

Interior Maintenance

Interior Surfaces | All interior surfaces, including windows and doors, shall be maintained in good, clean, and sanitary conditions. Peeling, chipping, flaking, or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood, and other defective surface conditions shall be corrected. *Refer to City Code 4-158*

Stairways | Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained and in good and sound condition. *Refer to City Code 4-159*

Alarms & Alarm Systems | A Greenbelt City Alarm permit is required for every alarm system installed. Alarm permit and annual renewal fees are \$100. For each false alarm, the user shall pay a false alarm fee. Direct Dial systems are prohibited. *Refer to City Code 10-51--60*

Fire Safety | Safe, unobstructed pathways shall be maintained to all exits to a public way. Aisle width and exit capacities should be in conformance with International Fire Code. Emergency escape openings should be operational from the interior of the building. All means of egress should be indicated with an Exit sign. *Refer to City Code 4-240--253*

Extermination | The owner of the structure is responsible for extermination within the structure prior to renting or leasing the space. All structures shall be kept free from insect and rodent infestation. *Refer to City Code 4-171--172*

Lighting | Means of egress, including exterior egress, shall be illuminated at all times the building is occupied, with a minimum of (1) footcandle (11 lux) at floors, landings, and treads. *Refer to City Code 4-180*

Plumbing | All plumbing fixtures shall be maintained in a safe, sanitary, and functional condition. Toilet facilities shall be accessible from within the employee's regular working area, not more than 1 story above or below and path of travel shall not exceed 500 ft. *Refer to City Code 4-207--208*

Heat | Indoor occupiable work spaces should maintain a temperature of 65 degrees F (18 degrees C) or above during the period the spaces are occupied. *Refer to City Code 4-223*

Contacts

Community Development/ Code Enforcement
(301) 345-5417

Planning
(301) 345-5417

Public Works
(301) 474-8004

Prince George's County Department of Permitting, Insepctions, & Enforcement
(301) 952-5025

Commercial Code Brochure



The **City of Greenbelt** is proud to partner with its business community in order to preserve and enhance the quality of life that residents and visitors experience.

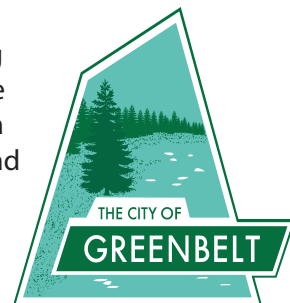
The Community Development Department is responsible for administering the City Code for all commercial properties and businesses.

Please note: This brochure is provided to assist Greenbelt business owners in meeting the Code standards of the City of Greenbelt and highlights some of the most common code compliance issues. All information herein was verified as current and accurate at the time of printing. However, Codes are subject to change. Please contact Code Enforcement to verify any questions you may have at (301) 345-5417, and visit the City's website to access the entire text of the City Code.

If you are interested in starting a business in Greenbelt, please consult our Guide to Starting a Business available for download on the City's website:

www.greenbeltmd.gov

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Inspections

Inspections | Non-residential structures in Greenbelt must be licensed and inspected on an annual basis. Contact the Community Development office at (301) 345-5417. *Refer to City Code 4-283*

To receive a Commercial License from the City, the Community Development Department must first conduct an initial inspection of the premises. You must fill out a Commercial Property Inspection Application and pay the required license fee prior to getting an inspection.

Inspections take place between the hours of 9 am and 4 pm and will be scheduled in advance. If no violations are found, the owner of the premise will be issued an Commercial License valid for one year.

Fees | Commercial License Fees are \$100 for first 1,000 sq. ft. of space, up to \$1,200 max. Missed inspections incur an extra \$125. Fees must be paid upon application for renewal of an occupancy license, prior to inspection. *Refer to City Code 4-287--288*

Violations | Violation notices are issued in writing to the property owner. The violation notice will include a correction order and a time period in which the violation should be corrected. *Refer to City Code 4-85*

Appeals | Any persons/business/property owner may appeal a violation notice by filing an appeal in the Office of the City Manager within ten (10) days of receiving the notice. Upon receipt of the City Manager's decision, a party has ten (10) days to appeal to the Board of Appeals and request a hearing by filing a 2nd written appeal, if they wish to do so. *Refer to City Code 4-43 and 4-116*

Permits & Licenses

A business will need the following permits & licenses from the City:

- Commercial License
- Alarm System Permit

A business will need the following permit from the County:

- Use & Occupancy Permit

A business will need the following permits & licenses from the City AND the County, if applicable:

- Liquor License
- Building Permit
- Sign Permit

Exterior Maintenance

Grass, Hedges, Shrubs, Trees | Hedges, shrubs, trees, bushes, vines or any planting used as a property line shall not extend into any public walkway or obstruct any fire hydrant or other public utility valve. Trees should be trimmed to clear paved walkways by a minimum of 8 ft. All dead and dying trees should be removed. Weeds/grass growth should not exceed 10 inches. *Refer to City Code 4-125, 4-124, and 18-3*

Graffiti | If a property is defaced, it is the owner's responsibility to restore surfaces affected by graffiti to an approved state of maintenance and repair. Please report all graffiti incidents to Public Works. *Refer to City Code 4-132*

Garbage/Trash | Garbage containers must have a closeable top and be leak proof. All commercial containers shall display the name and contact information of the company responsible for servicing the container. Trash should not be allowed to accumulate. All dumpsters, trash pads, trash collection or storage areas shall be screened from all adjoining properties, except for those where industrial / warehouse distribution is held. Screening should conform to the Prince George's County Landscape Manual. *Refer to City Code 4-164--167*

Inoperable or Dismantled Vehicles | No inoperative or unlicensed vehicles shall be parked, kept, or stored on any premises, except as provided for in other regulations. Vehicle repair of any kind is not allowed, except as allowed by other codes. Please call Code Enforcement with questions. *Refer to City Code 4-131*

Sidewalks | Commercial property owners or tenants must keep sidewalks clean, clear and in proper state of repair. *Refer to City Code 4-124*

Parking/Loading Areas | All loading areas, auto service stations, drive-in's, and other commercial and industrial parking areas shall be paved with bituminous concrete or its equivalent. *Refer to City Code 4-39*

Equipment/Noise | Work shall be performed between 7:00 am and 6:00 pm. Work before or after these hours must have prior written approval from the City Manager. No work shall be permitted on Sunday, except in cases of emergency. *Refer to City Code 18-31*

Exterior Maintenance

Overhang Extensions | All overhang extensions, including but not limited to: canopies, marquees, signs, metal awnings, fire escapes, standpipes, and exhaust ducts, shall be maintained, in good repair and properly anchored. Weather coating materials should be applied to protect exposed surfaces from the elements. *Refer to City Code 4-143*

Vacant Structures/Land | All vacant structures and land should be maintained in a clean, safe, secure, and sanitary condition so as not to cause blight or adversely affect public health.

Vacant and damaged or uninhabitable structures shall be secured temporarily by having boarding securely placed over all openings and painted to match the structure. Doors should be locked and inaccessible. *Refer to City Code 4-154*

Signage | All business owners or operators who wish to display outdoor advertising of any kind in Greenbelt must first obtain a sign permit from Prince George's County Department of Permitting, Inspections, and Enforcement (DPIE), and subsequently a City of Greenbelt Sign Permit. For signage requirements, please refer to Prince George's County Sign Ordinance and, depending on your location, consult the Greenbelt Metro Area / 193 Corridor Sector Plan. Contact the City's Planning Department to determine if your property is subject to additional City sign regulations.

