

**PRINCE GEORGE'S COUNTY GOVERNMENT**  
**DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT**



**THIRD PARTY PLAN REVIEW MANUAL**  
**FOR**  
**FIRE PROTECTION SYSTEMS**

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## **DEFINITIONS**

**Applicable Codes:** All applicable federal, state, and county codes and standards as adopted by Prince George’s County, Maryland.

**Authorization:** Approval of certification and qualifications issued pursuant to Section III of the Third Party Plan Review Manual by the Building Code Official (or his/her designee) to a business entity or a sole proprietorship as a Third Party Plan Review Agency (TPPRA), which is a prerequisite to a business entity or sole proprietorship to conduct Third Party Plan Reviews in Prince George’s County, Maryland.

**Building Code Official (or his/her designee):** The Director of Department of Permitting, Inspections and Enforcement or his/her designee.

**Code Deficiency Report:** List of non-complying items prepared by the TPPRA described in Section V (A) (2.a) of this Manual.

**Department:** Prince George’s County Department of Permitting, Inspections and Enforcement (DPIE).

**Director:** The Director of the Department of Permitting, Inspections and Enforcement.

**Discipline:** Subject for which a design professional is trained for and specializes in.

**Fire Code Official (or his/her designee):** The Fire Code Official or designated authority charged with the administration and enforcement of the Fire Codes, as per the Building Code Official or his/her designee.

**General Contractor:** Company hired by an Owner to undertake a construction project under specific terms of mutual agreement or contract, and is responsible for executing the construction work in accordance with approved plans and Applicable Codes.

**Manual:** Document setting forth policies and procedures for the Third Party Plan Review Program (TPPRP), and herein referred to as the “Manual”.

**Owner:** Person, group or partnership involving one or more individuals or firms which has legal ownership and control of a building/structure to be constructed/altered, or the Owner's duly authorized representative.

**Permit Applicant:** Person or entity, either an Owner or Owner’s representative, who applies for and to whom construction permit(s) is/are issued.

**Professional-in-Charge:** Authorized individual who meets qualifications set forth in this Manual, and who: (a) is a professional engineer licensed in the State of Maryland and (b) manages project plan review and certification as an affiliate of a TPPRA.

**Professional Engineer:** Individual who holds a valid and current Professional Engineer’s license issued by the Maryland Department of Labor, Licensing and Regulations.

**Third Party Plan Review:** Review performed by non-governmental persons to certify that fire protection systems shop drawing submittal documents comply with Applicable Codes.

**Third Party Plan Review Agency:** Non-governmental person or entity authorized to do business in Prince George's County, Maryland.

**Third Party Plan Review Approval Certification Letter:** Letter provided by the TPPRA denoting final approval of shop drawing submittal documents.

**Third Party Plan Review Program:** Process by which an approved TPPRA conducts a Third Party Plan Review, on behalf of DPIE, for a project, to determine compliance with Applicable Codes.

# SECTION I

## INTRODUCTION AND OVERVIEW

The Government of Prince George's County, Maryland, through DPIE, is responsible for the review or examination of all permit documents in the County under the authority of Subtitle 4. Under certain conditions, non-governmental persons or entities are authorized, at the Owner's expense, to perform Third Party Plan Review of a Project's documents required for issuance of a permit and to certify that such work complies with all Applicable Codes and Standards. A Third Party Plan Review Agency (TPPRA) approved in accordance with this Manual may review, on behalf of DPIE, shop drawing submittal documents for the installation of fire protection systems.

In order to clarify the requirements and procedures for DPIE's Third Party Plan Review Program (TPPRP), and to provide DPIE with the flexibility to update these requirements as necessary, in accordance with County Bill CB-090-2015, DPIE hereby implements this TPPRP as outlined in this Manual. Applicants seeking to qualify as a TPPRA must comply with the qualification requirements and procedures set forth in Section IV of this Manual.

This Manual: (1) establishes an application process by which a TPPRA is approved; (2) sets forth the minimum qualifications for a TPPRA and its Professional-In-Charge; (3) sets forth the scope of Third Party Plan Review of fire protection systems and clarifies the documentation and reports that must be completed by each participant in the process, including the Owner of the Property, the TPPRA, the Professional-in-Charge, and the Department; (4) establishes the duties and responsibilities of the permit applicant and the Building Code Official in the Third Party Plan Review process; (5) establishes the provision for a quality assurance process for verification and auditing of Third Party Plan Review and related reports; and (6) communicates the process for removal or suspension of a TPPRA or the Professional-in-Charge where the Department's guidelines and procedures are not adhered to as set forth in this Manual.

The TPPRP for fire protection systems is administered by DPIE and all communications, unless otherwise directed, about the Program should be referred to the Third Party Program Coordinator, listed below:

**Maher Mirza**  
**Department of Permitting, Inspections and Enforcement**  
**Permitting & Licensing Division**  
**Homeowner & Mega Projects Suite**  
**9400 Peppercorn Place, Suite 123**  
**Largo, Maryland 20774**

## **SECTION II**

### **SCOPE**

Prince George's County mandates a Third Party Plan Review Program for the review and approval of Fire Protection Systems through the Department of Permitting, Inspections and Enforcement (DPIE). This program requires owners and applicants to select DPIE authorized TPPRAs at their own cost to review and approve shop drawings of Fire Protection Systems in lieu of County staff. TPPRAs must be retained for Fire Protection Systems Review on all residential and commercial building projects. Shop drawings approved by the authorized TPPRA for Fire Protection Systems will be accepted by DPIE for permit issuance after paying all applicable permit fees. Detailed in this Third Party Plan Review Manual are established policies and procedures, qualifications, insurance requirements, and quality control and assurances for an authorized TPPRA to provide plan review services under the auspices of DPIE.

## **SECTION III**

### **APPROVAL OF THIRD PARTY PLAN REVIEW AGENCIES**

#### **A. APPLICATION PROCESS**

In order to be approved to participate in the TPPRP, each party seeking to qualify as a TPPRA must submit an application to DPIE so its qualifications can be reviewed and evaluated by the Fire Code Official. As detailed more fully below, the application must include a list of the Professional(s)-in-Charge and Plan Reviewers affiliated with the TPPRA, who will certify, supervise and/or perform Third Party Plan Review. By undertaking a Third Party Plan Review, the TPPRA acknowledges that it is in compliance with all of the conditions of the Program and attests that the personnel involved under the Program are qualified in accordance with this Manual. An application is submitted by the TPPRA to obtain authorization. Once such authorization is obtained, the TPPRA has an obligation to update DPIE in writing as specified in Section A, if any material information previously submitted to DPIE in their application should change.

The application submitted to the Third Party Program Coordinator must include the following:

1. A detailed statement of the TPPRA's qualifications including the qualifications of all Professionals-in-Charge and Plan Reviewers and documented work experience.
2. A quality assurance plan, which includes details about the internal processes for ensuring that the TPPRA will perform Plan Review as contracted, report non-conforming items to the attention of the owner/designer, provide timely reports for each review or re-review, and submit a final signed report.
3. A completed Acknowledgement of Conflict of Interest Policy, attesting that the TPPRA, its Professional(s)-in-Charge and Plan Reviewers will remain independent of conflict of interest in accordance with Section IV (B) of this Manual.
4. Proof of Insurance Coverage.
5. Proof of licensure from the Maryland Department of Labor, Licensing and Regulations (DLLR) and professional degree from an accredited University or College.
6. Proof of NICET IV certification from the National Institute for Certification in Engineering Technologies, if applicable.

## **B. DUTY TO UPDATE APPLICATIONS**

An applicant for authorization as a TPPRA is required to notify DPIE within five (5) business days, in writing, if any material information in its approved authorization changes. The following constitutes actions or changes that must be reported to DPIE:

- Addition or removal of Professional-in-Charge in a TPPRA. Qualifications of added personnel to a TPPRA shall be provided to DPIE for evaluation and approval.
- Failure to maintain professional licensure and/or certification.
- Change of contact information or employment.
- Loss of insurance coverage.

Failure to update material information including, but not limited to the above list, will be grounds for removal from the Program.

## **SECTION IV**

### **AGENCY QUALIFICATIONS**

In order to ensure that a TPPRA is qualified to perform Third Party Plan Reviews, it must provide the Director or Director's designee with documented evidence of compliance with the minimum qualification requirements set forth in this Manual. The Director or Director's designee shall have ten (10) business days after receipt of such evidence to review, and to approve or disapprove, the TPPRA's qualifications.

The qualifications of a TPPRA are directly affected by the credentials of the personnel of that Agency serving as a Professional-in-Charge. When there is a change in the approved personnel of a TPPRA, DPIE must be notified and issue approval prior to execution of any plan review related duties for non-approved personnel.

#### **A. QUALIFIED PROFESSIONALS-IN-CHARGE**

TPPRA's are expected to employ or contract with Professionals-in-Charge or plans reviewers, who have expertise in the review and approval of Fire Protection Systems. All TPPRA must maintain a person who meets the Professional-in-Charge qualification as set forth in this section. The Professional-in-Charge must certify all plan reviews conducted by the Agency. Plan Reviewers performing Third Party Plan Review, whether they are employees or subcontractors of the TPPRA, shall perform the plan review under the direct supervision of the Professional-in-Charge.

A Professional-in-Charge or Plan Reviewer may provide Plan Review services for multiple Projects. All Professionals-in-Charge and Plan Reviewers must be covered by the TPPRA's General Liability, Errors and Omission insurance policy when they perform services in connection with a specific Project. The minimum qualifications for Professionals-in-Charge are set forth below.

#### **FIRE PROTECTION PROFESSIONAL-IN-CHARGE QUALIFICATIONS**

A person seeking to qualify as a Professional-in-Charge for third party plan reviews of Fire Protection Systems must possess the following qualifications:

1. Demonstrated knowledge of all applicable building and fire codes pertinent to Fire Protection Systems, including its administrative provisions.
2. Documented minimum experience of five (5) years in a position of responsible charge in the review and evaluation of fire protection systems for code compliance.
3. Bachelor of Science degree in Fire Protection Engineering or related field from an Accreditation Board for Engineering and Technology (ABET) accredited University or NICET level IV\* certification by The National Institute for Certification in Engineering Technologies.
4. Current and valid registration in the State of Maryland as a Professional Engineer or NICET level IV\* certification.

*\* NICET IV professionals will be accepted into the program upon completing up to 80 hours reviewing actual shop drawings of fire protection systems at DPIE premises with satisfactory evaluation.*

## **B. OTHER QUALIFICATIONS**

### **1. INDEPENDENCE/CONFLICTS OF INTEREST**

Each Third Party Plan Review Agency (TPPRA) Professional-in-Charge (PIC) must comply with the independence and conflict of interest provisions set forth in this section. This means that the same TPPRA PIC cannot perform both Third Party Plan Review services and Third Party Inspection services for the same Project in Prince George's County.

In addition, the TPPRA shall not be owned or controlled by the Owner or Permit Applicant of the Project, the General Contractor, the Subcontractors or any person or entity responsible for the construction or management of the Project, the registered design professionals of the Project or their firms, or any other party or entity associated with the owner's interest in the Project. The TPPRA PIC shall not have served or serve, on the same Project, as an advisor or consultant to the Owner, the Permit Applicant or the design team in connection with code matters for which the TPPRA PIC is providing Third Party Plan Review. A person or a firm that has performed work for a Project shall not be eligible to serve as a TPPRA, Professional-in-Charge for any component on that Project.

A Professional-In-Charge (PIC) or Plan Reviewer (PR) is considered to have a substantial business interest in a project if:

- a) PIC or PR owns any voting shares of the client and /or owner's business.
- b) PIC or PR received any of his/her gross income for the previous year from the client, except for income derived for services as a plan reviewer or similar consultations.
- c) PIC or PR is an elected officer or a member of the board of directors or governing board of the client and /or owner's business.
- d) PIC or PR fails to maintain an independent contractor relationship or becomes employed by the client and /or owner's business.

Furthermore, a third party reviewer involved in the review process shall not engage in the design, construction, or sale of those same structures.

A third party reviewer involved in the review process, as well as his/her spouse and underage children cannot own stock or have any substantial business interest in any owner, builder, or trade regulated under the construction codes.

A third party reviewer involved in the review process cannot participate in a review for a client and / or owner for which they have had such substantial business interest within the last 12 months.

### **2. QUALITY ASSURANCE PLAN**

The TPPRA shall adopt and maintain a quality assurance plan to be approved by DPIE. Such a plan shall describe the methods to be used to determine the accuracy and quality of plan reviews, the frequency with which such reviews are performed, how the review results will be documented and presented, and who is responsible for performing quality assurance reviews and checks.

### **3. INSURANCE COVERAGE**

The TPPRA shall obtain and maintain a Minimum General Liability and Errors and Omissions Coverage for each occurrence in the amount of One Million Dollars (\$1,000,000), with DPIE, Prince George's County listed as additional insured. The Professional(s)-in-Charge who is the principal of the TPPRA or who is employed by, under contract with or otherwise affiliated with the TPPRA, shall be covered by the TPPRA's Insurance. The insurance shall be cancelable only after thirty (30) days' notice to DPIE, by USPS certified mail with return receipt or via email to the Director or the Director's designee.

## **SECTION V**

### **DUTIES AND RESPONSIBILITIES OF THIRD PARTY PLAN REVIEW AGENCY**

#### **A. SCOPE OF SERVICES**

The TPPRA shall provide the services listed in this section for each assigned project pursuant to the conditions of this Manual.

##### **1. Review Assigned Work**

Project Owners are required to submit an application to obtain authorization to use a particular TPPRA on a project (see Appendix A) prior to engaging the TPPRA. The Fire Code Official will respond to the Application within five (5) business days after receipt. The TPPRA shall then examine and review plans for the fire protection systems proposed to be installed in the Project for which the TPPRA was hired, to determine compliance with applicable building codes.

##### **2. Provide Complete and Timely Plan Review Reports**

The TPPRA shall submit the following completed reports to DPIE for each Project. The Director or Director Designee may modify the reporting requirements and procedures from time to time as may be deemed necessary. The Plan Review Report shall include a Plan Review Approval Certification Cover Letter in the format provided in the manual (see Appendix C).

###### **a. Plan Review Code Deficiency Report**

The TPPRA shall complete a Plan Review Code Deficiency Report (see Appendix B), containing a list of non-complying items for each contracted Project. The Code Deficiency Report shall be in the format defined by the Building Code Official. At a minimum, the Code Deficiency Report shall specify:

- TPPRA's name and address
- Name and contact information for the Professional-in-Charge
- Project address
- Fire Protection System(s) for which plan review was performed
- List of items found to be non-compliant, with code sections indicated for each item
- Corresponding response from designer confirming that non-compliant items were corrected
- Construction type and use group classification

For each noted non-compliance, the Code Deficiency Report shall cite the relevant code section(s), the nature of the deficiency, and the location of the deficiency. The TPPRA shall forward a copy of each Code Deficiency Report to the Owner or to the Owner's designated recipient(s) and DPIE. Furthermore, DPIE reserves the right to review the deficiency report and make comments as necessary.

Following completion of the Code Deficiency Report for a Project, the TPPRA shall communicate with the Owner or designated representatives, as appropriate, to clarify the requested corrections to accomplish code compliance.

The Code Deficiency Report shall contain a column titled “Correction done” or provide other controls that assure that identified corrections are in fact corrected prior to returning plans and accompanying documents to the TPPRA for re-review. The TPPRA shall submit a Fire Protection Systems Third Party Approval Permit Checklist (see Appendix E) with its permit submission set to DPIE upon approval by the third party reviewer

### **b. Third Party Plan Review Approval Certification Letter and Report**

The Third Party Plan Review Approval Certification Letter certifies the approval for the Project. The report lists and compiles all of the Code Deficiency Reports that facilitated the final approval of the project by the TPPRA. The TPPRA shall certify the code compliance of the reviewed permit drawings and associated documents in writing. This shall attest that, in the professional judgment of the Professional-in-Charge, the reviewed permit drawings and associated documents have been checked for conformance with the relevant codes and standards, and are deemed to be in full compliance.

The Third Party Plan Review Approval Certification Letter is to be signed and sealed by the Professional-in-Charge of the approved TPPRA. The Professional-in-Charge is required to stamp all drawings of each approved set as specified in Appendix D of this Manual with his/her DPIE-approved review stamps.

The Third Party Approval Certification Letter shall attest that: (a) the shop drawings for the fire protection systems were reviewed under his or her direct supervision, (b) based upon the Third Party Plan Review performed and substantiating reports, it is the professional judgment of the Professional-in-Charge that, to the best of his/her knowledge, the plans reviewed for the fire protection systems were designed in accordance with all Applicable Codes.

The Third Party Approval Certification Letter and Report shall be made in a format defined by the Building Code Official (or his/her designee) and shall be sealed and signed by the Professional-in-Charge. At a minimum, the Certification shall specify:

- TPPRA’s name and address
- Name and contact of the Professional-in-Charge of the TPPRA
- Project address
- That the Third Party Plan Review Agency’s Professional-in-Charge is issuing an Approval Certification of Plan Review Completion for the fire protection system.
- A statement testifying to the compliance of the fire protection system plans for the Project with construction documents, specifications, all applicable Prince George’s County codes and standards.

## **B. GENERAL CONDITIONS**

### **1. Chain of Custody of Project Documents**

The TPPRA shall agree to exercise due diligence in the safekeeping of any Project documents received from the Owner and to promptly return them to the Owner or Building Code Official when requested to do so, with the exception of one set maintained by the TPPRA for record purposes. The drawings, specifications, electronic files in all types of media, and other materials received by the TPPRA in connection with the performance of any work under the Program may be protected by copyright law and shall remain the property of the rightful owner. Copies of plans utilized by the TPPRA shall be solely for the purpose of completing the TPPRA’s work under

the Program and not for any other purpose, in this or in any other project, and shall be returned to DPIE upon completion of the Project. The TPPRA agrees to treat such materials as restricted information.

## **2. Access to the TPPRA**

The TPPRA shall cooperate with the Building Code Official (or his/her representative) and the Owner (and/or the Owner's representative) in scheduling meetings and/or telephone conversations to provide updates and clarification of the results of its Third Party Plan Review for the Project. The TPPRA shall provide complete Third Party Plan Review comments to the Owner and/or to the Owner's representative and the same comments shall be forwarded to DPIE as well.

## **3. TPPRA Conflicts of Interest**

It shall be the responsibility of the registered Professionals-in-Charge, for the duration of the Project, to disclose any potential conflicts of interest that may arise at any time, between the TPPRA and the parties connected to the Project.

The TPPRA shall not enter into the Plan Review of a Project where it determines that there may be a conflict with the independence criteria specified in Section IV, B.1 of this procedure Manual for said Project. The TPPRA shall bring to the attention of the Fire Code Official, for resolution, cases that require interpretation or clarification. The Fire Code Official may refer such cases to the County Attorney for advice. Disputes on matters of independence and conflict of interest shall be resolved by the Fire Code Official and the decision of the Fire Code Official shall be final.

## **4. Due Diligence**

The TPPRA shall exercise due diligence in the discharge of the duties assigned to the TPPRA by law and regulation and shall refrain from any arbitrary or capricious action that would unduly penalize or benefit the Owner or Permit Applicant whose Project is under Third Party Plan Review. The TPPRA shall abide by the highest ethical standards in the discharge of their duties. The TPPRA acknowledges that any abuse of the authority conferred to them by DPIE may be punishable by law.

## **5. Correction of Non-Code Compliant Plans**

The Design Professional contracted by the Owner to design the Project shall be responsible for correcting any non-code compliant plans, whether previously or subsequently discovered. Upon receipt of TPPRA's approved documents, if DPIE discovers non-code compliant plans or documents, DPIE shall notify the TPPRA, who shall then advise the Permit Applicant that corrections must be made in the submitted plans. Any monetary claims that may arise from incomplete, inaccurate or defective plan review services provided by the TPPRA shall be remedied without cost to DPIE.

Furthermore, the third party review agency does not have the authority or power to waive any code requirements. Such duties and powers are the responsibility of the Fire Code Official as outlined in the currently enforced edition of the International Building Code (IBC), NFPA 101 and subtitles of Title 17, the Public Laws of Prince George's County. The Fire Code Official has the authority to render interpretations of any applicable codes or adopt policies and procedures in order to clarify the application of code provisions to the project under review by the third party review agency. Disputes regarding any code interpretations must be brought to the attention of DPIE. Waivers or variances can only be issued by the Fire Code Official.

## **SECTION VI**

### **DUTIES AND RESPONSIBILITIES OF THE PERMIT APPLICANT AND THE FIRE CODE OFFICIAL WITH RESPECT TO THIRD PARTY PLAN REVIEW**

#### **A. DUTIES AND RESPONSIBILITIES OF THE PERMIT APPLICANT**

##### **1. Selection by Permit Applicant**

The Permit Applicant for the Project must select, prior to submission of an application for a sprinkler or fire alarm permit, the name of the Third Party Plan Review Agency that will be used for the project.

##### **2. Cost of Third Party Plan Review**

The Permit Applicant is responsible for funding Third Party Plan Review and DPIE is not responsible for payment to the TPPRA for any costs relating to Third Party Plan Review. All fees and costs related to the performance of Third Party Plan Review shall be borne by the Owner and paid directly by the Owner to the TPPRA. The owner shall not be entitled to a refund of any portion of the permit fee paid to DPIE, where the Permit Applicant elects to use Third Party Plan Review. The compensation (fees and costs) paid to the TPPRA for its plan review services with respect to a Project shall not be contingent upon or affected in any way by the conclusions reached by the TPPRA or the contents of any of the deliverables described in this Manual.

#### **B. DUTIES AND RESPONSIBILITIES OF THE FIRE CODE OFFICIAL**

##### **1. Approve Qualified Third Party Plan Review Agencies**

If the Fire Code Official validates that an applicant has provided all requisite personnel and documents to become qualified as a TPPRA, then the applicant will be approved as a TPPRA.

##### **2. Review and Approval of TPPRA on Specific Project**

The Fire Code Official will be responsible for reviewing and approving the “Application for Authorization to Use a TPPRA” (see Appendix A) before a TPPRA may be used on a particular Project. The Fire Code Official will respond to the Application within five (5) business days after receipt. The Fire Code Official will have authority to modify or waive provisions of the Application as appropriate in particular cases.

##### **3. Assignment and Recall of a Project**

A Project is assigned to a TPPRA at the request and option of the Permit Applicant. The Fire Code Official reserves the right to recall any Project assigned to a TPPRA if it is determined that there is a lack of performance or a significant material violation of the provisions of this Procedure Manual or Applicable Codes by the TPPRA or owner complaints.

**4. Review of Third Party Reviewed Plans and Approval Certificates (Documents)**

The Building Code Official (or his/her designee) shall implement the necessary mechanism to process Third Party Plan Review Documents expeditiously and shall make all the delegations of authority and assignment of duties as the Fire Code Official deems necessary for the success of the Program. To assure the success of the Program, the Building Code Official (or his/her designee) will determine the quality of the Third Party Plan Review on a periodic basis as determined by available staff and work load. The Third Party Plan Review Approval Certification and Approved Plans and Report(s) are prima facie evidence of the code compliance and shall be deemed sufficient for the satisfaction of the DPIE permit issuance process if so determined by the Building Code Official (or his/her designee).

The Department shall cause the following actions to take place within the specified time frames, after receiving a Plan Review APPROVAL by the TPPRA:

<b>Step #</b>	<b>Department's Actions</b>	<b>Approval</b>	<b>Disapproval</b>	<b>Timeframes</b>
1	Administrative review of Approved plans and Approval Certificate(s) for completeness and accuracy.			Within one (1) business day after receipt of Approval Documents.
2	Update Department's records to reflect plans review approval and issue required permit			Within one (1) business day after Department's Approval or Disapproval

**5. Evaluation of Third Party Plan Review Agencies**

The Building Code Official (or his/her designee) will monitor the performance of Third Party Plan Review Agencies, including the Third Party Plan Reviews conducted and the quality of submitted approved documents, in order to evaluate performance of TPPRA, and determine whether the TPPRA should be warned, suspended or removed from the Program.

## SECTION VII

### QUALITY ASSURANCE

#### A. EVALUATION OF PERFORMANCE

It is the intent of these quality control methods to maintain the mission of DPIE to support safe, sound and cost-effective construction practices and to give workable guidelines to perform Third Party Plan Review services.

In order to ensure that Third Party Plan Reviews are being performed as required and in a satisfactory manner, it is necessary for DPIE to perform audits and to review the documents including reports that are submitted. Each TPPRA and its personnel who are Professionals-in-Charge and Plan Reviewers are subject to performance evaluation of the Third Party Plan Review services provided for assigned Projects. Evaluation of an approved TPPRA and its personnel will be performed at random, in its office of operation by DPIE staff on a routine or periodic basis or as designated by the Fire Code Official. The Fire Code Official may periodically conduct detailed unannounced audits of documents submitted by a TPPRA and shall also maintain a tracking system to monitor the submissions of reports and other deliverables required by the Program.

#### B. REMOVAL FROM PROGRAM

If the Building Code Official (or his/her designee) determines that a TPPRA has failed to perform its assigned duties, is engaged in a conflict of interest, fails to conform to the requirements of the technical guidelines, or otherwise, fails to satisfy the requirements of the applicable Building Codes or this Manual, the Building Code Official is authorized to remove the Third Party Plan Review Agency from the Third Party Plan Review Program.

If it is alleged that the TPPRA has violated the requirements of the TPPRP, the Building Code Official shall notify the TPPRA of the allegation in writing by way of USPS Certified and/or Registered Return Receipt Mail to the address of record. The TPPRA shall have ten (10) business days, to respond in writing with detailed response to the allegation. Based on the adequacy of the response, the Building Code Official may:

1. Determine the allegation has no merit
2. Require a meeting with the involved parties
3. Issue a verbal reprimand
4. Issue a written reprimand
5. Suspend a TPPRA for a specified period of time
6. Revoke the approval of a TPPRA to participate in the Program.

**The TPPRA will be notified of the Building Code Official's determination within fifteen (15) business days.** The decision of the Building Code Official in the implementation and administration of the Program will be final.

The following provides examples of the Program requirement failures:

- a. Failure of the TPPRA to remain in good standing as a business entity qualified to do business in Prince George's County.
- b. Failure of the Professionals-in-Charge and Plan Reviewers designated by the TPPRA to maintain required professional licensure in the State of Maryland as stated in Section IV of this procedure Manual.
- c. Failure of a TPPRA to update DPIE with current information regarding its Professionals-in-Charge and Plan Reviewers.
- d. Failure to perform adequate Third Party Plan Review in a discipline in accordance with Applicable Codes.
- e. Failure to file complete and accurate information in applications and forms.
- f. Failure to attend training or meetings that are required by the Fire Code Official.
- g. Failure to notify DPIE of addition or removal of Professional-in-Charge or a plan reviewer in the TPPRA.
- h. Failure to maintain adequate errors and omissions insurance coverage.
- i. Providing false or misleading information in the applications.
- j. Falsifying reports required in this Manual.
- k. Misrepresenting services provided or to be provided.
- l. Obtaining a license, endorsement or certification through error or fraud.
- m. Willfully, negligently, arbitrarily or repeatedly violating a County rule or ordinance that regulates building and fire codes
- n. Utilizing equipment, material or methods that do not comply with County-approved codes, policies or procedures.
- o. Serving as a Professional in Charge or Plan Reviewer on a project in which the individual had prior or concurrent involvement, or was in any way in violation of the Conflict of Interest Policy as stated in Section IV (B) (1) of this Manual.

**APPENDIX A**

**PRINCE GEORGE'S COUNTY GOVERNMENT**

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT

**THIRD PARTY PLAN REVIEW PROGRAM APPLICATION  
FOR  
FIRE PROTECTION SYSTEMS**

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Please complete this application package to apply for Third Party Plan Review Program certification.

Submit completed application to the Third Party Program Coordinator: Maher Mirza  
Homeowner & Mega Projects Suite  
Department of Permitting, Inspections and Enforcement  
9400 Peppercom Place, Suite 123  
Largo, Maryland 20774  
Attn: Fire Protection Systems TPRP

Program participants are required to notify DPIE of any material changes in the agency within five (5) business days. See Section III (B) of the Manual for additional information regarding changes to qualifications.

**APPLICANT/BUSINESS INFORMATION**

1. AGENCY NAME \_\_\_\_\_

2. TRADE NAME \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER ( ) \_\_\_\_\_ - \_\_\_\_\_ FAX NUMBER ( ) \_\_\_\_\_ - \_\_\_\_\_

EMAIL \_\_\_\_\_

3. PROFESSIONAL-IN-CHARGE \_\_\_\_\_ TITLE \_\_\_\_\_

DISCIPLINE

\_\_\_\_ FIRE ALARM

\_\_\_\_ COMMERCIAL SPRINKLER (13, 13R)

\_\_\_\_ STANDPIPE

\_\_\_\_ RESIDENTIAL SPRINKLER (13D)

\_\_\_\_ SPECIAL HAZARD SYSTEMS

\_\_\_\_ WET/DRY CHEMICAL SYSTEMS

\_\_\_\_ FIRE PUMPS (REPAIR, REPLACEMENT OR UPGRADE ONLY)

4. SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# AGENCY QUALIFICATIONS

## PROOF OF INSURANCE

Provide a copy of the agency's insurance policy clearly identifying a Minimum General Liability and Errors and Omissions Coverage for each occurrence in the amount of One Million Dollars (\$1,000,000), with DPIE, Prince George's County listed as additional insured. Please attach Certificate of Insurance to this application package.

## CONFLICT OF INTEREST AFFIDAVIT

Provide a notarized sworn affidavit, signed by the TPPRA, attesting that the TPPRA, its Professional(s)-in-Charge, its Supervisory Plan Reviewer(s) (if different from the Professional(s)-in-Charge) and Plan Reviewers, will remain independent of conflict of interest in accordance with section IV (B) (1) of the Third Party Plan Review Manual.

## ACKNOWLEDGEMENT OF CONFLICT OF INTEREST (COI) POLICY

As a condition of performing plan review, the undersigned Professional-in-Charge acknowledges that he/she has read and agrees to comply with section IV (B) (1) of the Third Party Plan Review Manual.

The undersigned declares:

1. There is no conflict of interest on his/her part or the part of its regular or contract employees.
2. Employees or contractors with conflicts of interest will be disqualified from the review process.
3. Employees or contractors are aware that they must report any changes to their COI status to their supervisors as soon as the employees or contractors are aware of the changes.
4. The applicant will handle any complaint promptly and will resolve all cases where conflicts are suspected or proven.
5. Training is provided to all employees to ensure compliance with Applicant's written COI policies and procedures.
6. That the Professional-in-Charge will not supervise or perform third party review for the following projects:
  - a. Projects in which the Professional-in-Charge or any of his/her employees, subcontractors or agents has a substantial interest or participated in the design, preparation of plans or construction.
  - b. Projects involving owners, contractors or subcontractors in which the Professional-in-Charge or any of his /her employees, subcontractors or agents has a substantial interest.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Professional-in-Charge and Title (Print Legal Name): \_\_\_\_\_

Signature: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, before me, the undersigned officer, a Notary Public in and for the State and County aforesaid, personally appeared \_\_\_\_\_, who acknowledged themselves to be \_\_\_\_\_, of \_\_\_\_\_, and as such authorized to do so, executed the foregoing instrument for the purposes therein contained by signing their name as \_\_\_\_\_ for said \_\_\_\_\_.

WITNESS my hand and Notary Seal

My commission expires: \_\_\_\_\_

Notary Public

Seen and approved: \_\_\_\_\_

# PROFESSIONAL-IN-CHARGE QUALIFICATIONS

The Professional-in-Charge shall submit the following information for review by DPIE:

1. Statement of qualifications or resume indicating relevant work history
2. Copy of Professional Engineer's license
3. Driver's license
4. Complete project list below:

**PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR AGENCY'S FIVE MOST RECENT PROJECTS:**

## PROJECT #1

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE CONTRACT OR AGENCY IN THE PROJECT
NAME/TELEPHONE # OF CLIENT OR PROJECT OWNER

## PROJECT #2

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE CONTRACT OR AGENCY IN THE PROJECT
NAME/TELEPHONE # OF CLIENT OR PROJECT OWNER

## PROJECT #3

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE CONTRACT OR AGENCY IN THE PROJECT
NAME/TELEPHONE # OF CLIENT OR PROJECT OWNER

## PROJECT #4

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE CONTRACT OR AGENCY IN THE PROJECT
NAME/TELEPHONE # OF CLIENT OR PROJECT OWNER

**PROJECT #5**

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE CONTRACT OR AGENCY IN THE PROJECT
NAME/TELEPHONE # OF CLIENT OR PROJECT OWNER

**Note: Please attach a Statement of Qualifications for all salaried and/or contract employees supervising and/or performing plan review services.**

**THIRD PARTY REVIEW PROCESS MANAGEMENT**

Provide a quality assurance plan that ensures the agency will perform contracted plan review, report non-conforming items to the attention of the owner/designer and DPIE, provide timely reports for each review or re-review and submit a final signed report to DPIE. Attach additional sheets if necessary.

APPENDIX B

PRINCE GEORGE'S COUNTY GOVERNMENT

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT

CODE DEFICIENCY REPORT

Permit Case Number: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Use Group: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Applicable Code(s): \_\_\_\_\_

Fire Protection System: \_\_\_\_\_ Referenced Building Permit No.: \_\_\_\_\_

Third Party Review Comments for drawings dated: ( \_\_\_\_ / \_\_\_\_ / \_\_\_\_ )

	Sheet(s)/ Drawing(s)	Code Section(s)	Comment/ Description	Resolved ✓
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Note: Use additional sheets as required

Professional-in-Charge Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Professional-in-Charge: \_\_\_\_\_

## APPENDIX C

### Third Party Plan Review Certification Letter

*(On company letterhead of the Third Party Plan Review Agency)*

*[Date]*

*Melinda Bolling, Acting Director*

Department of Permitting, Inspections and Enforcement

9400 Peppercorn Place, 5<sup>th</sup> Floor

Largo, Maryland 20774

Re: Certification of Third Party Plan Review Completion

*[Name of Project]*

*[Type of Fire Protection System]*

*[Project Address]*

*[DPIE Permit No. \_\_\_\_\_]*

Dear Ms. Bolling:

The purpose of this letter is to provide formal certification of the results of the Third Party *[Fire protection System, e.g. Sprinkler, Fire Alarm, etc....]* plan reviews performed by *[name of Third Party Professional-in-Charge]* on the project in reference, under the Third Party Plan Review Program. You are being provided with all plans approved by *[name of Third Party Professional-in-Charge]*.

The *[type of Fire Protection System]* that *[name of Third Party Professional-in-Charge]* reviewed and is hereby certifying as code compliant have been so noted, stamped, and signed as required under the Third Party Plan Review Program for Fire Protection Systems. The *[fire protection system]* plan review is now completed and therefore as *[name of Third Party Professional-in-Charge]* of this third party plan review issue this certification approval letter to be submitted with the four (4) *sets of approved plans*. The scope of my approval certification is restricted to the *[plan review discipline]* code compliance review done on behalf of DPIE, an activity that was established under the DPIE Third Party Plan Review Program.

*[name of Third Party Professional-in-Charge]*'s review of this project should not be construed as due diligence approval of the design of the systems or features that are the object of the plan review, which were reviewed only for consistency with the standard engineering practices and for compliance with the codes and standards enforced by DPIE. Therefore, *[name of Third Party Professional-in-Charge]* does not claim to certify any portion of the design of the project, which is the sole responsibility of the various design professionals of record who sealed and signed the submitted plans as required by Prince George's County and applicable Construction Codes and Standards.

Each approved set has been marked, on the cover sheet of each set, with a facsimile of *[name of Third Party Professional-in-Charge]*'s stamp of approval, titled "Third Party Plan Review Certification Stamp," as required under the program. The stamp of approval is specific to the *[plan review discipline]* discipline Professional-in-Charge. The deficiency report appended to this letter defines the scope of this plan review's certifications.

Having completed the third party [*plan review discipline*] plan review of this project and recommended its APPROVAL, [*name of Third Party Professional-in-Charge*] hereby requests that the respective [*fire protection system name*] permit be issued by DPIE staff, in reliance of the deficiency report provided by [*name of Third Party Professional-in-Charge*].

Sincerely,

(*Original signature of Professional-in-Charge*)

[*Name of Professional-in-Charge*]

Attachments: Deficiency Reporting Form

## APPENDIX D

### THIRD PARTY PLAN REVIEW APPROVAL STAMPS

#### COVER SHEET STAMP

<b>DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT PRINCE GEORGE'S COUNTY, MARYLAND <u>THIRD PARTY APPROVAL STAMP</u></b>	
PROFESSIONAL-IN-CHARGE:	_____
THIRD PARTY AGENCY NAME:	_____
FIRE PROTECTION SYSTEM(S):	_____
PERMIT NUMBER:	_____
PHONE NUMBER:	_____ EMAIL: _____
SIGNATURE:	_____ Date: ___/___/_____

This stamp must be affixed on the cover sheet only of each plan set to be approved by the Third Party Agency and must have wet signature.

#### PLAN/DOCUMENT SHEET STAMP

<b>THIRD PARTY APPROVAL</b>
<b>DATE:</b> <i>(List date here)</i>
<i>Place name of professional in charge here</i>

This stamp must be affixed on each drawing of all plan sets and documents to be approved by the Third Party Agency. Name of professional-in-charge and date on this stamp must match name and date on the cover sheet stamp. The size of this stamp must be at least 2" in diameter.

**APPENDIX E**  
**PRINCE GEORGE'S COUNTY**  
**DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT**  
**FIRE PROTECTION SYSTEMS THIRD PARTY APPROVAL PERMIT**  
**CHECKLIST**

---

The following information must be included with the permit submission set to DPIE upon approval by the third party reviewer:

- \_\_\_\_\_ 1. Permit application
  - \_\_\_\_\_ Tax ID for the property where the Fire Protection System will be installed
  - \_\_\_\_\_ Property address
  - \_\_\_\_\_ Property owner information
  - \_\_\_\_\_ Applicant information
- \_\_\_\_\_ 2. Trade contractor information with license number, if applicable
- \_\_\_\_\_ 3. Referenced building permit number listed on the application, for all new construction/addition\*
- \_\_\_\_\_ 4. Required permit fee – *Fee will be assessed at Fire Counter before permit issuance*
- \_\_\_\_\_ 5. Third Party Reviewer on DPIE approved list
- \_\_\_\_\_ 6. Third Party Deficiency Report included in submittal package
- \_\_\_\_\_ 7. Third Party Approval Letter with original signature
- \_\_\_\_\_ 8. Third Party Approval Stamp affixed on the drawings
- \_\_\_\_\_ 9. Calculations and cut sheets
- \_\_\_\_\_ 10. Product data sheets

\* Building permit must be issued prior to approval/issuance of any proposed fire protection system.