

BUILDING AND TRADE PERMITS PLAN REVIEW SUBMISSION FOR ARCHITECTURAL AND PROFESSIONAL ENGINEER (A/E) SEAL REQUIREMENTS¹

Construction Cost = Estimated construction costs which includes labor & materials ²	Scope of Work ⁴	A/E seal ^{5,8}	Submittal Requirements for Plan Review
USE & OCCUPANCY PERMIT			
Not applicable	No construction and no change of occupancy (use) per the definition of International Building Code (IBC) or previous Certificate of Occupancy issued and no change of use/function that results in higher degree of hazard (example B office use to a B restaurant – not permitted for this case) and no increase in occupant load.	No	No plan review required. See No Construction on the Permits Use & Occupancy page at (https://www.princegeorgescountymd.gov/1567/Use-Occupancy) for more information or to submit an application.
RESIDENTIAL PERMIT (ONE- AND TWO-FAMILY DWELLING UNIT & TOWNHOUSES NOT MORE THAN 3 STORIES IN HEIGHT)			
All construction regardless of cost ⁷	Construction or building plan documents in connection with the addition, alteration, construction, design, or repair of a single-family dwelling and appurtenances that are for the personal residential use of that individual or a member of the immediate family of that individual that are constructed per International Residential Code (IRC).	No	See Minimum Submission Requirements for Residential Projects (https://www.princegeorgescountymd.gov/1321/Forms-Checklists).
COMMERCIAL PERMIT (CONDOMINIUM, MULTIFAMILY RESIDENTIAL AND ALL OTHER)			
Construction not exceeding \$10,000 ^{3,6,7}	Alterations or repairs with no structural work limited to: A. Storefronts, facades, or similar replacements; B. Exterior stairways or landings or decks, or ramps; C. A mechanical or electrical system.	No	<ul style="list-style-type: none"> • Minimum 24" x 36" plan sheet • Indicate scope of work • Floor plan of work area with furniture scaled to 1/8 inch = 1 foot <ul style="list-style-type: none"> ○ Show existing and new (provide dimensions for new scope of work) ○ Show any demolition • Indicate codes under which work is being completed, building construction type, use group, occupant load, number of exits, building height, ceiling height, number of stories, work area, fire rated walls if any • If there is electrical or mechanical scope of work on project: <ul style="list-style-type: none"> ○ Plan prepared by electrical and/or mechanical licensed contractor for relative scope of work ○ Name and phone of contractor(s) ○ License number of electrical and/or mechanical contractor(s) See various Minimum Submission Requirements on the Building Plan Review Forms page (https://www.princegeorgescountymd.gov/1616/Building-Plan-Review-Forms).
Construction not exceeding \$25,000 ^{3,6,7}	Alteration or repair that does not adversely affect the structural system of the building, including foundations, footings, walls, floors, roofs, bearing partitions, beams, columns, joists, or the mechanical or electrical; and A. Minor interior alterations or cosmetic or similar repairs; B. Fixtures, cabinet work or furniture; and C. A change of occupancy/use with no construction, max 1 story, and area not exceeding 1000 sq. ft.	No	
All construction regardless of cost ⁷	All other commercial scope of work including any work involving the following: <ul style="list-style-type: none"> • Fire rated assemblies • Deck (non-freestanding) • Signs — all free standing and attached to building/structures • Hazardous exhaust • Load bearing structural element or adding load to existing structure • Change of Occupancy as defined by IBC that results in a higher hazard in the opinion of the plan review staff • High hazard occupancies or hazardous materials • Assisted living, residential daycare (under IBC) • Change in construction type • More than 600V and/or 400amps in any use group • Any electrical work for buildings more than 3 stories in height • Any electrical work in use groups E (schools and daycare), I & H, A1 & A4 (theatre, arena) and R (residential) with occupant load more than 100 • Any ampere and volts in use groups E (schools and daycare), I & H, F 	Yes	See various Minimum Submission Requirements on the Building Plan Review Forms page (https://www.princegeorgescountymd.gov/1616/Building-Plan-Review-Forms).

Footnotes:

1. All work shall be in compliance with the Americans with Disabilities Act and the Maryland Building Performance Standards.
2. If determined by staff during review that the cost exceeds amount, plans will be returned to applicant to obtain professional seals and signatures.
3. Complies with the Maryland Rehabilitation Code (International Existing Building Code amended).
4. All plumbing and gas work requires review, approval, and permit from [Washington Suburban Sanitary Commission \(WSSC\)](http://www.wsscwater.com/) (<http://www.wsscwater.com/>) (301-206-4003).
5. Architect or Engineer (A/E) licensed in the State of Maryland. See [seal requirements](https://www.dlr.state.md.us/license/pe/peseal.shtml) (<https://www.dlr.state.md.us/license/pe/peseal.shtml>).
6. The exclusion provided for in this subsection shall be used only once per building or structure in a 12-month period.
7. All electrical and mechanical work requires a trade permit by the master licensed contractor.
8. County staff may require documents for new, alterations or repairs of existing buildings or structures to be signed and sealed by a State of Maryland licensed architect and/or professional engineer, if they determine that the signature and seal of a licensed architect and/or professional engineer is necessary to provide conformity with the Maryland Building Performance Standards or to otherwise provide for the health and safety of the public.