Welcome!
The webinar will be starting shortly.
Peer Review Program Webinar (Building Plan Review)

Presented by the Business Development Section & Maher Mirza, Peer Review Coordinator

July 2020
Introductions and Logistics

All attendees are muted.

Use the chat button on the right to ask questions.

Questions will be taken at the end of the presentation in the remaining time allotted.

Outstanding questions should be directed to dpiebizdev@co.pg.md.us.

Email dpiebizdev@co.pg.md.us if you need a personal consultation.
The Peer Review Program (PRP) allows owners and developers to select DPIE-certified peer reviewers at an additional cost to expedite the plan review process, in lieu of County staff.

Peer reviewers (PR) may be retained for various types of building projects. The results of their efforts are processed by County staff.

Using PR can reduce the plan review and approval time by up to 50%.
Peer reviewers are certified in the following disciplines:

*Building Plan Review*

- Building/architectural
- Structural
- Electrical
- Mechanical
- Fire protection/life safety
The Prince George's County Council introduced Council Bill CB-84-2015 in October 2015.

The bill amended County Code Section 4-345 to establish the Peer Review Program. The legislation became effective in January 2016.

For more details, see the County code entry.
The Peer Review Program (PRP) is administered by the Director of DPIE or his/her authorized representative, supported by the Peer Review Program Coordinator. The Director is charged with the administration and enforcement of applicable County codes.

DPIE retains the authority to render all Code interpretations and to adopt policies and procedures to clarify the application of the Code provisions.

DPIE maintains a Quality Assurance Program and retains the right to review and monitor all plan reviews performed by PR.

DPIE does not negotiate service costs, nor is it responsible for costs associated with rework due to a PR’s mistakes, errors or omissions.
The Peer Review Program Coordinator is responsible for:

- Receiving and reviewing all correspondence related to the PRP
- Documenting all records related to applicants, such as original applications, certification letters, training and disciplinary actions
- Recommending successful peer review candidates for the Director’s approval
- Preparing Peer Review Certification letters for the Director’s approval
Coordinating the training of new candidates

Coordinating all meetings related to the PRP

Monitoring the flow of peer review projects from date of notification through permit issuance

Organizing, coordinating and conducting required training of PR

Maintaining communication with certified PR and other stakeholders regarding program updates and new business
Peer Reviewer Responsibilities

Receiving
Receiving design plans for building permits and reviewing all plan documents to ascertain conformance with applicable codes, design standards and the Peer Review Program Manual

Sending
Sending reviewed design plans with comments to the Architect/Engineer (A/E) Design Consultant Team for building permits
<table>
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<tr>
<th><strong>Peer Reviewer Responsibilities - Continued</strong></th>
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<tr>
<td><strong>Reviewing and recommending</strong></td>
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<td>Reviewing and recommending final revised design plans/documents for acceptance by the applicant</td>
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<td><strong>Certifying</strong></td>
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<td>Certifying all final submitted design plans/documents and submitting a deficiency/correction report with reviewed plans/documents and recommendations for approval to the applicant for building permits</td>
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<td><strong>Answering</strong></td>
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<td>Answering questions and addressing issues regarding code compliance of the design plans posed by the applicant or applicant’s representative or the applicant’s A/E Design Consultant Team and DPIE staff during peer review</td>
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Peer Reviewer Responsibilities - Continued

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<tr>
<th>Meeting</th>
<th>Meeting deadlines as agreed upon as the PR with the applicant or the applicant’s representative</th>
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<tr>
<td>Attending</td>
<td>Attending DPIE’s required training to remain certified within DPIE’s PRP</td>
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<td>Providing</td>
<td>Providing a report to the Peer Review Coordinator at the end of each year, including all projects reviewed, case/permit numbers, timeline log of each review and reasons, if any, for any delays for each review</td>
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APPENDIX A1
STANDARD BUILDING PERMIT PEER REVIEW PROCESS (Option 1)

This flowchart highlights DPIE’s standard plan submission process for building permit projects.

1. Applicant selects PR, Notifies County of Intent to use PR, and Forwards Design Plans to PR
2. PR Reviews Plans and either Returns them to the Applicant for Revision or Submission to DPIE for Final Review
3. Applicant Submits PR Certified Plans to DPIE for Approval
4. DPIE Reviews Plans and either Approves them or Sends them back to the Applicant for Revision
5. DPIE Files Approved Plans
6. DPIE Returns Reviewed Plans to Applicant for Revision
7. PR Sends Reviewed Plans to Applicant for Revision
APPENDIX A2

ALTERNATE BUILDING PERMIT PEER REVIEW PROCESS
(Option 2)

This flowchart highlights the alternate plan submittal process where the Peer Reviewer’s process is adjusted to allow concurrent processing by other disciplines or agencies to expedite the overall building permit plan review process.

Applicant Selects PR, Notifies County of Intent to use PR, and Forwards Design Plans to DPIE and to PR

DPIE Creates a Permit Case Number and Distributes Non-Building Plans to Other Divisions and Agencies

Other Agencies Divisions Conduct Concurrent Non-Building Plan Reviews in Coordination with the Applicant

Applicant Submits Recommended Plans to DPIE for Approval

DPIE Reviews Plans and either Approves them or Sends them Back to the Applicant for Revision

DPIE Files Approved Plans

Applicant – A/E

DPIE

Other Agencies Divisions Review

Peer Reviewer

PR Sends Reviewed Plans to Applicant for Revision

PR Recommends Plans for Approval and Delivers Plans to Applicant

DPIE

No DPIE Concerns

DPIE

No DPIE Concerns

DPIE

No DPIE Concerns

DPIE

No DPIE Concerns

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No DPIE Concerns

DPIE

No DPIE Concerns
APPENDIX A3
DIGITAL BUILDING PERMIT PEER REVIEW PROCESS
(Option 3)

This flowchart highlights DPIE’s digital plan submission process for building permit through the ePlan system. The plan submittal process involving a Peer Reviewer is adapted to the ePlan system.

1. Applicant Selects PR, Notifies County of Intent to use PR, and Forwards Digital (PDF) Version of Design Plans to PR

2. PR Reviews PDF Plans and Returns the Reviewed Plans to Applicant for Revision or submission to DPIE

3. Applicant Submits Recommended Digital Plans through ePlan to DPIE for Final Review

4. DPIE Reviews Digital Plans and Either Approves or Rejects Them

5. DPIE Files Approved Plans

6. PR Returns PDF Plans to the Applicant for Revision

7. PR Recommends Plans for Approval and Delivers PDF Plans to Applicant

8. DPIE Returns Rejected Digital Plans through ePlan to Applicant for Revision by A/E
All fees and costs are the responsibility of the client.

The client shall negotiate and directly pay the PR’s fees.
Becoming a Peer Reviewer - Certifications/Qualifications

Must complete a Peer Reviewer Certification Application (see Appendix B of the manual).

Applications require a package including a statement of qualifications describing education, certifications and work history, i.e. a resume. See pages 20-22 and other applicable appendices of the manual for more details.

Minimum qualifications:
Experience with County or State plan review
Professional education and accreditation (See Page 4 of manual.)
Must complete Executed Indemnification and Acknowledgement Form (Appendix C).
Must complete Executed Conflict of Interest Statement (Appendix D).
Certified PR Training Requirements

Successfully complete training conducted by DPIE staff on plan review for the applicable disciplines to include:

Provide proof of relevant experience (minimum five years) for each plan examiner.

Provide proof of current certification/license for each plan examiner.
Successfully completed training conducted by DPIE staff on plan review for the applicable disciplines to include:

- Plan reviews performed at DPIE
- Up to 10 8-hour plan review training periods for a candidate who is a licensed professional engineer or registered architect; or up to 10 4-hour periods for a candidate who is also certified by the International Code Council (ICC) as a plan reviewer.
Prescribed training period in which the candidate will receive the following, dependent upon the discipline:

- Building permits - instruction from building engineers on the details and specifications that govern design of building projects.
Certified PR Training Details - Continued

Prescribed training in plan review requires the candidate to:

- Study and apply plan details and calculations in the review of actual projects
- Present the findings and recommendations to the appropriate building plan reviewer(s)
- Receive a one-on-one critique from the building plan reviewer on the completed review
- Prepare a summary of findings to be presented to the building plan reviewer
Upon successful completion of all the training aspects, a candidate will receive a letter and be included on DPIE’s Certified Peer Reviewers List under the appropriate discipline(s). (See Appendix E.)

Continuing training is required and includes attendance in eight hours of refresher training classes related to plan review each year. The training includes two four-hour refresher classes. Each class includes discussion on general topics and a technical workshop.

Provide proof of relevant experience (minimum five years) for each plan examiner. Provide proof of current certification/license for each plan examiner.
DPIE currently provides a comprehensive list of Certified Peer Reviewers.

Certified Peer Reviewers (uploaded into files and may be printed)

- Building Plan Peer Reviewers List by Discipline (PDF)
- Building Plan Peer Reviewers List by Firm (PDF)
- Building Plan Peer Reviewers List by Last Name (PDF)
PRP Manual and Other Resources

For more details, access the "DPIE Peer Review Program Manual (PDF)," which describes the certification requirements for prospective candidates and other information, such as:

- PR responsibilities
- Steps in the peer review process
- Documentation requirements
- Performance criteria, disciplinary actions
- Notice of Intent (Appendix F, pages 26-27)
- Project timeline (Appendix H, page 29)
- Appendices J through L, pages 31 to 35
Contact Information

- Tanya Hedgepeth and Nicole Reece, BDS Officers
dpiebizdev@co.pg.md.us

- Maher Mirza, Peer Review Program Coordinator
mmirza@co.pg.md.us or PeerReviewCoordinator@co.pg.md.us
Any Questions