

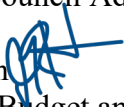



June 11, 2025

FISCAL AND POLICY NOTE

TO: Colette R. Gresham, Esq.
Interim Council Administrator

Karen T. Zavakos
Associate Council Administrator

THRU: Josh Hamlin 
Director of Budget and Policy Analysis

FROM: David Williams 
Legislative Budget and Policy Analyst

RE: Policy Analysis and Fiscal Impact Statement
CB-033-2025 Municipalities-County Building Permit Documentation

CB-033-2025 (Proposed by: Council Vice Chair Oriadha)

Assigned to the Transportation, Infrastructure, Energy, and Environment (TIEE) Committee

AN ACT CONCERNING MUNICIPALITIES- COUNTY BUILDING PERMIT DOCUMENTATION for the purpose of providing that an applicant for a County building permit provide a certain municipality with certain documents; providing for re-lettering; and generally regarding building permits in Prince George's County.

Fiscal Summary

Direct Impact

Expenditures: No anticipated expenditure impact.

Revenues: No anticipated revenue impact.

Indirect Impact

Potential favorable indirect impact.

Website: <https://pgccouncil.us> | Wayne K. Curry Administration Bldg.
Office: (301) 952-3431 | 1301 McCormick Drive, 3rd Floor
FAX: (301) 780-2097 | Largo, Maryland 20774

Legislative Summary:

CB-033-2025¹, proposed by Council Vice Chair Oriadha, was presented on April 29, 2025, and referred to the Transportation, Infrastructure, Energy, and Environment (TIEE) Committee. This bill seeks to amend the County code by adding a provision that requires applicants for building permits to submit a copy of the building permit and supporting documents to the municipality in which the building is located. The Bill's sponsor has provided a proposed Draft 2 for consideration.

Background/Current Law:

The County's current building permit documentation process can be found under Subtitle 4. Building. Division 5. Administrative Provisions. Section 4-345². The regulations therein control all matters concerning the grading, drainage, erosion control, construction, alteration, addition, repair, removal, demolition, use, location, occupancy, and maintenance of all buildings and structures and their service equipment and shall apply to existing or proposed buildings and structures in the County, except as otherwise provided by the County code and the rules pertaining to the Washington Suburban Sanitary District. Some municipalities require city permits for any project that also requires a County permit, with certain exceptions. The cities of Bowie³ and Greenbelt⁴ Prince George's County already mandate that any building permits that would be required under the existing County regulations be submitted to the city if the building is located within its jurisdiction. Out of the County's twenty-seven (27) municipalities, all but four (4) explicitly require a Prince George's County building permit as a prerequisite for a municipal building permit.

Resource Personnel:

- Tiffany Hannon, Chief of Staff, Council District 7
-

Discussion/Policy Analysis:

Draft one of this bill repeals and reenacts Section 4-345 under Subtitle 4. Division 5 of the Prince George's County Code to include the provision under subsection (f) dictating that applicants for building permits within the County must provide copies of the County building permit application and supporting documentation to the municipality in which the proposed project is located. Proposed draft two is applied to the same code and specifies "the applicant for the building permit is required at the time application is made to provide the municipality in which the building is

¹ Prince George's County- [CB-033-2025](#)

² Prince George's County Code- [Section 4-345](#)

³ City of Bowie- [Permits](#)

⁴ City of Greenbelt- [Permits](#)

located a copy of the building permit application and supporting documents, provided no separate building permit is required by the municipality. If the municipality requires a separate building permit, the applicant shall file a municipal building permit application”.

This standardizes the building permit process by requiring any applicant seeking a building permit to provide a copy of the County permit to the municipality in which the project is located. Additionally, if the municipality does not expressly require a municipal building permit, the applicant is required by this legislation to submit a copy of the County permit and supporting documents to the municipality. This additional requirement places a minimal burden on applicants and ensures that municipalities are on notice of these applications. It does not give a municipality any rights with regard to the application, beyond the required submission, The Department of Permitting, Inspections, and Enforcement will be responsible for the administration and oversight of the permitting process.

Fiscal Impact:

- *Direct Impact*

Enactment of CB-033-2025 will have no direct adverse fiscal impact on the County. The majority of municipalities within the County already require permit applicants to provide a copy of both the application materials for the County and for the municipality in which the project is located. This bill standardizes the process across all Prince George’s County municipalities. This bill will not require any additional fiscal or personnel appropriations.

- *Indirect Impact*

Enactment of CB-033-2025 may have a favorable indirect impact by standardizing the permitting process for all municipalities and eliminating any procedural ambiguities for building permit applicants.

- *Appropriated during the Current Fiscal Year Budget:*

No.

Effective Date:

CB-033-2025 shall be effective (45) calendar days after it becomes law.

If you require additional information or have questions about this fiscal impact statement, please email me.