenses



The Licensing Center issues business licenses and regulates various business activities per the County Code.



In addition, staff monitors and investigates items/concerns related to Code Compliance throughout the active term of a license.



This includes ensuring certain Use and Occupancy (U&O) permits are current and that licenses adhere to professional standards and operate in accordance with County Code.

Business Licenses

- **Adult Book and Video Store**
- **Building Contractor**
- **Benefit Performance (Bazaar, Bingo, Dinner, Pull Tabs, Raffle, Silent Auction, Other)**
- **Benefit Performance/Charitable Gaming**
- **Benefit Carnival**
- **Benefit Circus**
- **Charitable Solicitor**
- **Door-to-Door Solicitor**
- **Electrical Contractor — Limited**
- **Food Truck Hub**
- **Fortune Telling**
- **Homeowner Waiver**
- **Master Electrician — Limited**
- **Mobile Vendors (Ice Cream Truck)**
- **Motor Vehicle Repair Facility**
- **Off-Road Vehicle Registration**
- **Pawn Dealer**
- **Pawn Dealer Employee**
- **Public Dance**
- **Secondhand Dealer**
- **Secondhand Dealer Employee**
- **Special Food Service Facility – Mobile Food Truck**
- **Food facilities, farmers markets or swimming pools**

Momentum Online System

- All Prince George's County Business Licenses are processed in Momentum, the County's new online system -- <https://md-princegeorgescounty.civicplus.com/3669/Momentum-Online-Services>
- The new system allows customers to submit applications, upload documentation and make payments online. When the applications have been reviewed and approved, customers will be able to print their licenses at work or at home.

State Requirements



- ▶ The State of Maryland's Business License Division issues licenses for certain specified Maryland businesses located within Prince George's County.
- ▶ To find out whether you are required to obtain a business license from the Clerk's Office go to State of Maryland [Business License Information System \(BLIS\)](#).

State Requirements



- ▶ The County [Clerk of the Court](#) license department assists with business licensing for the state.
- ▶ In addition, there is the State's [Division of Occupational and Professional Licensing](#) which regulates professional and trades licenses.

Inspections Division

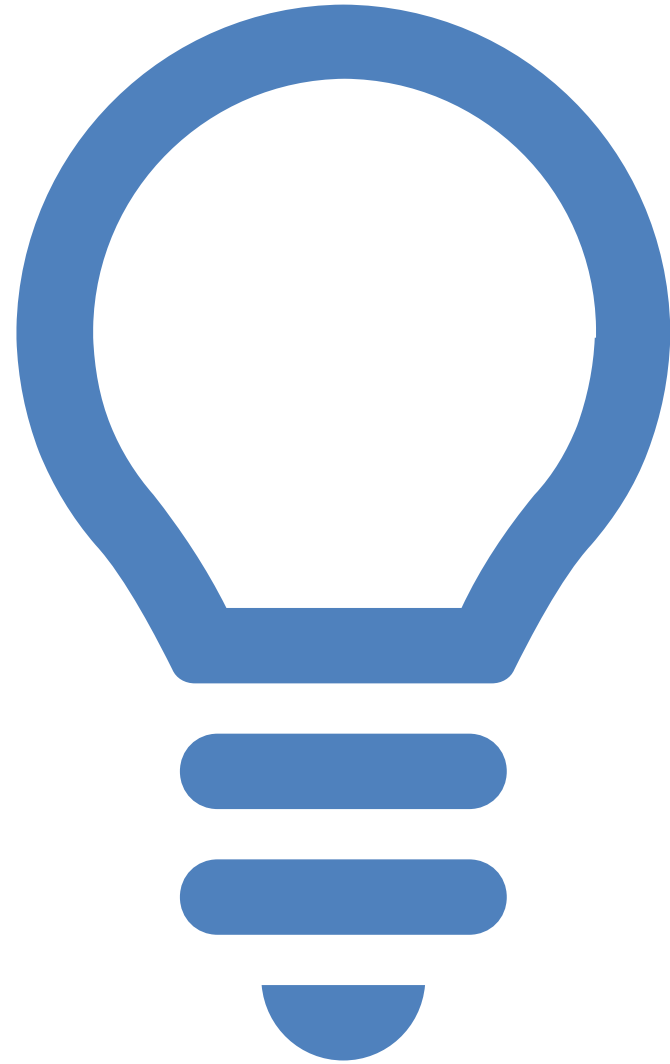
- The Inspections Division regulates construction, development and grading activity in the County through code enforcement and inspection, except in the City of Laurel.
- DPIE enforces accessibility, building, electrical, energy, fire, mechanical and other applicable County and State codes.
- The Health Department Inspections program regulates the inspections of food facilities, swimming pools and spas in the City of Laurel.



Building inspections

- Inspectors provide oversight of residential and commercial construction and tenant renovations.
- Inspections are performed to ensure code compliance in a building's structural, electrical, mechanical and sprinkler systems.





Electrical inspections

- The Commercial Construction and Life Safety Section (CCLSS) provides oversight for the third-party inspection process required for new commercial construction in the County and electrical inspections for commercial projects that don't require third-party inspection.
- Projects include schools, stores, restaurants, offices, places of worship and generators.
- Work that complies with updated electrical codes is accepted.
- DPIE also enforces regulations outlined in the County Code.

Fire inspections

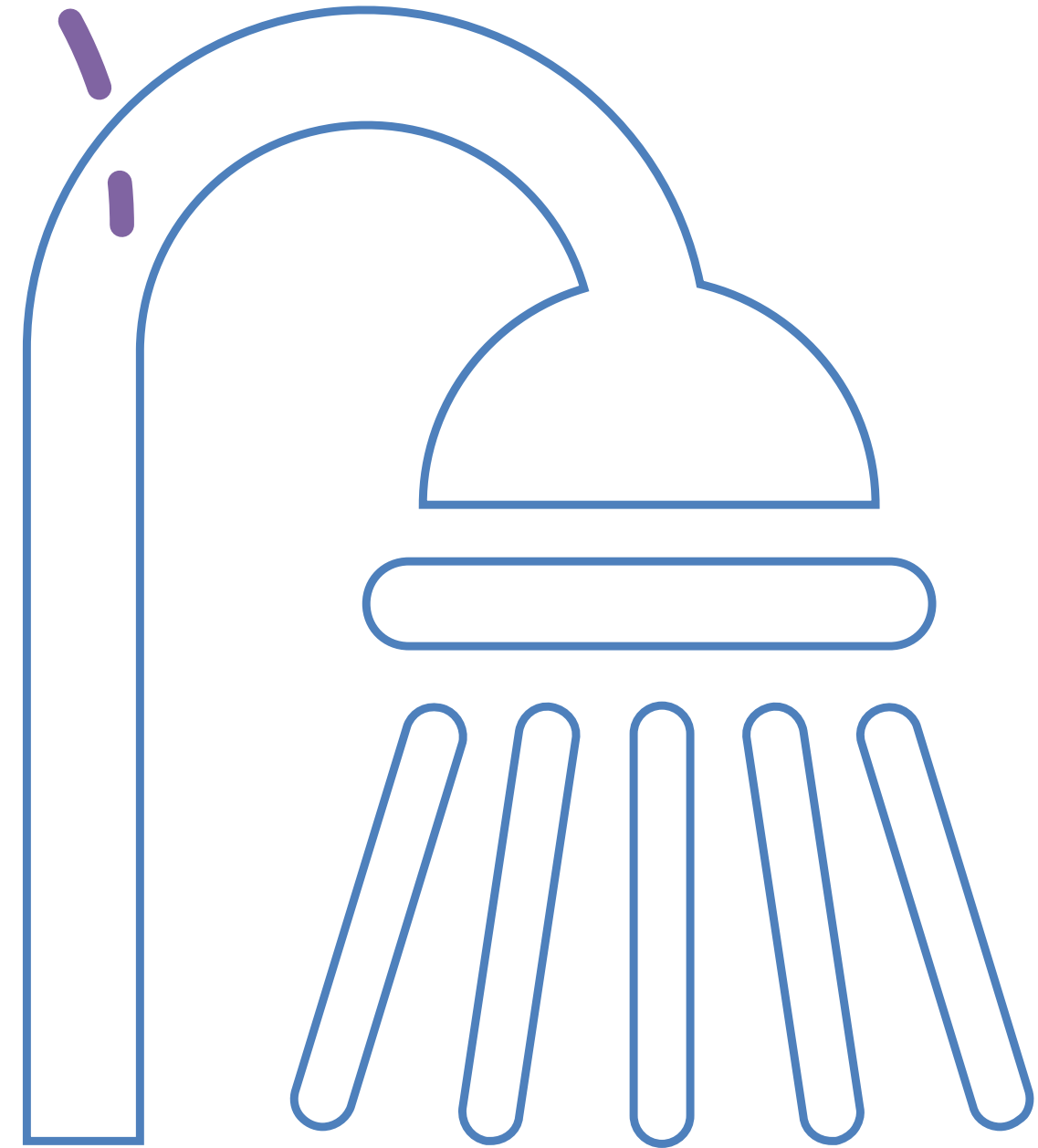


- DPIE shares responsibility for fire code enforcement with the County Office of the Fire Marshal.
- DPIE is responsible for fire code enforcement associated with a permit for building or occupancy.
- Customers requesting fire inspections associated with permits may be grouped into the following categories:
 - Use and Occupancy Permit (U&O)
 - Fire Protection System Certification
 - Fire Prevention Inspection

Plumbing inspections and WSSC

County plumbing inspections are performed by the Washington Suburban Sanitary Commission (WSSC).

- WSSC has a satellite office at DPIE headquarters, 9400 Peppercorn Place, Suite 650, in Largo.
- The office assists customers dealing with new development or redevelopment projects to navigate the process of obtaining WSSC water and/or sewer plan approvals and permits.
- Call WSSC at 301-206-4003 for more information on plumbing inspections.



Site development

Roadway, infrastructure and stormwater management inspections are conducted to ensure compliance with all applicable State and County codes.

- Inspectors conduct site and road development, sediment and erosion control, and various tree conservation inspections.
- This section also conducts inspections in support of permit and bond releases for site and road projects.



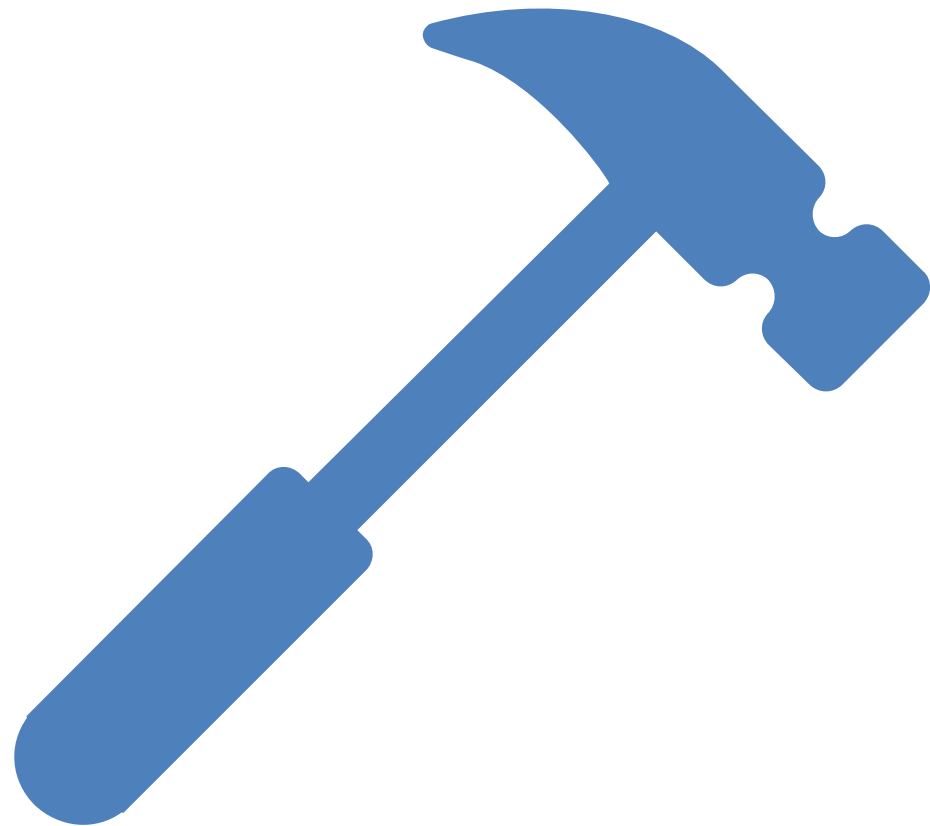


Municipalities

There are 27 municipalities. Permitting and Inspection responsibilities are delineated in the following charts.

- [Municipal Inspections and Enforcement \(PDF\)](#)
- [DPIE Plan Review and Inspections Permit Responsibilities in Municipalities \(PDF\)](#)
- [Inspections Responsibilities in Municipalities \(PDF\)](#)
- To determine if your project is within one of these municipalities, please visit the [Atlas website](#); click on "Map Layers" (the second icon on the right).

Pre-construction meetings



- Required for commercial building projects estimated at \$200,000 or more. See additional information at <https://md-princegeorgescounty.civicplus.com/DocumentCenter/View/4589/Pre-Construction-Meeting-PDF>
- Pre-construction meetings are conducted virtually.
- For more information, call 301-883-3820 and select option 5.



Pre- construction meetings— Continued

The following must be present at the meeting:

- The entire third-party inspection team
- Tenant and/or owner representative
- General contractor (preferably the person onsite)
- Approved plans
- For interior alteration only permit(s), you need a valid Use and Occupancy Permit (U&O) or zoning use approval by the Maryland-National Capital Park & Planning Commission (M-NCPPC).

THIRD PARTY INSPECTIONS


- Required for commercial building projects estimated at \$200,000 or more.
- Third party inspection agents are hired by the owner to evaluate the work of the various trade disciplines. The third-party inspectors then provide certification to the County attesting that work complies with code.
- View requirements at:
<https://www.princegeorgescountymd.gov/DocumentCenter/View/4338/Third-Party-Inspection-Program-TPIPManual-and-Forms-PDF>

U&O Inspections

- For a U&O Inspection, the inspector will verify that a building meets zoning, property maintenance and life safety requirements.
- You may review the U&O Checklist at <https://www.princegeorgescountymd.gov/DocumentCenter/View/10958/Use-and-Occupancy-Checklist-and-Letter-PDF?bidId=>
- It is important to remember that a U&O permit is not a permit for construction. Rather an applicant must possess a building permit to proceed with construction.

U&O Inspections - continued

A Health Review Pre-Inspection is required for new kitchens. 301-883-7621 (For all new food establishments -- convenience stores, restaurants, school kitchens, café grocery stores, catering operations, public swimming pools and spas).



A Fire/EMS Department inspection may be required for daycare centers, places of assembly, and special events. 301-583-1830



A U&O is required prior to the issuance of a County Business License.

A large red circular graphic on the left side of the page, partially cut off by the edge.

Scheduling an inspection

SEE COMPLETE INSTRUCTIONS AT
[DPIE.MYPGC.US](https://dpiemypgc.us)

SCHEDULE ONLINE AT [DPIE.MYPGC.US](https://dpiemypgc.us)

CALL 301-755-9000

WEEKDAYS 7 AM-11PM

Scheduling online

The screenshot shows a web browser window with the URL `https://dpiestatus.princegeorgescountymd.gov/Site/Public/Citizens/ScheduleInspection.aspx#`. The page header features the Prince Georges County logo and the text "Monday, May 18, 2020" and "DPIE Status". A navigation menu includes "Home", "Permit", "Inspection", and "ePayments".

The main content area is titled "Schedule Inspection" and contains the following form fields:

- * Permit Number : - -
Example: 1001 - 2013 - 00
- * Inspection Request Code :
- * Inspection Date : * Phone Number :

A CAPTCHA box contains the text "Enter the code shown below : [More Info](#)". Below the CAPTCHA, it states "Fields marked with an asterisk * are required." and a "Schedule Inspection" button.

The Windows taskbar at the bottom shows the search bar and several application icons.

Scheduling by calling

You may also call the County's **Automated Inspection Request/Information System (AIRIS)** at **301-755-9000** between the hours of 7 a.m. - 11 p.m., Monday through Friday.

- Before calling, make sure to have the following:
 - Contact phone number
 - Case number
 - Request code (see listing at the following link)
<https://www.princegeorgescountymd.gov/DocumentCenter/View/4325/Code-Request-PDF?bidId=>
 - Date you would like inspection to occur

Request Codes for Inspections

Building, Mechanical and Residential Electrical

100 Inspector to Return Call
101 Initial Inspection
102 Pre-construction
103 Routine Inspection
104 Lift Stop Work Order
106 Use & Occupancy
107 Final Inspection
110 Footing
111 Foundation Wall
112 Backfill/Drain Tile
114 Framing
115 Slab (All Concrete Work including Aprons)
116 Close-In
151 Bond and Ground
152 Rough Wire Wall
153 Rough Wire Ceiling
154 Trench Concealment
155 Cut-In/Heavy-up

Commercial Electrical

200 Inspector to Return Call
201 Initial Inspection
203 Routine Inspection
204 Lift Stop Work Order
207 Final Inspection
250 Pole Service (Commercial/Residential)
251 Bond and Ground
252 Rough Wire Wall
253 Rough Wire Ceiling
254 Trench Concealment

255 Cut-In/Heavy-up
256 Work with Cut-In
257 Rough Wiring Slab
258 Generators/Solar Panels (Commercial/Residential)
156 Work with Cut-In

Site Development

300 Inspector to Return Call
301 Initial Inspection
302 Pre-Construction
303 Routine Inspection
304 Lift Stop Work Order
307 Final Inspection
321 Storm Drain Installation/Stormwater Devices
322 Storm Drain Maintenance
327 Excavation
328 Backfill
331 Bio-retention
332 Steel Inspection
333 Concrete Inspection
334 Infiltration Inspection
335 Subgrade Inspection
336 Controlled Fill
337 Removal of Sediment Controls
338 Tree Conservation Inspection
339 Critical Area Inspection
340 Landscaping
341 Parking Lot
342 Recreation Areas
343 Reforestation
344 Final Grading Only
345 Bond Release

Request codes

Preparing for an inspection



- Please have a complete U&O Permit package and ensure your permit and plans are onsite when the inspector arrives.
- All work performed must be in accordance with the approved plans.
- If there are any substitutions of methods, materials, or features, a plan revision is required.
- Make sure all equipment functions properly.
- Check to ensure all doors, lights, life safety items, fire extinguishers, etc., are in good working condition.

Preparing for an inspection - continued

- A current inspection for each fire protection system (alarm, sprinkler, kitchen/hood, smoke control, emergency generator, etc.)
- All debris and trash is removed
- Inspection forms may be found at dpie.mypgc.us



Inspections phone numbers

Schedule an inspection: **301-755-9000**

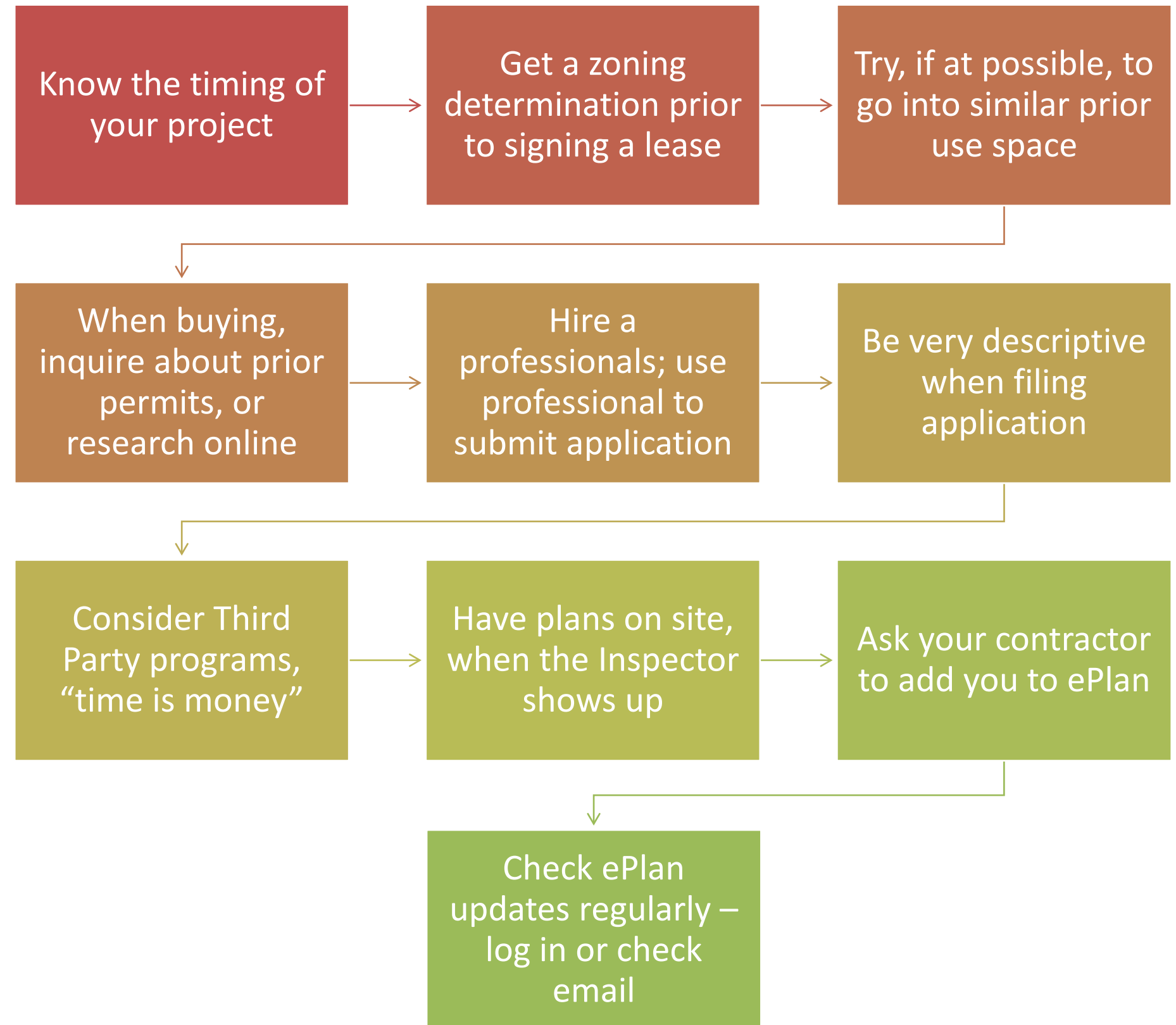
U&O inspections: 301-883-5390

Third-Party Inspection Program: 301-883-3820

Site Development Inspections:
301-883-3820

Health Review Section, 301-883-7621

Top 10 Takeaways/Hints



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
- Health Review Section: 301.883.7621
- Clarence Moseley, Permits Center Manager:
301. 636-2050 & cemoseley@co.pg.md.us

Thank you!

- Nicole Reece 301.636.2035
- nmreece@co.pg.md.us
- dpielibizdev@co.pg.md.us
- dpiemypgc.us



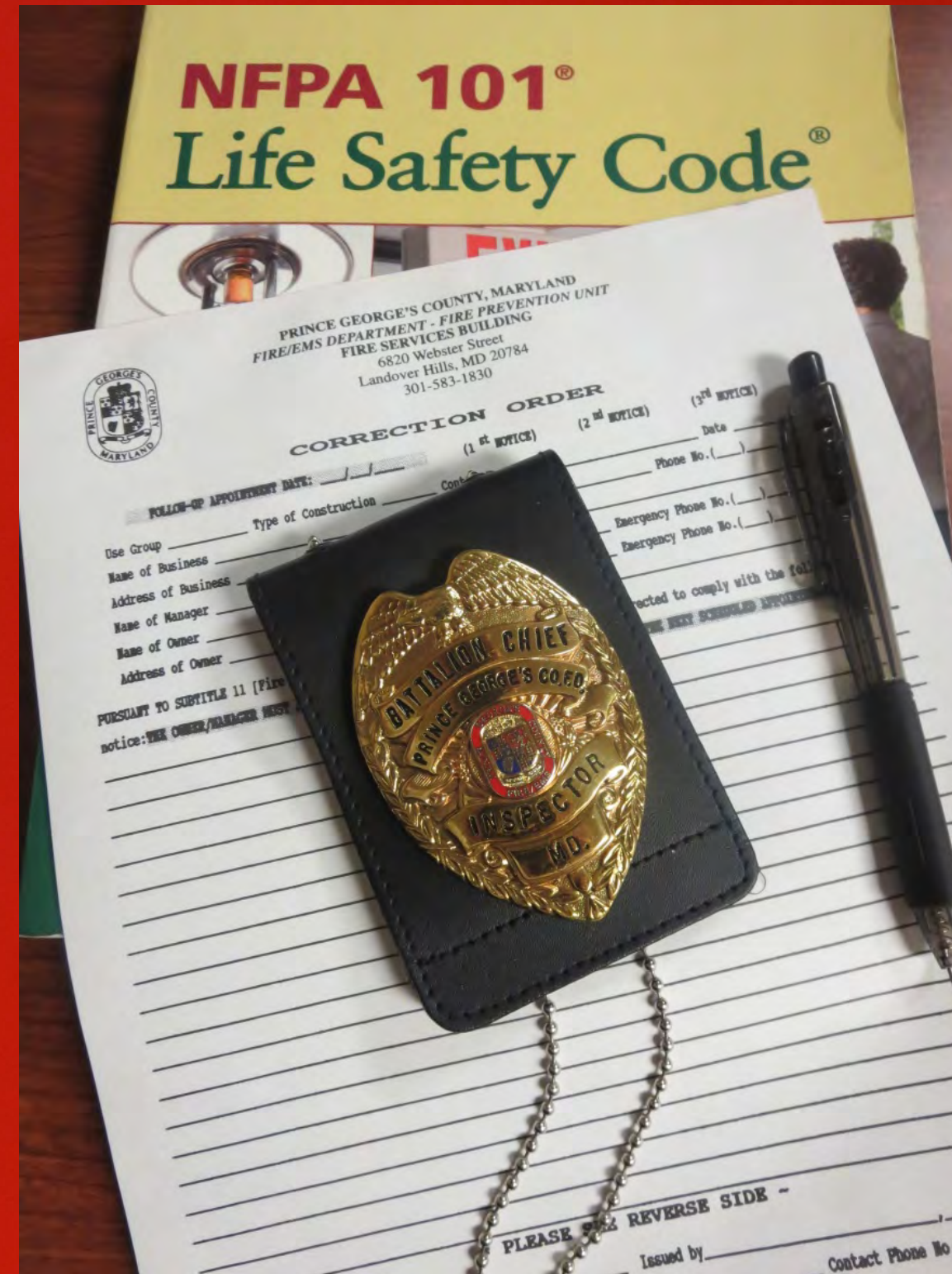
Angela D. Alsobrooks
County Executive



Melinda Bolling
Director

Office of the Fire Marshal

Fire Prevention and Life Safety Division



To Open a Business in Prince George's County:

1) Apply for a Use & Occupancy Permit
from DPIE

Note: A Fire Inspection may be required
before the U&O permit can be issued.



A Fire Inspection is required for:



- Assembly
- Educational
- Daycare
- Assisted Living
- Storage



THE INSPECTION: PAPERWORK

Certifications for:



THE INSPECTION: PAPERWORK

- Certifications for:
- Fire alarm



THE INSPECTION: PAPERWORK

Certifications for:

- Fire alarms
- Sprinklers



THE INSPECTION: PAPERWORK

Certifications for:

- Fire alarms
- Sprinklers
- Private Hydrants



THE INSPECTION: PAPERWORK

Certifications for:

- Fire alarms
- Sprinklers
- Private Hydrants
- Fire Extinguishers



Make sure the building will be the right building for your business!!



The right building for your business:

- The right zoning?
- The right amount of parking?



The right building for your business:



Will it pass a
fire inspection ???



The right building for your business:

Will it need a fire sprinkler?



The right building for your business:

Will it need a fire
sprinkler?

- Assembly
- Child Care Center
- Factory



The right building for your business:

Will it need a
fire alarm ???



The right building for your business:

Will it need a
fire alarm ???

Is the fire alarm
adequate for the
business ???



The right building for your business:



Are the doors in
good condition?



The right building for your business:



Are the doors in good condition?

What kind of locks are on the doors?



The right building for your business:



How OLD is the building?



The right building for your business:



Is there a generator?



The right building for your business:



Have the elevators been inspected?



The right building for your business:



Will there be cooking?



**Office of the Fire Marshal
301-583-1830**

To request and pay for a fire inspection:

<https://www.velocitypayment.com/client/princegeorges/fire/index.html>

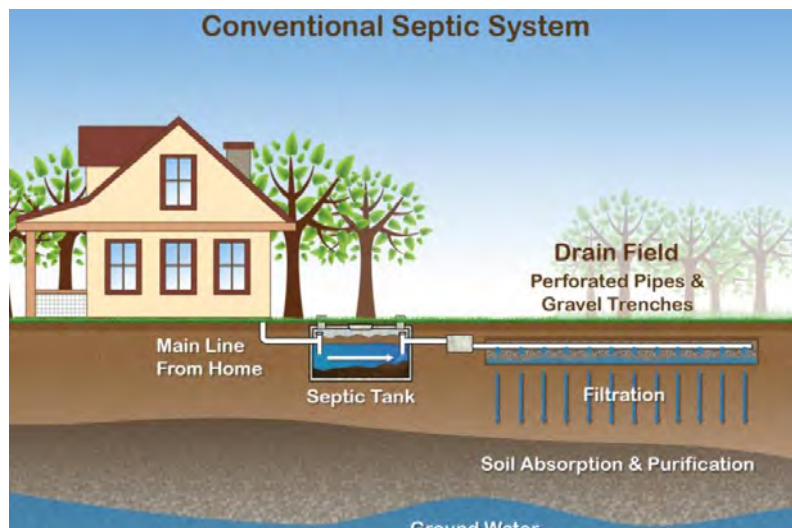
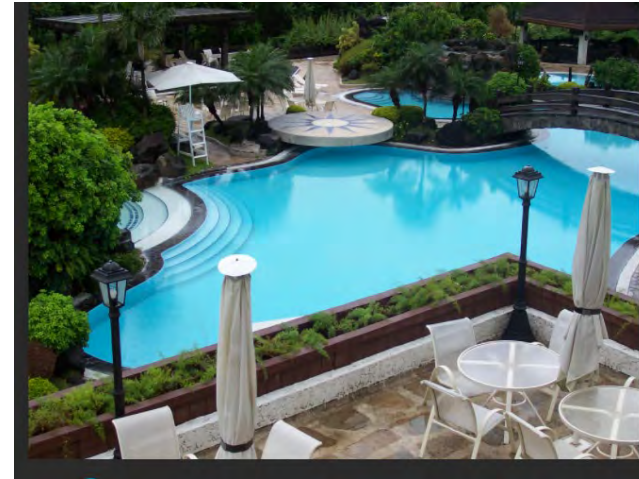
**Jim Reilly 240-508-4931
jvreilly@co.pg.md.us**



DPIE Health Review Section Presentation

Who we are and what we do...

Our Reviews



- **Food Service Facilities: Review plans for new construction/interior remodels/U&O's**
- **Private Wells and Sewage Disposal Systems**
- **Raze inspections for commercial and residential dwellings**
- **Public Swimming Pools/Spas/Splash Pads**

Applicable Codes

- Prince George's County Code, Subtitle 12, Division 2, Subdivisions 1, 2 and 3 and Subtitle 22, Division 1 and 3, Subdivisions 1 and 2
- Code of Maryland Regulations governing food service facilities 10.15.03; governing swimming pools and spas 10.17.01; governing water supply, sewage disposal and well construction 26.04.02 and .04

How long will it take for a review of my plan submittal?

- Our staff strives to complete an initial review with written comments sent out to the applicant within 14 business days and a resubmittal review within five business days.

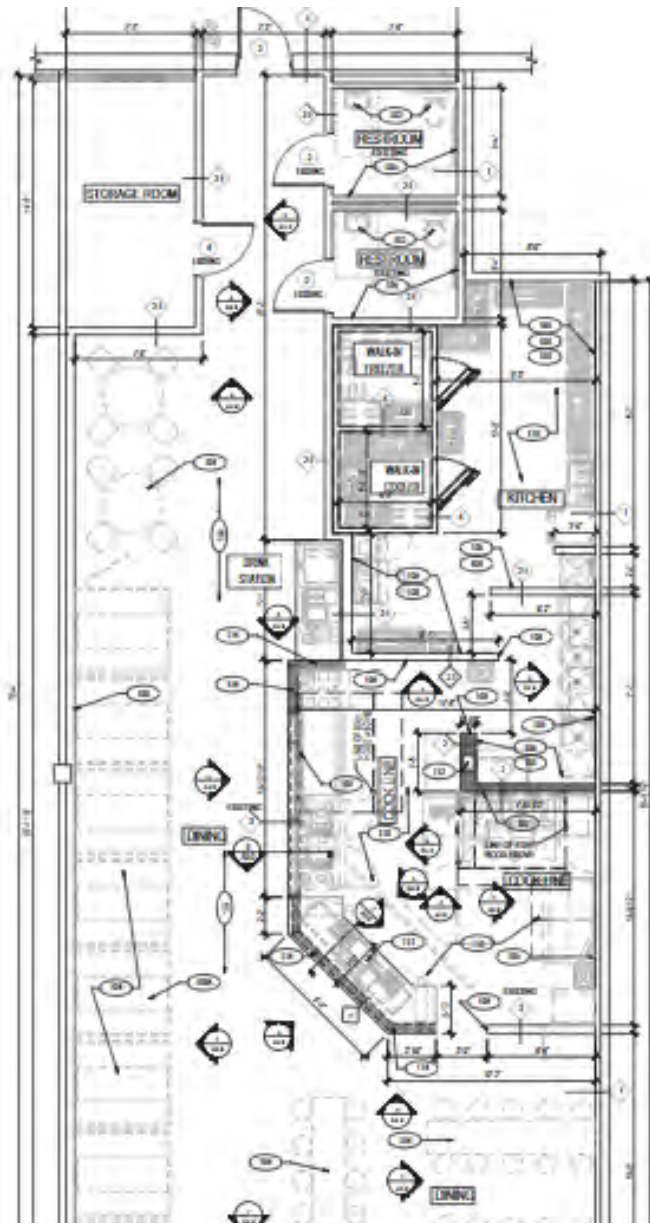
The Health Plan Review

- **Submission – Online Eplan Review -Projectdox**

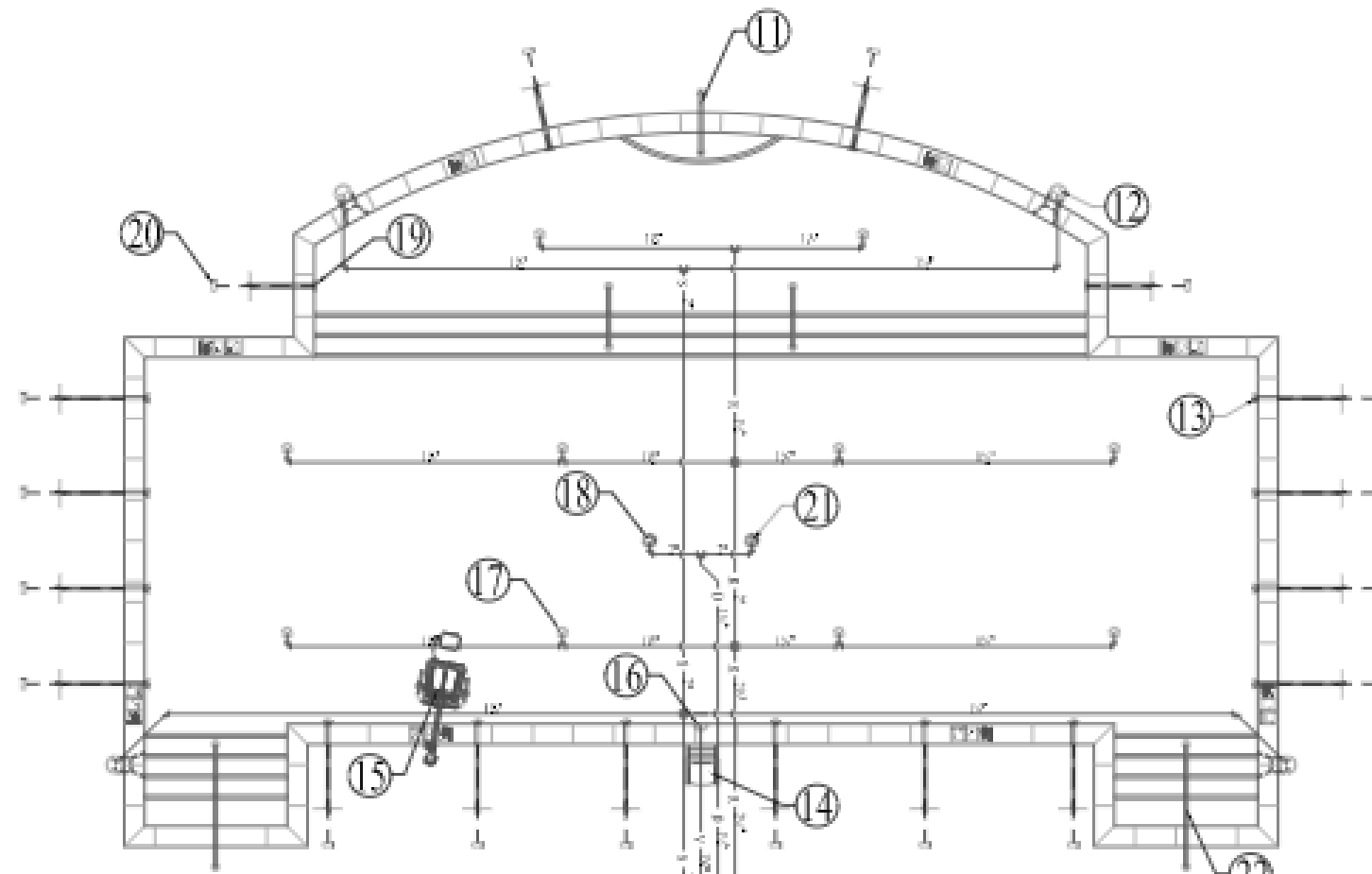
Architectural drawings to be submitted: plumbing, reflected ceiling, door schedule, finish schedule, labeled floor plan with the manufacture and model numbers for all proposed equipment, menu and HACCP Plan.

- **Review**
- **Approval**
- **Pre-operational Inspection**
- **Case forwarded to the Health Department**

Food Facility Review



The Health Plan Review



**Pool Submission
COMAR 10.17.01 –
Online Eplan Review –
Projectdox**

**Site plan, Deck, Pool
Shell, Piping, Bath
house, Pump room,
Deck, Barriers**

The Plan Review of a Swimming Pool

Pool Piping



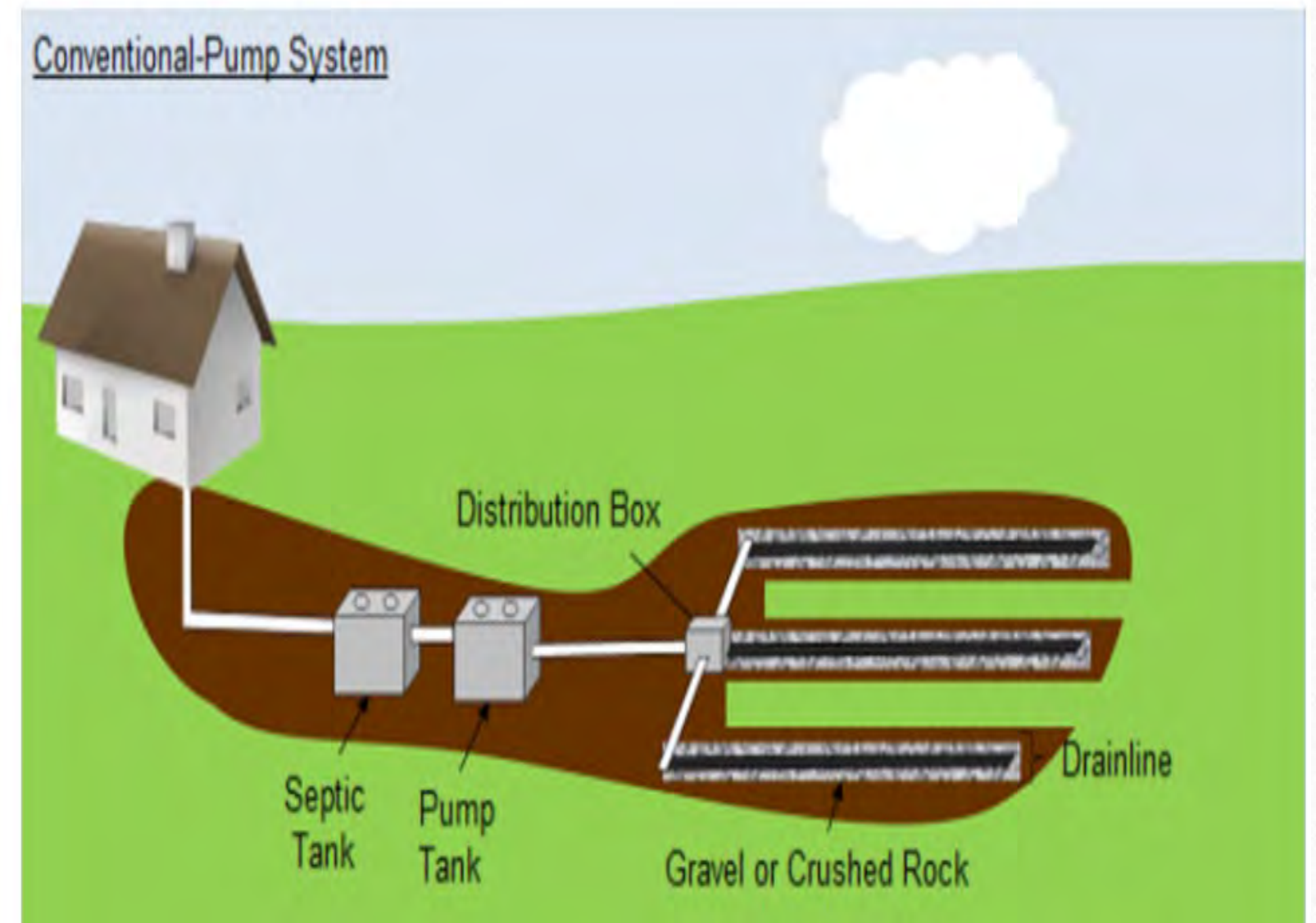
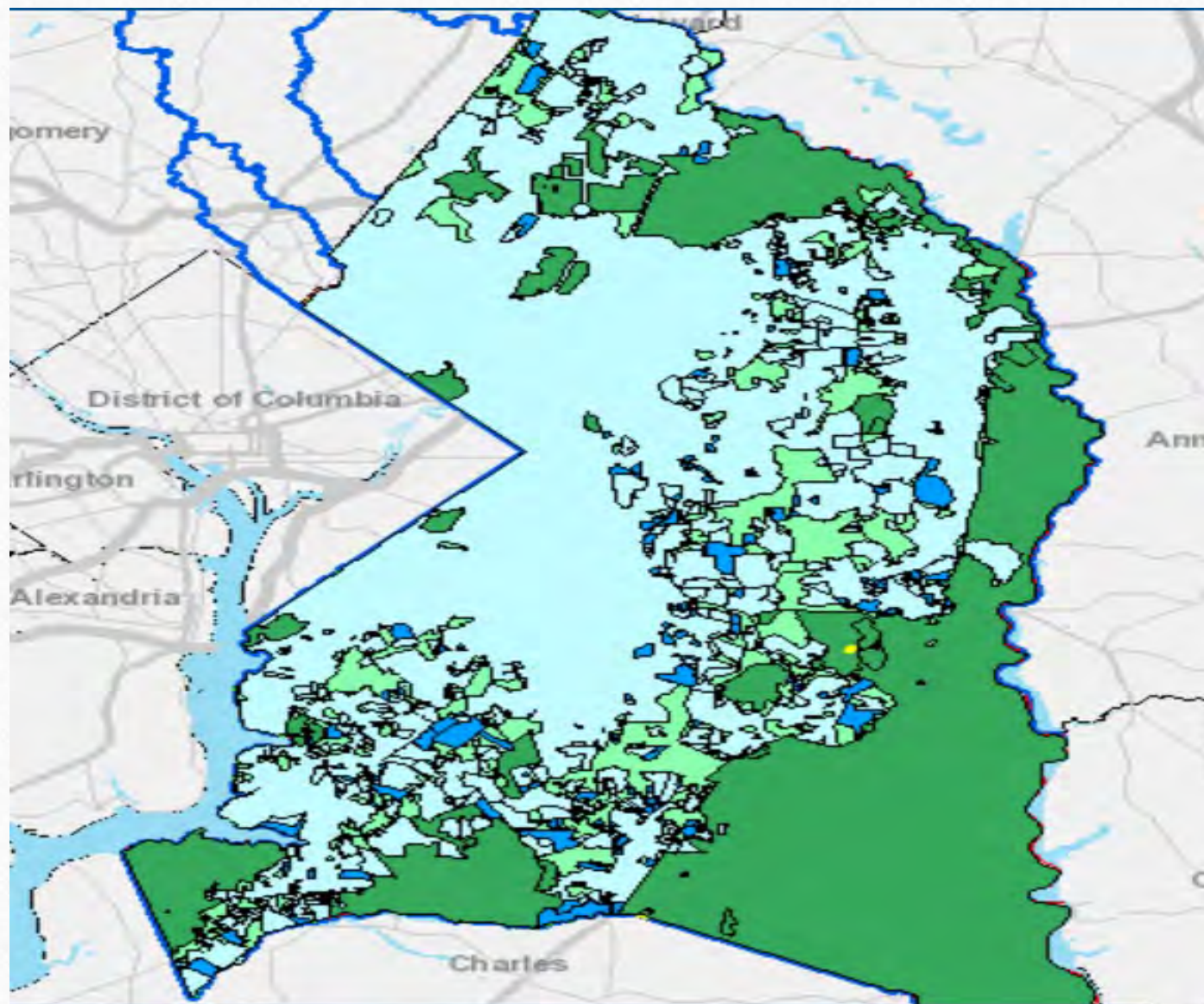
Finished Product



Raze Inspections



Well and Septic Inspections



Health Forms

- <https://www.princegeorgescountymd.gov/1388/Health-Forms>

Health Forms

Applications & Permits

- [153-Site Plan Requirements \(PDF\)](#)
- [Agencies to Contact to Obtain Disconnection Letters Prior to Raze Permit](#)
- [BAT System Design Manual 2018](#)
- [Checklist for Construction or Remodel of Pool or Spa \(PDF\)](#)
- [Depot Letter \(Mobile Unit Base of Operations\) \(PDF\)](#)
- [EH-EEP-5-HANDOUT 5 - Health Approval of Bldg Permit - Individual Water Sewer \(PDF\)](#)
- [Fees for Miscellaneous Inspections and Consultations \(PDF\)](#)
- [Guidelines for Submitting a HACCP Plan \(PDF\)](#)
- [Health Review Fact Sheet \(PDF\)](#)
- [Plan Review Application for Food Service Facility and/or Public Swimming Pool/Spa \(PDF\)](#)
- [Plan Review Resubmittal Application \(PDF\)](#)
- [Planning Guide - Food Service Facilities in Prince George's County \(PDF\)](#)
- [Planning Guide - Public Swimming Pools and Spas/Hot Tubs in Prince George's County \(PDF\)](#)
- [Raze Permit Health Dept Checklist \(PDF\)](#)
- [Schedule a Health Inspection \(PDF\)](#)
- [Septic System Design Manual \(PDF\)](#)
- [Sewage Disposal Permit \(PDF\)](#)
- [Sewage Disposal Permit Renewal Application \(PDF\)](#)

Contact Information

- Myra Leonard, Environmental Health Specialist IV
- Health Review Section Supervisor
- Department of Permitting, Inspections and Enforcement
- 9400 Peppercorn Place, 2nd Floor, Largo, Maryland 20774
- 301-883-7621 (phone) 301-883-3852 (fax)
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Questions





HEALTH DEPARTMENT

Prince George's County

Debra Freeman, Environmental Health Specialist
| 301-883-7692

**“Food service facility”
means:**

**“Food service facility”
includes:**

A place where food or drink is prepared for sale or service on the premises or elsewhere; or

An operation where food is served to or provided for the public with or without charge.

A restaurant, coffee shop, cafeteria, short-order cafe, luncheonette, tavern, sandwich stand, soda fountain, retail market, or retail bakery outlet;

A food operation in an industry, institution, health care facility, club, school, camp, church, catering kitchen, commissary, or a similar place in which food or drink is prepared for sale or for service on the premises or elsewhere



**What it is
not...**

“Food service facility” does not include a facility that offers only prepackaged foods that are not potentially hazardous for example foods that need no refrigeration to be safe.

**ALL FOOD FACILITIES MUST BE LICENSED
BY APPLYING FOR A FOOD FACILITY
LICENSE WITH THE HEALTH DEPARTMENT
THROUGH THE MOMENTUM SYSTEM.**

[Home - Momentum](#)
[\(princegeorgescountymd.gov\)](#)



HIGH PRIORITY

Cooking methods go through the danger zone at least twice

Example: Wendys



MID PRIORITY

Usually, cook-serve method used

Example: McDonalds



LOW PRIORITY

No cooking involved, usually pre-packaged potentially hazardous foods

Example: CVS



HACCP Plan

HACCP stands for Hazard Analysis Critical Control Point The Points of HACCP:

- To identify any hazard (biological, physical or chemical) that may cause food to become unsafe.
- To identify where those hazards are likely to occur. (These are called Control Points. A critical control point or CCP for short is a point that if control is NOT taken, the risk of the food becoming unsafe is much greater.)
- To have procedures in place for corrective action if your critical limit is exceeded. (Example – In order to prevent biological hazards, chicken must be cooked to 165F for 15 seconds. If the chicken is only at 157F at the end of its cook time, the corrective action would be to continue cooking until the thermometer reads 165F for at least a steady 15 seconds.)
- To put a system in place for record keeping. Record keeping shows that you monitor your critical control points and shows that you take corrective action if a critical limit is exceeded. (Examples – Refrigerator Temperature Logs, Cooling and Reheating Logs, Employee Illness Log etc.)

PATHWAYS

Prince Georges  POWERED BY PRINCE GEORGE'S COUNTY
ECONOMIC DEVELOPMENT CORPORATION

Q & A

Please use the "Q&A" button on your screen to ask questions. We will answer as many as possible

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**Thank You For
Joining Us**

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