

The Department of Permitting, Inspection and Enforcement's (DPIE) Permitting and Licensing System requires Food Service Facility permits be renewed **online**. **All past due balances and late fees must be paid in person at the DPIE office. All new permits must be applied for in person at the DPIE office.**

1. **Access the System:** Customers can access the DPIE Food Service Facility Online Permit System with the following address: <http://dpiepermitsonline.princegeorgescountymd.gov/>
 - a. Each page of the system is labeled to help the user know what steps to take.
 - b. Required fields are identified as "(Required)" and will display an error message if left incomplete.
2. **Login:** Login with your existing username and password credentials. For help with password retrieval click the **Forgot your password?** button.
3. **Update Profile Information:** The owner/designated agent must create a profile after logging in the first time.
 - a. First Name, Last Name, Email, and Phone are required fields.
4. **My Dashboards:** Once logged in, the My Dashboards page is the Home page for the user account and will display different online permit applications available from DPIE. The **My Dashboards** button near the top of the screen will also return you to this page
 - a. **Available Online Permits.** Select the first option on the left, **Food Service Facility** button.
 - b. **Notifications.** The notifications box will display information regarding the user's permitting activities
5. **Food Service Facility Dashboard:** This page will display the one or more facilities associated with the user. Click the facility you wish to renew and proceed to the facility's page (the facility address will appear near the top of the screen). Click the **Renew permit** to begin the renewal application process.
6. **Facility Renewal:** The name of the facility and other non-editable Owner and Facility information, as it is currently registered with the DPIE office, is displayed on this page. Confirm this **General** information and finish all seven steps to complete renewal application process.
 - a. **Prince George's County Food Service Manager:** High and Moderate priority facilities must employ a certified food service manager. Low Priority, Warehouse, and Processing facilities do not require a food service manager.
 - i. If the facility has a food service manager with a current license on file with DPIE, the name will be automatically listed without entering any information.
 - ii. To list a food service manager, enter the license number of the food service manager and hit the **Add Manager** button.
 - iii. Up to three (3) additional food service managers can be listed by entering additional license numbers. Entries can be deleted by selecting the **Remove Manager** button.
 - iv. Food service managers with expired licenses will not be accepted.
 - b. **Facility Information:** Facility information requires information about the specific facility.
 - i. **Email and Fax number** are requested for correspondence sent to the facility.
 - ii. **Seating Capacity** refers to the number of seats in the food facility. Enter a value of "0" for facilities that do not seat customers. (e.g. Warehouses, Processing Plants, Grocery and Carry Out establishments, etc.)
 - iii. **Number of Employees** refers to the number of individuals employed by the facility. **Insurance Company & Insurance Binder Number** are required for all food facilities unless specifically exempt. Only facilities without covered employees or in possession of an exemption certificate from the Maryland Workers' Compensation Commission are exempt from providing this information in the online system. In these instances, users must deselect the checkbox to communicate that the facility does not have insurance coverage. When the checkbox is deselected the required insurance fields disappear.
 - iv. **Type of Ownership:** Customers choose the appropriate type of business ownership for the facility. If the customer chooses **Other**, the type must be entered in the **Specify** box.

- c. **Mailing Information:** Mailing information specifies where correspondence is to be sent.
 - i. Users can auto populate these fields with Owner Information by checking the **Same As box**.
- d. **Agent Information:** Users can provide contact information for a representative agent by selecting the checkbox for **Agent Information**. Selecting Agent Information will produce fields to capture the contact details.
- e. **Owner/Officer Information:** Owner/Officer information is required for additional business owners and officers of the facility. ***The information provided does not designate a change in ownership.*** Changes in ownership can only be initiated by visiting the DPIE office.
 - i. Corporations are asked to provide the names and contact information for up to three (3) officers.
 - ii. Partnerships are asked to provide the names and contact information for up to three (3) partners.
 - iii. Sole Proprietors are asked to reenter their name and contact information.
 - iv. The **Add** or **Remove** buttons can be used as needed.
- f. **Submit** completed information by clicking the **Submit** button.
 - i. Error messages will pop up if required fields are missing or not entered properly.
 - ii. Until information is successfully submitted, information will not be saved and permit payments cannot be made online.
 - iii. Once information is successfully submitted, the facility will appear on the user's List of Facilities.
 - 1. Facilities on the List of Facilities are considered to be "Associated" with the user account.
 - 2. Additional facilities can be added by clicking the **Add a Facility** button.
 - 3. Users are encouraged to Associate all of their facilities with their account.
- g. **Food Service Facility Dashboard:** All Associated facilities are shown on this page along with the payment status for each permit for that facility. If you click on a facility you will navigate to its page.
 - i. A permit payment status can be **Unpaid**, **Unpaid** and **Past Due**, or **Paid**. ***All past due balances and late fees must be paid in person at the DPIE office.***
 - ii. The permit number is a link that takes users to the **View Your Facility** summary page.
 - iii. The **Edit Permit** button allows users to update editable information until payment of the permit fee has been successfully completed. Thereafter, the information cannot be edited online until time for the permit to be renewed.
 - iv. Users select the **Pay** button to make an on-time renewal payment. Payment processing screens will be shown in a new window. Follow the instructions to make a secure online payment.
 - v. A payment confirmation page will appear when the payment is successfully processed. To exit this page and return to the user's List of Facilities, close the payment window, and then refresh the facilities page to view an updated Status.
- h. A **Renew** button will appear forty-five (45) days prior to the next renewal date, at which time editable information can be updated and on-time permit fees can be paid.

7. Print Permits

- a. A **Print Permit** button will appear next to the appropriate facility after payment has been successfully completed. Use the **Print** button to print the renewed permit.

8. Help

- a. The **Help** button near the top of the screen provides written instructions to assist users with the online Food Service Permit Renewal system.
- b. Assistance from DPIE staff can be requested by sending an email to fslicense@co.pg.md.us.