

Peer Review Program



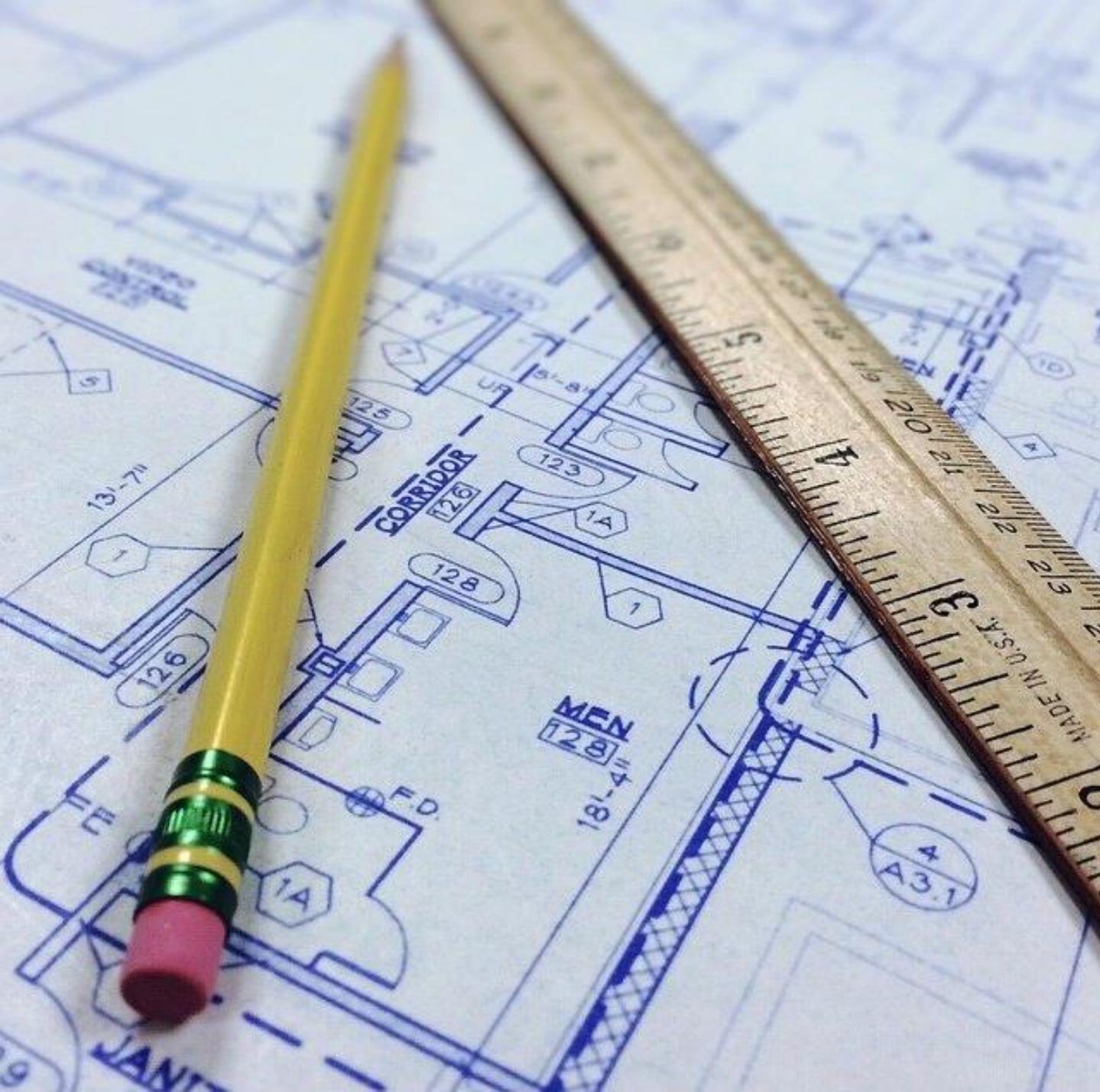
Melinda Bolling
Director

Welcome!
The webinar will be starting shortly.



Angela D. Alsobrooks
County Executive





Melinda Bolling
Director

Peer Review Program Webinar (Building Plan Review)

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

July 2020



Angela D. Alsobrooks
County Executive



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%.

The Peer Review Program (PRP)

PRP Overview

Peer reviewers are certified in the following disciplines:

Building Plan Review

- Building/architectural
- Structural
- Electrical
- Mechanical
- Fire protection/life safety

Supporting Legislation

- 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.



DPIE Authority

- 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

Peer Review Coordinator Responsibilities



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 Review Coordinator Responsibilities - Continued

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

Peer Reviewer Responsibilities - Continued

Reviewing and recommending

Reviewing and recommending final revised design plans/documents for acceptance by the applicant

Certifying

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

Answering

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

Peer Reviewer Responsibilities - Continued

Meeting

Meeting deadlines as agreed upon as the PR with the applicant or the applicant's representative

Attending

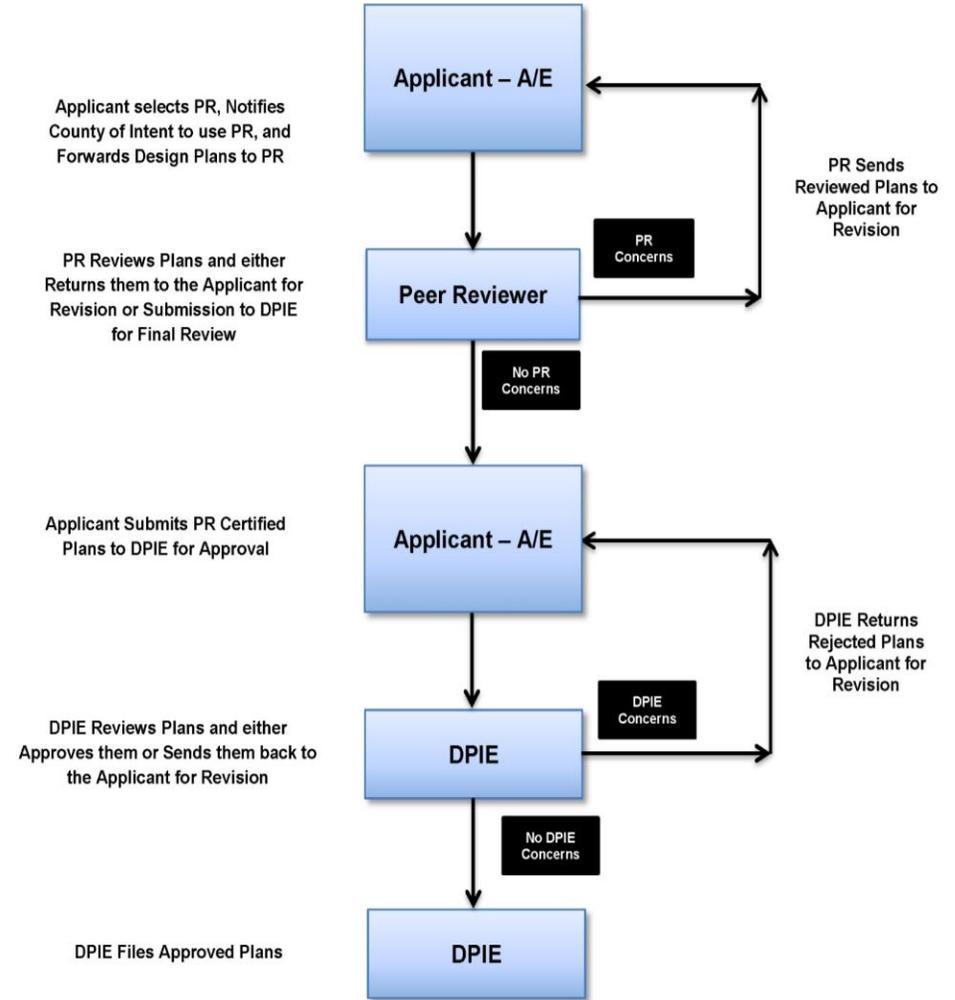
Attending DPIE's required training to remain certified within DPIE's PRP

Providing

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

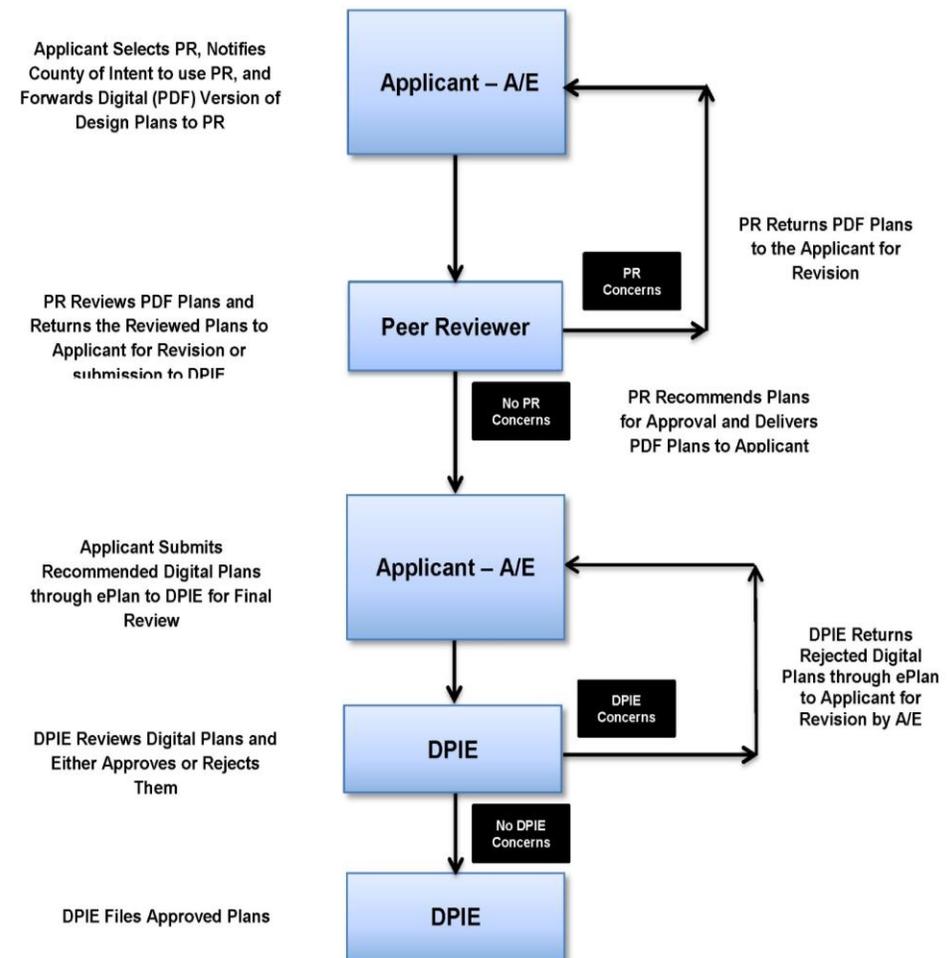
STANDARD BUILDING PERMIT PEER REVIEW PROCESS (Option 1)

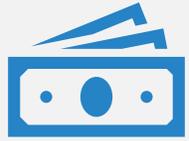
This flowchart highlights DPIE's standard plan submission process for building permit projects.



DIGITAL BUILDING PERMIT PEER REVIEW PROCESS (Option 3)

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





All fees and costs are the responsibility of the client.



The client shall negotiate and directly pay the PR's fees.

Service Fee Structure

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.

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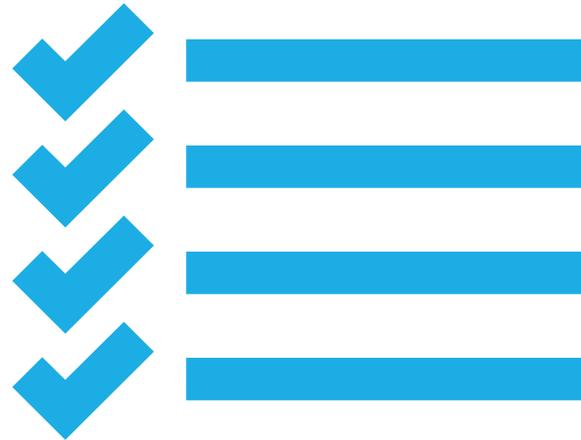
- Plan reviews performed at DPIE
- Up to 10 8-hour plan review training periods for a candidate who is a licensed professional engineer or registered architect; or up to 10 4-hour periods for a candidate who is also certified by the International Code Council (ICC) as a plan reviewer.

Certified PR Training Details

- 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

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.

Steps After Certified PR Training



**DPIE
Certified
Peer
Reviewer
List**

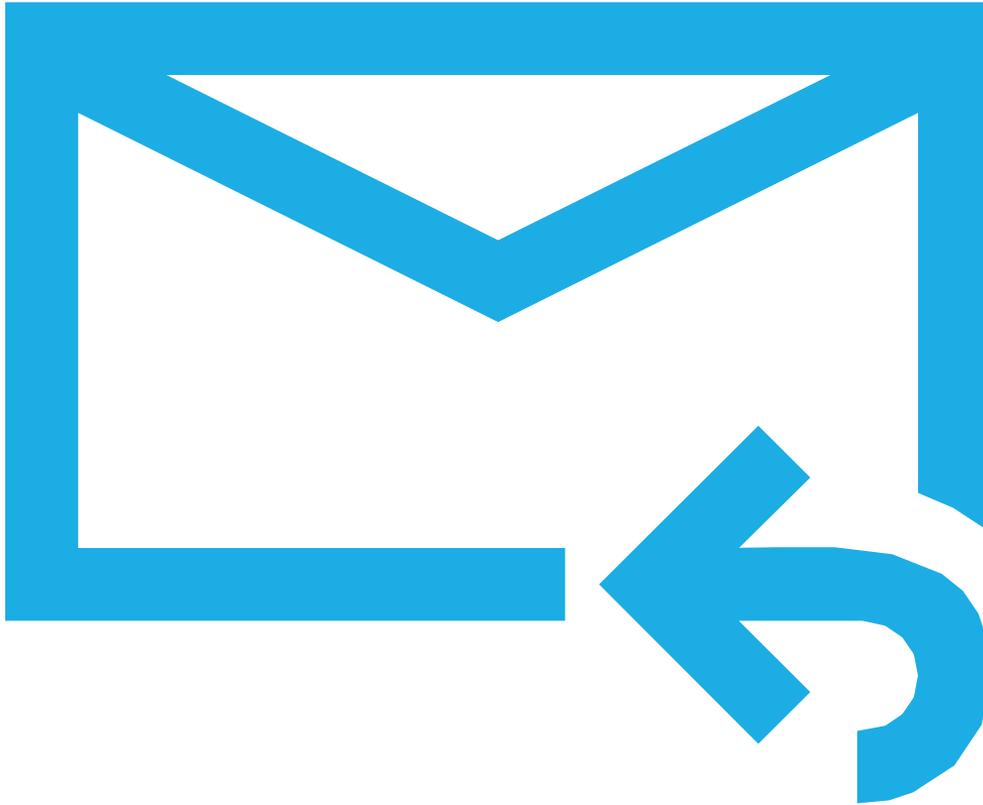
- DPIE currently provides a comprehensive list of [Certified Peer Reviewers](#).
- Certified Peer Reviewers (uploaded into files and may be printed)
 - [Building Plan Peer Reviewers List by Discipline \(PDF\)](#)
 - [Building Plan Peer Reviewers List by Firm \(PDF\)](#)
 - [Building Plan Peer Reviewers 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

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Any
1.1
Questions