



Prince George's County
 Department of Permitting, Inspections
 and Enforcement
BUILDING PLAN REVIEW DIVISION
 9400 Peppercorn Place, Suite 213
 Largo, Maryland 20774
 301.636.2070 ♦ FAX: 301.883.3852



PRELIMINARY DESIGN REVIEW MEETING (PDRM)

Send Completed Form to: mvpendergrass@co.pg.md.us and copy DPIEbprd@co.pg.md.us

Provide the following information FIVE business days prior to the Preliminary Design Review Meeting with County staff:

- 1. Provide a detailed agenda, so we can ensure appropriate trade disciplines are present.
- 2. Provide plans and list of questions.
- 3. Is there an architect/engineer on the job? Name(s): _____
- 2. Scope of work: _____

- 3. Construction type(s): _____
- 4. Use group(s): _____
- 5. Height per IBC: _____
- 6. Risk category per IBC, Chapter 16: _____
- 7. Is the building a high-rise? Yes No
- 8. Are hazardous materials present? Yes No
- 9. Is there an atrium? Yes No
- 10. Occupant load based on IBC and NFPA 1 (most stringent): _____
- 11. Number of exits proposed: _____
- 12. Cooking, groceries, vending machines (do vending machines serve sandwiches)? Describe:

- 13. Kitchen: Yes No If yes, list appliance(s) present: _____

- 14. Fire protection systems present:
 - a. Sprinkler Yes No Type: _____
 - b. Fire Alarm Yes No Type: _____
 - c. Smoke Control Yes No Type: _____
 - d. Kitchen Suppression: Yes No Type: _____
 - e. Other Special System: Yes No Type: _____

Please Review the Following Information!

Preliminary Design Review Meeting (PDRM)

The purpose of the Preliminary Design Review Meeting (PDRM) is to have the requester, the applicant and/or architect/engineer meet with the County's Building Plan Review Division to discuss code-related design items in reference to building/structural, electrical, mechanical, fire & life safety, health and ADA accessibility.

Site/Road Plan Review Division, Maryland-National Capital Park & Planning Commission (M-NCPPC) and Washington Suburban Sanitary Commission (WSSC) reviews are not handled by the Building Plan Review Division but are required to obtain a permit. Please contact these agencies separately as needed:

- [WSSC](#)
- [Site/Road Plan Review Division](#)
- [M-NCPPC](#)

General Disclaimer

- There is a \$825 + 5% technology fee associated with all PDRM and must be paid prior to scheduling.
- Items discussed during the meeting do not constitute a plan review or approval; the plans will be reviewed for compliance when submitted.
- Preliminary Design Review Meetings are limited to **2 hours** in duration.
- The design team shall be responsible for taking meeting minutes. The meeting minutes shall be sent to the county for acceptance or comment within **five business days** of the meeting.
- Any items not resolved during the meeting may be followed up in the meeting minutes or by email.
- It is highly recommended that the project architect/engineer is present for this technical code discussion meeting.
- If project is getting reviewed by third party, it is recommended that they are present.

Scheduling a PDRM

To request a PDRM, send an email to Marcia Pendergrass at mvpendergrass@co.pg.md.us and copy dpietpr@co.pg.md.us. Requests for a meeting need to be made 10 business days in advance of actual meeting date. Meetings will be scheduled at a minimum of two weeks after the payment has been processed.

Prince George's County Codes and Amendments

Main subtitles under [Applicable Codes](#):

- Subtitle 4 — Building
- Subtitle 9 — Electricity
- Subtitle 11 — Fire & Life Safety
- Subtitle 12 — Health

[Building Codes and Bulletins](#) (includes COMAR subtitles)

COMAR (Code of Maryland Regulations) and Other Regulations

- ADA-2010 and Maryland Accessibility Code (COMAR 09.12.53)
- Title 26 Department of the Environment, Subtitle 04 Regulation of Water Supply, Sewage Disposal and Solid Waste, Chapter 01 Quality of Drinking Water in Maryland
- COMAR 26.04 Chapter 04 Well Construction
- COMAR Title 10 Department of Health, Subtitle 15 Food, Chapter 03 Food Service Facilities
- COMAR Title 10 Department of Health, Subtitle 17 Swimming Pools and Spas, Chapter 01 Public Swimming Pools and Spas

Informational Pages

- [Building Plan Review Discipline Web Pages](#)
- [Important Forms/Checklists/Minimum Submission Requirements](#)
- [Permit Types](#)