



County Executive, Jack B. Johnson



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## Building Permit Requirements

The following information is provided as a general guide that describes the **minimum** requirements needed to process a request for a permit. As an applicant, you are encouraged to contact the appropriate agency to determine if additional information will be needed to process your particular permit request. [Permit Related Telephone Numbers](#), [Permit Related Agency Links](#)

When applying for a permit application a [Property Tax ID](#) number is needed to identify and verify the permit address. This information may be obtained by calling (301) 952-2500.

[Permit Application in PDF](#)

### Minimum Permit Requirements

<p><b>Residential Permit</b></p> <p><a href="#">Addition</a>  <a href="#">Alteration (interior only)</a>  <a href="#">Alteration (interior and exterior)</a>  <a href="#">Decks</a>  <a href="#">Driveways</a>  <a href="#">Fences (over 4 feet height)</a>  <a href="#">Patios - over 500 sq.ft.</a>  <a href="#">Retaining Walls</a> (over 2 feet in height)  <a href="#">Sheds (over 150 square feet)</a>  <a href="#">Single Family Dwellings</a>  <a href="#">Swimming Pools</a></p>	<p><b>Commercial Permit</b></p> <p><a href="#">Addition</a>  <a href="#">Alteration with Use and Occupancy</a>  <a href="#">Alteration without Use and Occupancy</a>  <a href="#">Canopies</a>  <a href="#">Fences (over 4 feet high)</a>  <a href="#">Multi-Family Dwellings</a>  <a href="#">New Building</a>  <a href="#">Retaining Walls</a> (over 2 feet in height)  <a href="#">Swimming Pools</a>  <a href="#">Townhouse</a></p>	<p><b>Sign Permit</b></p> <p><a href="#">Building</a>  <a href="#">Free Standing</a></p> <p><a href="#">Sign Permit Application (PDF)</a></p> <p><b>Plan Examination</b></p> <p><a href="#">Plans Screening Office</a></p>
<p><b>Other Permits</b></p> <p><a href="#">Electrical</a>  <a href="#">Fire Alarms</a>  <a href="#">Fire Sprinklers</a>  <a href="#">Grading - Fine</a> (DPW&amp;T)  <a href="#">Grading - Rough</a> (DPW&amp;T)  <a href="#">Mechanical</a>  <a href="#">Raze</a>  <a href="#">Use and Occupancy - no construction</a>  <a href="#">Use and Occupancy - Temporary</a></p>	<p><b>Other Requirements</b></p> <p><a href="#">Bonding Requirements (DPW&amp;T)</a>  <a href="#">Chesapeake Bay Critical Area (DPW&amp;T)</a>  <a href="#">Permit Renewals and Extensions</a>  <a href="#">Stormwater Management Information (DPW&amp;T)</a>  <a href="#">Woodland Conservation Program (DPW&amp;T)</a></p>	

### Accepted Licenses

- Maryland Home Improvement Commission (MHIC #)**  
All contractors who perform home improvement work must be registered with the [Maryland Home Improvement Commission](#).
- Maryland Board of HVACR (HVACR #)**  
All contractors who perform heating, ventilating and air conditioning work must be registered with the [Maryland Board of HVACR](#).
- Maryland Attorney General Home Builder Registration Unit (MHBR #)**  
All home builders who build homes in Maryland must be registered with the [Prince George's County Board of Registration for Building Contractors](#).
- Maryland Home Builder Registration Unit**  
All builders/homeowners seeking to construct homes in Prince George's County must also be registered with the [Prince George's Business License Section](#).
- Maryland Board of Master Electricians**  
All master electricians who operate in Maryland must be registered with the [Maryland Board of Master Electricians](#).

### **Residential - Single Family Dwellings**

The following plans are required to apply for a Single Family Dwelling permit:

- One (1) Concept Approval Letter
- One (1) Approved Stormdrain Plan (if needed)
- Six (6) Site/Plot Plans - Signed and Sealed
- Two (2) Architectural Drawings - Signed and Sealed
- Two (2) Structural Drawings - Signed and Sealed
- Two (2) Landscape Plans
- One (1) Sediment Control Plan - Green stamp if the disturbed area is greater than 5,000 sq. ft.
- Three (3) Tree Conservation Plans or exemption letter

#### [Minimum Plan Submission Requirements For Residential Projects](#)

### **Residential -Swimming Pools (In ground)**

The following plans are required for a swimming pool permit (in ground):

- Three (3) Site Plans that indicate the location
- Two (2) Building Plans
- Electrical Permit

### **Residential -Swimming Pools (Above ground)**

The following plans are required for a swimming pool permit (above ground):

- Three (3) Site Plans that indicate the location
- Two (2) Building Plans

### **Residential - Decks**

The following plans are required to apply for a deck permit.

- Three (3) Site/Plot Plans showing the deck location
- Two (2) Building Plans

### **Residential - Driveways**

Permit requirements for a Residential Driveway. Applicant is required to bring in 3 copies of the Site/Plot Plan showing driveway location with dimensions. These drawings will be reviewed by Maryland-National Capital Park & Planning Commission, Department of Public Works & Transportation and a Structural Engineer.

- Four (4) Site/Plot Plans

### **Residential - Patios (over 500 sq. ft.)**

The following plans are required to apply for a patio permit.

- Three (3) Site/Plot Plans that indicate the location

### **Residential - Sheds (over 150 square feet, one per property)**

The following plans are required to apply for a shed permit:

- Three (3) Site/Plot Plans that indicate the location
- Two (2) Building Plans (Structural)

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### **Residential - Fences (over 4 feet in height).**

The following plans are required to apply for a fence permit:

- Three (3) Site/Plot Plans showing the fence location

### **Residential - Alteration (interior only)**

The following plans are required to apply for an alteration permit:

- Two (2) Structural and Architectural Drawings

### **Residential - Alteration (exterior)**

The following plans are required to apply for an exterior permit:

- Three (3) Site/Plot Plans
- Two (2) Structural and Architectural Drawings

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#### **Residential - Addition**

The following plans are required to apply for an addition permit:

- Three (3) Site/Plot Plans that indicate the location
- Two (2) Structural and Architectural Drawings

#### **Commercial - New Building**

The following plans are required to apply for a new commercial building permit:

- Seven (7) Site/Plot Plans - Signed and Sealed
- Two (2) Architectural Drawings - Signed and Sealed
- Two (2) Structural Drawings - Signed and Sealed
- Two (2) Electrical Drawings - Signed and Sealed
- Two (2) Mechanical Drawings - Signed and Sealed
- Two (2) Energy Calculations - Signed and Sealed
- Two (2) Landscape Plans - Signed and Sealed
- Two (2) Sediment Control Plans, one (1) green stamped
- Three (3) Tree Conservation Plans, or exempt letter
- Two (2) Approved Stormdrain Plans
- One (1) Concept Approval Letter

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#### **Commercial - Multi-Family Dwellings**

The following plans are required to apply for a new multi-family dwelling building permit:

- One (1) Concept Approval Letter
- Seven (7) Site/Plot Plans - Signed and Sealed
- Two (2) Architectural Drawings - Signed and Sealed
- Two (2) Structural Drawings - Signed and Sealed
- Two (2) Electrical Drawings - Signed and Sealed
- Two (2) Mechanical Drawings - Signed and Sealed
- Two (2) Energy Calculations - Signed and Sealed
- Two (2) Landscape Plans - Signed and Sealed
- Two (2) Sediments Control Plans, one (1) green stamped
- Three (3) Tree Conservation Plans, or exempt letter
- Two (2) Approved Stormdrain Plans
- Two (2) Geo Technical Reports

#### **Commercial - Townhouse**

The following plans are required to apply for a townhouse building permit:

- Seven (7) Site/Plot Plans - Signed and Sealed
- Two (2) Architectural Drawings - Signed and Sealed
- Two (2) Structural Drawings - Signed and Sealed
- Two (2) Electrical Drawings - Signed and Sealed
- Two (2) Mechanical Drawings - Signed and Sealed
- Two (2) Energy Calculations - Signed and Sealed
- Two (2) Landscape Plans - Signed and Sealed
- Two (2) Sediment Control Plans, one (1) green stamped
- Three (3) Tree Conservation Plans, or exempt letter
- Two (2) Approved Stormdrain Plans
- One (1) Concept Approval Letter

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#### **Commercial - Alteration with Use and Occupancy**

The following plans are required to apply for a commercial alteration with Use and Occupancy permit:

- Two (2) Site/Plot Plans - Signed and Sealed
- Two (2) Architectural Drawings - Signed and Sealed
- Two (2) Structural Drawings - Signed and Sealed

- Two (2) Electrical Drawings - Signed and Sealed
- Two (2) Mechanical Drawings - Signed and Sealed

### **Commercial - Alteration without Use and Occupancy**

The following plans are required to apply for a commercial alteration without Use and Occupancy permit:

- Two (2) Architectural Drawings - Signed and Sealed
- Two (2) Structural Drawings - Signed and Sealed
- Two (2) Electrical Drawings - Signed and Sealed
- Two (2) Mechanical Drawings - Signed and Sealed

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### **Commercial - Addition**

The following plans are required to apply for an addition building permit:

- One (1) Concept Approval Letter
- Seven (7) Site/Plot Plans - Signed and Sealed
- Two (2) Architectural Drawings - Signed and Sealed
- Two (2) Structural Drawings - Signed and Sealed
- Two (2) Electrical Drawings - Signed and Sealed
- Two (2) Mechanical Drawings - Signed and Sealed
- Two (2) Landscape Plans - Signed and Sealed
- Two (2) Sediment Control Plans, one (1) green stamped
- Three (3) Tree Conservation Plans, or exempt letter
- Two (2) Approved Stormdrain Plans

### **Commercial - Canopies**

The following plans are required to apply for a commercial canopy permit:

- Five (5) Site/Plot Plans
- Two (2) Architectural Drawings
- Two (2) Structural Drawings

### **Commercial Fences**

The following plans are required to apply for a commercial fence permit:

- Five (5) Site / Plot Plans Showing Fence Location. Ensure fence locations are highlighted on the plans. All gates must be 20 feet wide. Must show location of fire hydrant.

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### **Fire Sprinklers and Fire Alarms**

- Three (3) Systems Plans, Complete Manufacturers Shop Cut Sheets, Shop Drawings and Calculations. For information regarding the application requirements for fire sprinklers and fire alarms, please contact the Engineering Management Section, Life Safety/Fire Protection Unit at (301) 883-5855.

### **Grading**

For information on obtaining a fine or rough grading permit, please contact the Department of Public Works and Transportation (DPW&T) Permit Counter at (301) 883-5915

### **Use and Occupancy Permits - no construction**

The following plans are required for a Use and Occupancy permit, no construction:

- Property Tax ID Number
- Two (2) Site/Plot Plans Showing Lot, Building and Parking

### **Use and Occupancy Permits - Temporary**

The following plans are required for a Temporary Use and Occupancy permit.

- Property Tax ID Number
- Two (2) Site Plans
- One (1) Letter From Owner

### **Signs - Freestanding**

The following plans are required for a freestanding (ground mounted sign):

- Three (3) Site/Plot Plans
- Three (3) Structural Drawings
- Three (3) Sign Applications showing sign dimensions and a valid Use and Occupancy permit number

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### Signs - Building

The following plans are required for a building mounted sign:

- Property Account Number
- Three (3) Structural Drawings
- Three (3) Sign Applications showing sign dimensions and a valid Use and Occupancy permit number

### Retaining Walls

The following plans are required for a retaining wall:

- Seven (7) Site/Plot Plans

### Mechanical

The following are requirements for HVAC:

- Two (2) Plans (if duct work is proposed)
- [Mechanical Plan Review Requirements](#)
- [Heating System Certification for Single Family Homes](#)

### Electrical Permits

Electrical Permits are required for all new construction and renovation work including the alteration or extension of existing circuits.

Electrical permits are issued only to applicants who are licensed masters, limited masters, and selected classes of heating, ventilating and air conditioning mechanics that are licensed through the Business License Section, License and Inspections Group. However, a homeowner may obtain his/her own electrical permit by completing a Homeowner's Certification and Hold Harmless Agreement Form.

The following are general requirements regarding electrical permits:

- **CIW (Commercial Interior/Remodel Walk-thru) Permit** - Tenant/owner/occupant must have valid Use and Occupancy Permit.
- **CEW (Commercial Exterior/Parking Lot Lighting Walk-thru) Permit** - Tenant/owner/occupant must have valid Use and Occupancy Permit.
- **CUW (Commercial Interior with Use and Occupancy Walk-thru) Permit** - Requires existing electrical plans, even if there is no electrical work to be completed.
- **CGU (New Construction/Major Renovation with Grading and Use and Occupancy) Permit** - Requires a complete set of electrical plans.
- **New Residential** - Any residential where electrical work is being done

The following are requirements for electrical plan review:

- Electrical Plans - Signed and Sealed by a Maryland Professional Engineer
- Power riser diagram including wiring method type, feeder sizes, conduit size, cable size and the over-current protection device, size and rating
- Symbols List
- Fire alarm control panel location, if applicable, including any fire alarm description or notes
- Fire alarm riser diagram and annunciator panel location
- Emergency distribution system, location of emergency power source, location of the transfer switch and emergency panels for lighting and power
- Lighting schedule
- Reflective ceiling plan including track lighting, show window lighting
- Power plan showing the floor layout
- Panel schedules, panel locations and panel clearance in accordance with Article 110.26(A) NEC
- Demand load calculations, including new additions and new additions added to an existing loads
- Fire pumps, if applicable, provide the means of emergency sources, service size, feeder and full load running current of the motor and the over-current device sized in accordance with NFPA 20 and the NEC
- Emergency lighting, if applicable, provide location and model of the individual of battery-powered units or designate emergency lighting fixtures, circuits and means of supply

- Emergency Transfer Equipment requires a two hour fire separation of the emergency power supply system from the normal power supply system. Prince George's County Code, Subtitle 9, Section 9-109.01

### Commercial Swimming Pool

The following plans are required for a commercial swimming pool permit:

- Three (3) Site/Plot Plans that indicate the location
- Two (2) Building Plans
- Electrical Permit

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### Raze Permits

To raze a building in Prince George's County, letters from all of the utility companies (even if there were no utilities to the building) detailing that all utilities have been disconnected and a letter from the Health Department regarding the presence of asbestos must be submitted. These letters include Health, Gas, Electric, and Water.

Agencies to Contact to Obtain Disconnection Letters Prior to the Issuance of a Raze Permit		
<p><b>Southern Maryland Electric</b> Service Department P.O. Box 248 White Plains, MD 20695 (301) 843-6142 ext. 8444 Attention: Amy Barnes</p>	<p><b>Baltimore Gas and Electric</b> 7317 Parkway Drive South Hanover, MD 21076 (410) 850-4620</p>	<p><b>Potomac Electric Power Company</b> 8300 Old Marlboro Pike Upper Marlboro, MD 20772 (301) 967-5804</p>
<p><b>Prince George's County</b> Health Department 9201 Basil Court, Suite 318 Largo, MD 20774 (301) 883-7680</p> <p>(For asbestos and abandoned well and septic inspections)</p>	<p><b>Washington Gas and Electric</b> 6801 Industrial Road Springfield, VA 22151 (703) 750-4440</p>	<p><b>Washington Suburban Sanitary Commission</b> 14501 Sweitzer Lane Laurel, MD 20707 (301) 206-4001</p>
<p>If a utility service was never connected at the Raze address, a letter is <u>still</u> required from the utility company stating that the address was never serviced.</p>		

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### Plans Screening Office

Plan screening is required on submittals for all new residential buildings, commercial buildings, commercial additions and townhouses prior to entering the building and grading permit application process. Plans are screened to determine if sufficient information has been included in the package for an engineering plans review 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.

Plans are screened on a first-come, first-serve basis. Information for plans screening can be obtained by calling (301) 883-7141.

[Single Family Dwelling and Grading Checklist](#) (PDF)

[Plan Screening - Commercial Buildings & Condominiums](#) (PDF)

### Permit Renewals and Extensions

Once a permit has been filed, a permit must be issued within two years of the application date or it becomes null and void. Once a permit has been issued, work must begin within six months from the date of issuance.

After work has started, approved inspections are required at a minimum of every six months to keep the permit valid. The exception to this rule is grading permits. Grading permits are issued with an expiration date of up to five years from the date of issuance.

A request to extend a permit must be submitted within 30 days of the expiration date. Once granted, extensions renew the validity of an application or permit.

<b>Permit Related Telephone Numbers</b>	
Board of Appeals	301-952-3220
Department of Assessments and Taxation	301-952-2500
Land Records	301-952-3352
Maryland Home Improvement Commission	410-230-6309
Miss Utility	1-800-257-7777
Office of Law, Main Number	301-952-5225
Maryland Attorney General's Home Builder Registration Unit	877-259-4525
<b>Permits and Review Group</b>	
Permit Status	301-883-5776
Permits and Information Management	301-883-5776
Plan Screening	301-883-7141
Building Unit	301-883-5855
Electrical Unit	301-883-5855
Life Safety/Fire Protection	301-883-5855
<b>License and Inspections Group</b>	
Automated Inspection Requests System	301-883-5390
Business License Section	301-731-7990
Inspection Issues	301-883-6191
<b>Group of Environmental Health</b>	
Permits Liaison	301-883-5885
Plan Review/Institutions Program	301-883-7650
Water Quality and Septic System	301-883-7681
<b>Maryland-National Capital Park and Planning Commission</b>	
General Permit Review Office	301-952-4707
Historic Preservation Section	301-952-4392
Environmental Planning Section	301-952-3650
Property Address Office	301-952-4796
Urban Design Section	301-952-3530
Walk Thru Permit Review Office	301-883-5868
Zoning Information	301-952-3195
<b>Soil Conservation District</b>	

Information	301-574-5162
<b>Department of Public Works and Transportation</b>	
Permits Section	301-883-5915
Plans Review	301-883-5710
Road Construction Inspection	301-499-8600
<b>Washington Suburban Sanitary Commission</b>	
Automatic Scheduling Section	301-206-8383
Code Enforcement	301-206-8525
Plumbing Inspections	301-206-4004
Service Applications and Records (Permits Section)	301-206-4003

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#### Permit Related Agency links

- [Prince George's County Health Department](#)
- [Prince George's County Department of Public Works and Transportation](#)
- [Maryland-National Capital Park and Planning Commission](#)
- [Prince George's County Soil Conservation District](#)
- [Washington Suburban Sanitary Commission](#)
- [Maryland Home Improvement Commission](#)

#### Volume Builders Information

Volume appointments may be scheduled 24 hours in advance by calling (301) 883-5987.

[Hold Harmless Agreement](#) (PDF)

***Your written requests can be sent to the following address:***

Prince George's County  
 Department of Environmental Resources  
 Permits and Review Group

9400 Peppercorn Place, Suite 600  
 Largo, Maryland 20774

#### Permit Forms

##### Permits Application Form

Application form to apply for a building, sign, or Use and Occupancy permit. Required fields include but are not limited to: property description, work description, owner information and type of permit applied for. To get more information regarding the property description the following will provide all the pertinent information needed: tax bill, the deed for the property or go to <http://www.dat.state.md.us/> to retrieve property information by county and address.

- [Permit Application Form](#) (PDF)
- [Electrical Permit Application Form / Fees](#) (PDF)

##### Transmittal Form

This form is used when making a revision to an existing permit.

- [Transmittal Form](#) (PDF)

##### Volume Builders Form

This form can be used by builders who apply for a large number of permits at any given time to expedite the application process. The first Permit Application has to be on a Regular Application.

- [Volume Builder's Form](#) (PDF)

##### Permit Guides



## Homeowners Guide to Permits

- Please contact the Permits Office at (301) 883-5776.

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