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### Application Information

Welcome to Prince George’s County’s Momentum, a new online system that allows customers to submit applications, upload documentation, and make payments online. When the applications have been reviewed and approved, customers can print their licenses/permits at work or home.

This user guide provides the basic steps involved in utilizing the system. It has been prepared as a general reference guide and is not intended to present every detail or situation of the process.



**Step 1:** Visit the website <https://momentumhome.princegeorgescountymd.gov/>

**Step 2:** Click on the login button

**Step 3:** Log in with your Username and Password. Refer to the [Profile User Manual](#) on how to create an account if you don't have a login.

**Step 4:** From the Momentum Dashboard, select "Apply Here"

**Step 5:** Click on building permits (Commercial and Residential Permits)

<b>City Requests</b> Choose from the list below to report an issue or complaint.	<b>Licenses &amp; Permits</b> Apply for a new license or permit, or renew an existing one.
<ul style="list-style-type: none"><li>▶ <b>Hearing Request</b> Hearing Request</li></ul>	<ul style="list-style-type: none"><li>▶ <b>Commercial and Residential Building Permits</b> Click HERE to apply for a New, Addition/Alteration, Fire, Electrical/Mechanical, Raze, or Sign Permit. Revisions can only be applied for applications or permits that were applied for within Momentum. For revisions to previous ePermits cases: <a href="http://www.princegeorgescountymd.gov/1581/Building-Permits">www.princegeorgescountymd.gov/1581/Building-Permits</a></li><li>▶ <b>Building Permits (Other Permits..)</b> Click HERE to apply for an extension to an existing application/permit's expiration date.</li><li>▶ <b>Building Permits (Use and Occupancy Permits)</b> Click HERE to apply for a new Use and Occupancy permit or a change to an existing permit.</li><li>▶ <b>Site Road Permits and Approvals</b> Click HERE to apply for a Major, Minor, Approval, Driveway, or Floodplain Permit. Revisions can only be applied for applications or permits that were applied for within Momentum. For revisions to previous ePermits cases: <a href="http://www.princegeorgescountymd.gov/1352/SiteRoad-Plan-Review">www.princegeorgescountymd.gov/1352/SiteRoad-Plan-Review</a></li></ul>



**Step 6:** Use the drop-down menus to select a case type and permit type

Submit a New Application [✓ Click here to save the progress](#)

1 2 3 4 5 6

Instructions ^

Your application session will timeout in 15 mins. and your information will not be saved. Please ensure that you select the **\*CLICK HERE TO SAVE THE PROGRESS\*** option on the top right of your application, if you are not ready to submit.

Print Instructions

*Fill in the application information. Fields with \* are Required*

What kind of application are you submitting?  
Commercial Application

Case Type \* ⓘ Permit Type ⓘ

Select ▼ Select ▼



**Step 7:** Add a primary site address in the Application Address / Location Section

- Click on the Add Address / Location button
- Enter a Tax Account # or address (whichever is specified in the application)
- **ENTER THE STREET NUMBER AND STREET NAME ONLY**
- Click search (If a match is found, the system will display the tax account # or address in the results section)
- Select your Tax Account # or address in the results section and click on the **Add Address / Location** button to associate the tax account # or address to your application

Add Address / Location

Map

Search by: i

Address  Tax account #

Number i Dir i

9400 Select

Street Name i

peppercorn

City i Postal Code i

Clear All Search

Results

● 9400 PEPPERCORN PL UPPER MARLBORO MD 20774

Cancel Add Address / Location

If your address cannot be found, you can enter the location information in the Location Details text box.

**Step 8:** Click Save and Continue

Back Save & Continue



## Complete Application and Fields

**Step 9:** Complete all required fields as listed on the application.

**Step 10:** Enter your Prince George's County Registration number in the registration number field If you already have an existing registration # (Starts with REG-).

Otherwise, leave this field blank and you will be able to apply for registration in the next section of the application.

**PRINCE GEORGE'S COUNTY REGISTRATION: Applicant must have a registration record**

**Enter Your Prince George's County Registration # HERE:**  
Permit and license applicant must have a Prince George's County Momentum System registration number. As the applicant, you must enter your personal or corporate registration number below. If you do not have a registration number, you must complete the registration application below.

**Prince George's County Registration # (e.g. REG-XXXXX)**

If you have already applied for a registration please check your e-mail and use that registration number for each application. Only ONE registration is needed per entity/individual.

Please note that you will not receive your registration until the application fees have been paid once your first application has been submitted in Momentum. If you are applying for multiple applications you will need to pay for the first application to receive the registration # and you can use that for subsequent applications.

System will check the provided EIN# (for Company Registration) or ID # (for Individual Registration) to ensure there is not an existing Registration # already exists under provided #. If found then system will prompt you with a Registration # to use.



**Step 11:** If you do not have a registration # (**REG-XXXXX**), please proceed to the REGISTER HERE section for either an individual or a company registration.

**REGISTER HERE: Prince George's County Registration (DO NOT COMPLETE IF YOU HAVE AN EXISTING REGISTRATION #)**

1. Registration Type (Company or Individual) (REQUIRED)

Select

2. ID Type (REQUIRED)  4. EIN # or ID # (REQUIRED)

3. Entity/Company Name or Last Name (REQUIRED)

First Name (REQUIRED for Individual Registration)  Middle Name

Address (REQUIRED)  City

**NOTE:** At the end of the application, carefully review the acknowledgment section for required fees, documents, and important information.

**Step 12:** Type the Name of the person who completed the application

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Signature (Please type your full name) \*

**Step 13:** Click Save and Continue.



**Step 14:** Add any attachments in this section. click save and continue.

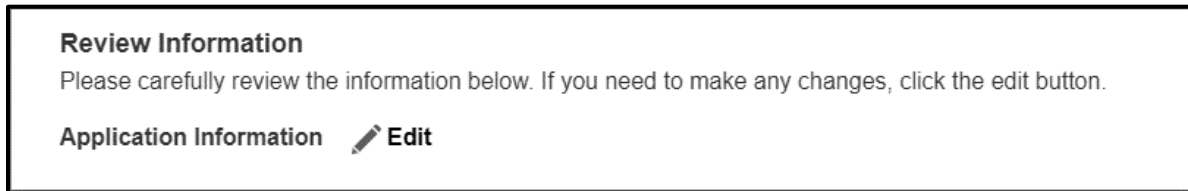
**NOTE:** Application specific documents will be required to be uploaded later in the process.



The screenshot shows a web interface for adding attachments. At the top, there is a header bar with the text "Attachments" and a small circular icon containing the number "1". To the right of this header is a counter showing "0" with an upward-pointing arrow. Below the header, the main content area contains the text "You can add files to your submission if you want." and a dark grey button labeled "Add". At the bottom of the interface, there are two buttons: "Back" and "Save & Continue".

## Review Application

**Step 15:** Review the application and, if needed, click on the edit icon to make changes.



The screenshot shows a "Review Information" section. It features a title "Review Information" followed by the instruction "Please carefully review the information below. If you need to make any changes, click the edit button." Below this text, there is a label "Application Information" followed by a pencil icon and the word "Edit".

After reviewing the application, scroll down and click Submit.




The screenshot shows two buttons side-by-side. The left button is dark grey and labeled "Back". The right button is blue and labeled "Submit".

Once the application is submitted a Momentum application # will be generated.



**Step 16: VERY IMPORTANT:** Click on the application # link to view any outstanding tasks.


### Submit a New Application



#### Instructions

#### Application Confirmation

Thank You! Your record was submitted. Below is your record #. To view the details of your record, click on the hyperlink.


 [00617-2023](#)



Upload Application document(s)

**Step 17a:** From your dashboard, locate your application and click on the view details button.


- You will be tasked to **upload** the required documents if any additional documents are required.

**View Details** 

#### Residential Application

Click on App# hyperlink to upload required doc(s)

9680 LOTTSFORD CT  
UPPER MARLBORO MD 20774

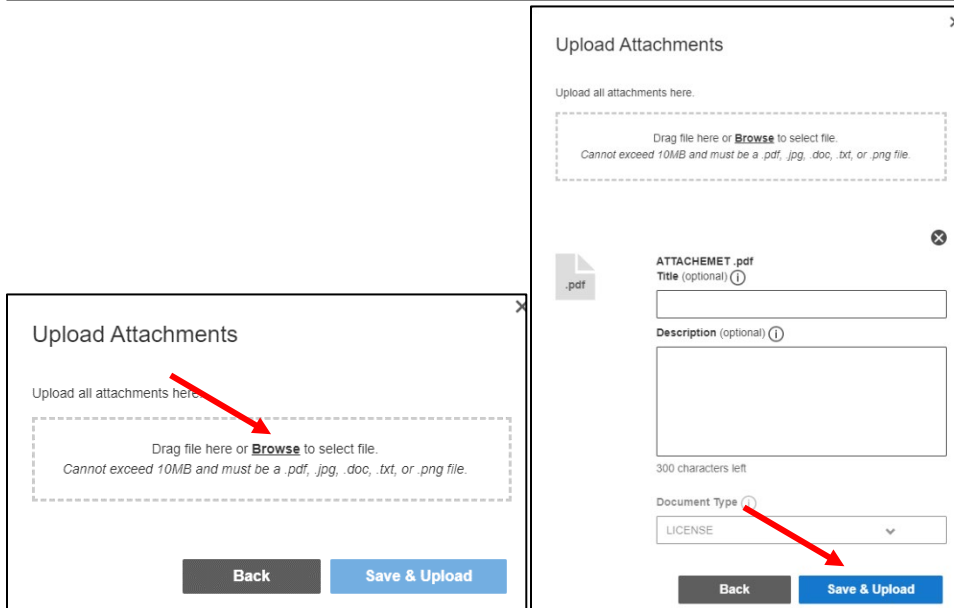
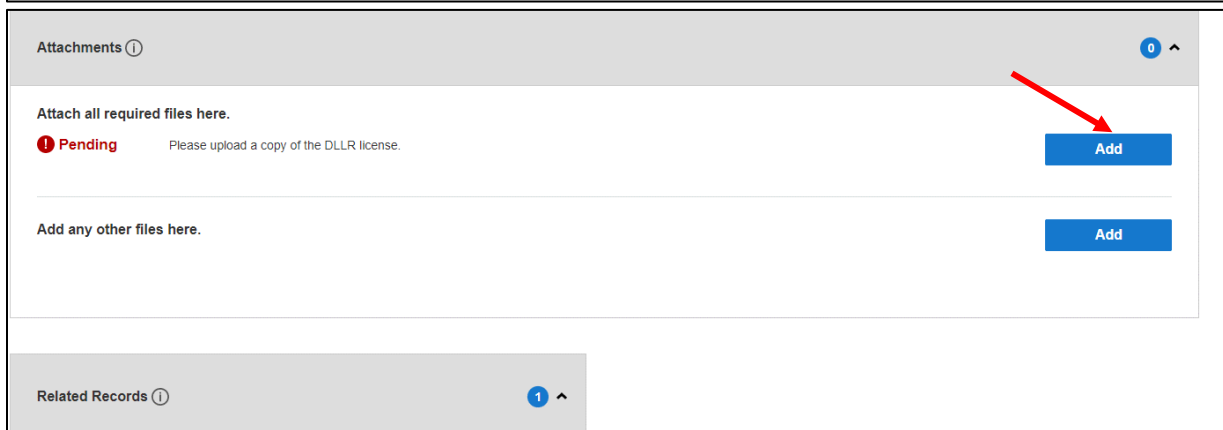
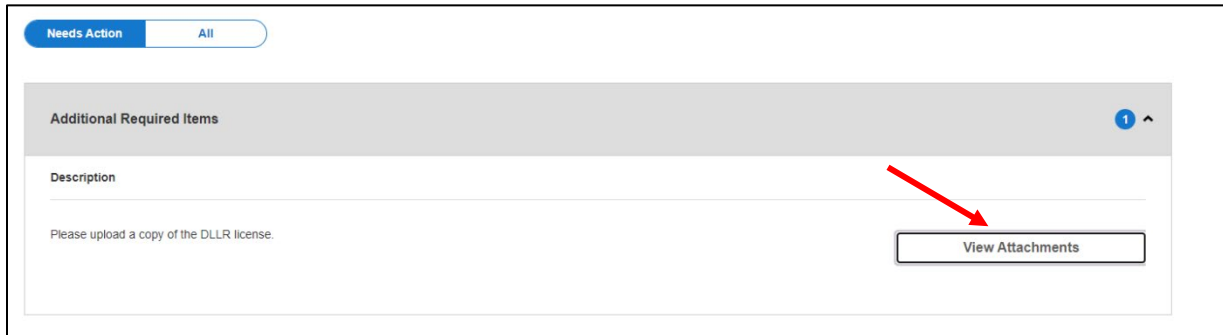
 [00559-2023](#)

Details		Status	Fees
<b>Sub-type</b> Mechanical Permit	<b>Occupancy Type</b> Residential, Mechanical	<b>OutApplcmt</b> 1 Pending Task	<b>Current Milestone</b> Upload Required Documents
		<b>Added Date</b> 03/02/2023	<b>Processed Date</b> 03/02/2023
		<b>Issued Date</b>	<b>Final Date</b>
		<b>Expire Date</b> 04/01/2023	<b>No Fees</b>





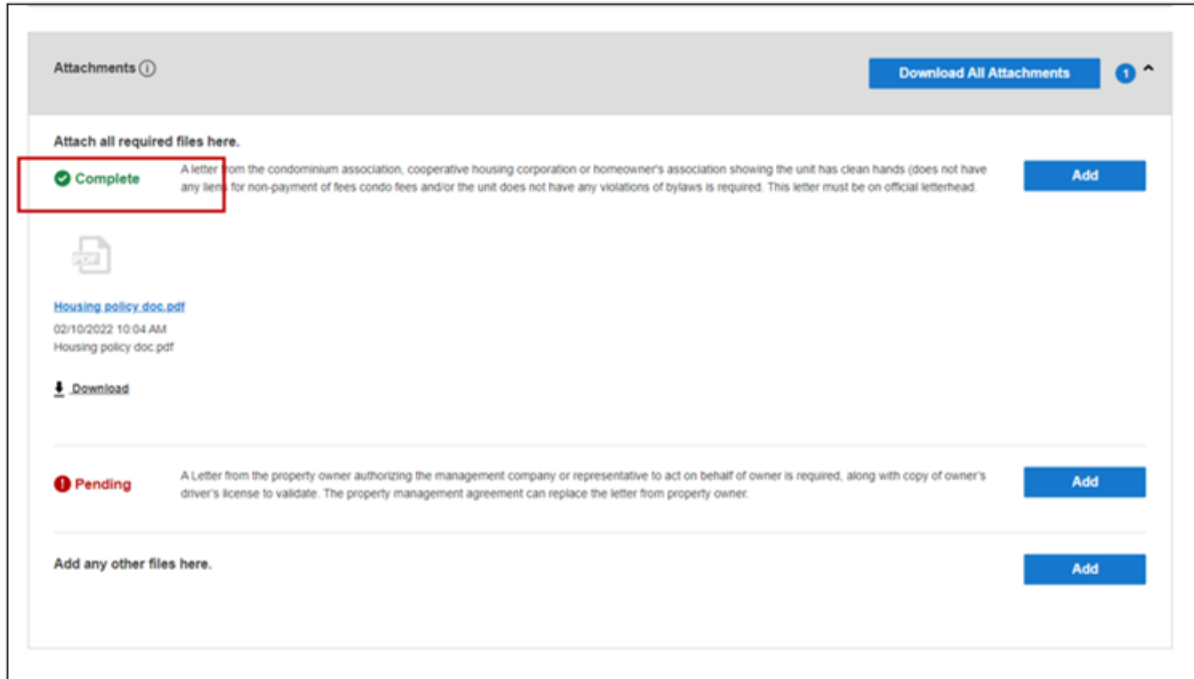
**Step 17b:** To attach the required documents, click on the view attachments button, then the add button for each document to be uploaded. Follow the screens to browse for the file and then click Save & Upload



**Note:** There is a short time lag for each attachment to upload into the system.



**Step 18:** Each successfully uploaded attachment will come back as complete. Once all documents have been uploaded, you can return to “My Dashboard” link in the top menu to confirm the status.



The current milestone will change from upload required documents to application pre-screening when this task is completed.



## Applicant Fee Payment

You will be tasked to pay fees online (Credit Card or Check) per the Application requirements.

1. Click on the View Details button or Pay Balance link on the dashboard.
2. Review the fee balance and follow the instructions.

The screenshot shows a dashboard with a 'View Details' button on the left, highlighted with a red arrow. Below it is a 'Commercial Application' card with the following information:

- Case Type:** Electrical Permit
- Permit Type:** Commercial Electrical Permit
- Status:** OutApplicant 1 Pending Task
- Current Milestone:** Permit Fees Due
- Unpaid Balance:** \$86.62
- Pay Balance:** (link)

Additional details include the address: 9400 PEPPERCORN PL, UPPER MARLBORO MD 20774, and application ID: 01479-2023-EC.

3. You will be directed to the Govolution site to process the application fees.

The screenshot shows the Momentum Customer Payment Portal for 'DPIE-Permits, Inspections and Enforcement'. It includes the following information:

- Logos:** Prince George's County Maryland and Momentum.
- Text:** Momentum - Customer Payment Portal Permit, License, Enforcement and Inspection
- Service Fees:**
  - eCheck/ACH payments will incur a service fee of \$1.50.
  - Visa Consumer Debit Transactions will incur a service fee of \$3.95 (flat fee).
  - All other Credit & Debit card transactions will incur a service fee of 2.45% of the payment amount.
- Select Payment Method:**
  - Please Choose the Method of Payment
  - Pay by Credit or Debit Card
  - Pay by Personal Check
  - Pay by Corporate Check
  -
- Payment Processor:** Payments secured and processed by GOVOLUTION

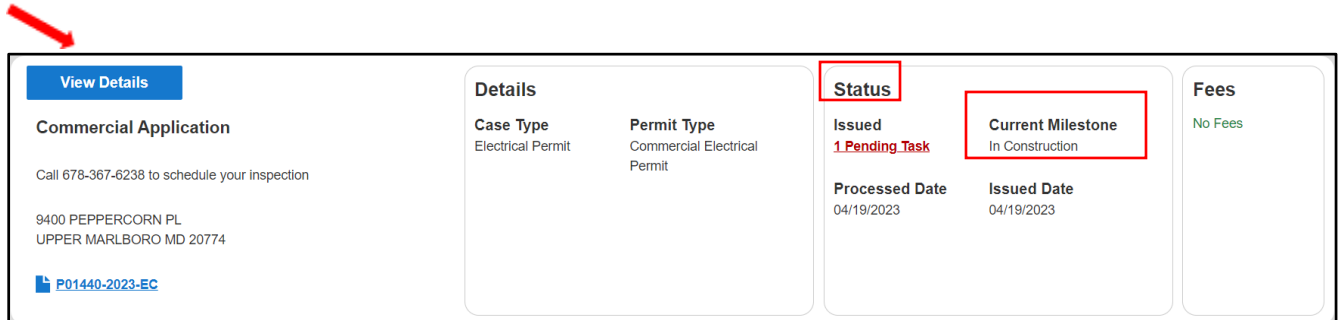
**NOTE:** Make sure you include your email address to receive your receipt.



## Schedule an inspection

After making the payment your application will be approved and your permit record will be added to your dashboard. Your permit number will begin with a P.

1. Click on view detail.

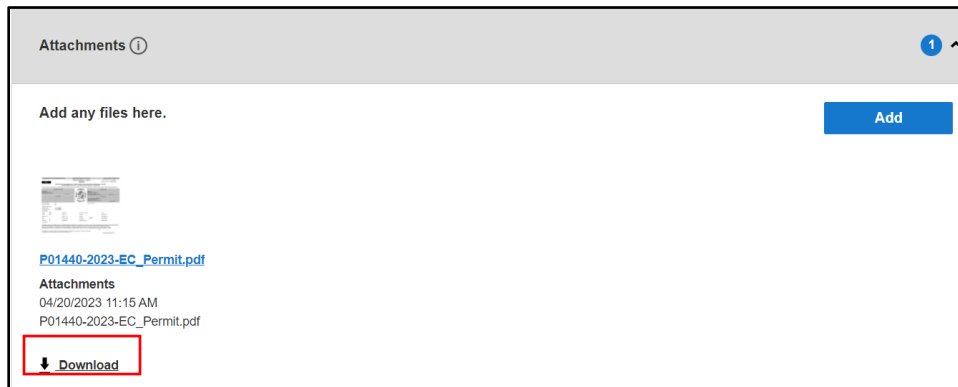


The screenshot shows a dashboard for a permit application. A red arrow points to a blue button labeled "View Details". The dashboard is divided into several sections:

- View Details:** A blue button at the top left.
- Commercial Application:** Text including "Call 678-367-6238 to schedule your inspection", address "9400 PEPPERCORN PL, UPPER MARLBORO MD 20774", and a permit number link "P01440-2023-EC".
- Details:** A table with two columns: "Case Type" (Electrical Permit) and "Permit Type" (Commercial Electrical Permit).
- Status:** A table with two columns: "Issued" (1 Pending Task) and "Current Milestone" (In Construction). Below it, "Processed Date" (04/19/2023) and "Issued Date" (04/19/2023) are listed.
- Fees:** A section labeled "No Fees".

**Note:** The **status** shows what task needs to be completed for the application to move forward in the process. The **current milestone** shows where an application is in the process.

2. Click on download in the attachments section to download the permit.



The screenshot shows an "Attachments" section with a header "Attachments ⓘ" and a notification badge "1". Below the header, there is a text prompt "Add any files here." and an "Add" button. A PDF file is listed:

- File name: [P01440-2023-EC\\_Permit.pdf](#)
- Attachments
- Date: 04/20/2023 11:15 AM
- File name: P01440-2023-EC\_Permit.pdf

A red box highlights the "Download" button at the bottom left of the file entry.

3. All required inspections and final inspection must be completed to finalize the permit. Please call 301-755-9000 to schedule your inspections.

