

**PRINCE GEORGE'S COUNTY, MARYLAND**



# **PEER REVIEW PROGRAM MANUAL**

**February 11, 2019**

## TABLE OF CONTENTS

<b><u>Section</u></b>	<b><u>Page</u></b>
1. Overview .....	1
2. Authority .....	2
3. Peer Review Program Coordinator Responsibilities .....	3
4. Peer Reviewer Responsibilities .....	3
5. Peer Review Certification/Qualifications .....	4
6. Review of PRP Certification/Application .....	6
7. Certification: Non-Transferable.....	6
8. Procedure to Engage Peer Reviewer .....	6
9. Service Fee Structure .....	8
10. Public Records .....	8
11. Project Documentation: Chain of Custody .....	8
12. Due Diligence .....	9
13. Access to Peer Reviewer .....	9
14. Conflict of Interest Policy (COI) .....	9
15. Performance Evaluation .....	10
16. Disciplinary Authority of Director.....	10
15. Grounds for Disciplinary Action .....	10
18. Formal Complaints .....	11
19. Non-Compliance Determination.....	11
20. Penalties for Violating Peer Review Program Policies.....	12
21. Removal from Program .....	13
22. Peer Review Program Reinstatement .....	14
<b><u>Appendices</u></b>	<b><u>Page</u></b>
Peer Review Program Manual Appendices.....	15
A. Peer Review Flowcharts .....	16–19
• Standard Building Permit Peer Review Process – Option 1 .....	16
• Alternate Building Permit Peer Review Process – Option 2 .....	17
• Digital Building Permit Peer Review Process – Option 3.....	18
• Standard Site/Road Permit Peer Review Process .....	19
B. Application for Certification of a Peer Reviewer.....	20–22
C. Indemnification and Acknowledgement by Peer Reviewer .....	23
D. Acknowledgement of Conflict of Interest (COI) Policy.....	24
E. Approved Lists of Building Plan Reviewers and Site/Road Plan Reviewers .....	25
F. Notification of Intent to Use Peer Review Program for Building Permits .....	26–27
G. Notification of Intent to Use Peer Review Program for Site/Road Permits .....	28
H. Building Permit - Peer Review Project Information and Timeline .....	29
I. Peer Review Stamp .....	30
J. Peer Review Approval Letter and Checklist Items .....	31–33
K. Building Permit – Peer Review Program Code Deficiency/Correction Report .....	34
L. Building Permit – Peer Review Plan Verification Form.....	35
M. Site/Road Permit – Peer Review Project Information and Timeline.....	36
N. Site/Road Permit – Revision Stamps .....	37
O. Site/Road Permit – Peer Review Program Code Deficiency/Correction Report .....	38

# PEER REVIEW PROGRAM

DPIE's Peer Review Program allows owners and applicants to select DPIE-certified peer reviewers at their own cost to expedite the plan review process in lieu of County staff. Peer reviewers can be retained for various types of building and site development projects. The results of their efforts are reviewed and approved by County staff. Using peer reviewers can reduce the plan review and approval timeframe by up to 50%. This manual documents the program and describes the certification requirements for prospective candidates, peer reviewer responsibilities, steps in the peer review process, documentation requirements, performance criteria, disciplinary actions, and various forms to be used by peer reviewers in carrying out their responsibilities.

## 1. OVERVIEW

Prince George's County offers a Peer Review Program (hereinafter referred to as PRP) through the Department of Permitting, Inspections and Enforcement (DPIE) to provide an option for builders, developers or owners (hereinafter referred to as the Applicant) to accelerate reviews and approvals of submitted project construction plans. Peer reviewers (PR) are certified in the following disciplines:

### Building Plan Review

- Building/Architectural
- Structural
- Electrical
- Mechanical
- Fire Protection/Life Safety
- Fire Suppression (Sprinklers)/Fire Alarm Systems

### Site/Road Plan Review

- Floodplain Hydrology/Hydraulics
- Geo-technical (Site)
- Roadway Bridges/Large Culverts
- Traffic Engineering
- Utility Permitting
- Site/Civil (drainage, stormwater management, grading, roadway, land development, site ADA)

Detailed in this Peer Review Manual (hereinafter referred to as Manual) are established policies and procedures, qualifications, insurance requirements, and quality control and assurances for a certified PR to provide plan review services under the auspices of DPIE.

Unless otherwise directed, persons wishing to be certified and/or who have questions about the PRP should address all correspondence to:

**Maher Mirza**  
**Peer Review Program Coordinator**  
**Department of Permitting, Inspections and Enforcement**  
**9400 Peppercorn Place, Suite 123**  
**Largo, MD 20774**  
**Phone: (301) 883-5854**  
**E-mail: [PeerReviewCoordinator@co.pg.md.us](mailto:PeerReviewCoordinator@co.pg.md.us)**  
**Contact for Site/Road Peer Review: (301) 883-5710**

## 2. AUTHORITY

The PRP is administered by the Director of DPIE or his/her duly authorized representative, supported by the Peer Review Program Coordinator (PC). The Director is charged with the administration and enforcement of applicable County codes within Prince George's County to ensure safe, sound and accessible buildings, proper site improvements, environmental site protection and conformity to other local, state and federal laws and regulations, as related to permit processing, plan review for new construction, alterations, repairs and use.

DPIE's responsibilities include:

- Approval of permit applications for construction projects, inspection of all referenced construction disciplines, and enforcement of standards and specifications to ensure public safety and to meet Code requirements per:
  - Subtitle 4 - Building
  - Subtitle 9 -Electricity
  - Subtitle 11 -Fire Safety
  - Subtitle 23 - Road Code
  - Subtitle 32 - Water Resources Protection & Grading
- Enforcement of various codes, including:
  - International Building Code
  - International Residential Code
  - International Energy Conservation Code
  - International Mechanical Code
  - National Electrical Code
  - State of Maryland Fire Prevention Code
  - Maryland Accessibility Code
  - National Fire Protection Association codes and standards

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 PRs. DPIE does not negotiate service costs, nor is it responsible for costs associated with rework due to a PR's mistakes, errors or omissions. In the event it is determined that a PR is not performing in a manner that will ensure compliance with all applicable codes, DPIE may require a complete plan review by County review staff. All PR reviewed Site/Road (horizontal) projects require final review by a District Engineer. All PR reviewed building (vertical) projects require final review by the respective building discipline staff member.

### **3. PEER REVIEW PROGRAM COORDINATOR RESPONSIBILITIES**

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 Director's approval.
- Preparing Peer Review Certification letters for Director's approval.
- Coordinating the training of new candidates.
- Coordinating all meetings related to the Peer Review Program.
- Monitoring the flow of Peer Review projects from date of notification through permit issuance.
- Organizing, coordinating and conducting required quarterly training of Peer Reviewers.
- Maintaining communication with certified Peer Reviewers regarding program updates and any new business.

### **4. PEER REVIEWER RESPONSIBILITIES**

Peer Reviewers are responsible for:

- Obtaining all required training to become and remain a certified DPIE Peer Plan Reviewer.
- Receiving design plans from Developer, Owner or Owner's Representative prepared by Architect/Engineering (A/E) Design Consultant Team for Building Permits or receiving design plans from District Engineer for Site/Road Permits.
- Reviewing all plan documents to ascertain conformance with applicable codes and design standards.
- Sending reviewed design plans with comments to the A/E Design Consultant Team for Building Permits or to the District Engineer for Site-Road Permits.
- Reviewing and recommending final revised design plans for acceptance by the Applicant.
- Certifying all final submitted design plan documents and submitting a deficiency/correction report with reviewed plans and recommendation for approval to the Applicant for building permits or to the DPIE District Engineer for site/road permits.
- 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 during the Peer Review process.
- Meeting deadlines as agreed upon as the Peer Reviewer with the Applicant or the Applicant's Representative.

- Attending DPIE's required quarterly training to remain certified within DPIE's Peer Review Program.
- 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.

Appendix A contains four flowcharts showing the different options for conducting peer reviews. These include:

- Building peer review processes
  - Option 1 – Standard process (Appendix A1)
  - Option 2 – Alternate process (Appendix A2)
  - Option 3 – Digital process (Appendix A3)
- Standard site/road peer review process (Appendix A4)

## **5. PEER REVIEWER CERTIFICATION/QUALIFICATIONS**

Individuals, who wish to be certified as a PR, must complete a "Peer Reviewer Certification Application", available through DPIE (see Appendix B). The Application requires a Statement of Qualifications describing education, certification, and work history. Upon review and acceptance of an individual's qualifications, coupled with the required training, an individual may be certified as a PR.

DPIE reserves the right to deny certification to any individual who does not meet minimum qualifications. Individuals may file an appeal with the Director regarding a denial of certification.

PR certification may be revoked if, in the opinion of the Director, services provided by the PR are/were not performed in a manner to ensure project compliance with all applicable County codes. Individuals may file an appeal with the Director regarding revocation from the Certified Peer Reviewers List.

Evidence of minimum qualifications to become a certified PR includes:

- Experience with County or State plan review
- Professional education and accreditation:
  - Licensed Professional Engineer in the State of Maryland
  - Licensed Land Surveyor in the State of Maryland
  - Licensed Architect in the State of Maryland
  - Experienced Plans Examiner with at least 5 years of relevant work experience
  - Experienced Engineering Technician with at least 7 years of work experience (qualifies only for review of special utility permits)
- Other applicable requirements:

- Executed Indemnification and Acknowledgement Form (see Appendix C)
- Executed Conflict of Interest Statement (see Appendix D)
- Certified PRs must have:
  - Successfully completed training conducted by DPIE staff on plan review for the applicable disciplines to include:
    - Plan reviews performed at DPIE (9400 Peppercorn Place, Largo, Maryland 20774)
    - 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:
      - Site/Road Permits - Instruction from District engineers, traffic engineers, bridge engineers, and right-of-way agents in the details and specifications that govern design of drainage, grading, and transportation projects; or
      - Building Permits - Instruction from building engineers in the details and specifications that govern design of building projects
    - 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 District Engineer in whose district the project is located or to the appropriate plan reviewer(s)
      - Receive one-on-one critique from the District Engineer or the plan reviewer on the completed review
      - Prepare a summary of findings to be presented to the Building Plan Reviewer or Site/Road District Engineer for evaluation
    - Upon successful completion of all the training aspects, a candidate will be included on DPIE's Certified Peer Reviewers List under the appropriate discipline(s) (see Appendix E)
    - Continuing training is required and includes attendance of 8-hours of refresher training classes related to plan review each year, which is comprised of four quarterly, two-hour refresher training classes, each consisting of one-hour of discussion on general topics and a one-hour technical workshop
  - Provide proof of relevant experience (minimum 5 years) for each plan examiner
  - Provide proof of current certification/license for each plan examiner

## **6. REVIEW OF PRP CERTIFICATION APPLICATION**

After successful completion of required training, PRP certification shall be granted to an applicant by the Director within 10 business days of filing the application unless there is evidence of the following:

- False or misleading information is contained in the application or required information is omitted;
- Applicant's certification(s), license(s), experience and minimum training specified in the application are insufficient; or
- Applicant did not satisfactorily perform plan review during the training/evaluation period.

An original application may be amended one time within ten (10) business days of being denied.

## **7. CERTIFICATION: NON-TRANSFERABLE**

A PR certification issued under PRP is not assignable or transferable. PR certification is tied to an individual, not to a firm. However, upon departure from a firm of record or other changes that may affect the certified PR's designation, the individual PR must notify the Peer Review Program Coordinator within 30 days of the effective date of the change. Failure to do so will disqualify the individual from retaining his/her DPIE PR certification. DPIE shall update the Certified Peer Reviewer listing to reflect these changes.

## **8. PROCEDURE TO ENGAGE PEER REVIEWER**

An Applicant who chooses to retain the services of a PR to supplement the County's Plan Review staff is required:

1. Contact DPIE or go on-line at: <http://www.princegeorgescountymd.gov/sites/DPIE/Resources/Pages/Peer-Review-Program.aspx> to obtain a Certified Peer Reviewers List. (Appendix E provides a listing and contact information for all DPIE-certified PRs eligible to perform Building and Site/Road plan reviews in designated disciplines.)
2. Submit a written request to the Peer Review Coordinator to engage a certified PR. See Appendix F for the Notification of Intent to Use DPIE's Peer Review Program for Building Plan Review and Appendix G for Site/Road Plan Review.
3. DPIE cannot recommend, negotiate fees or make any other arrangements between the Applicant and the PR.
4. Applicant and the PR must mutually agree on the cost of services, schedule of services to be provided, and any other arrangements between the two parties.
5. For Building permits, the Applicant is required to complete the following steps:
  - a. Complete and submit a Building Permit - Project Information and Timeline Form (see Appendix H).

- b. Submit construction project documents directly to PR for review. It is expected that the Applicant's A/E team has fully completed the design plans before submitting the documents for Peer Review, so as not to delay the Peer Review process.
  - c. Upon completion of a review, the PR must certify the documents with the PR stamp (indicating name, discipline, and date - see Appendix I).
  - d. Ensure that a Peer Plan Review Approval Letter (see Appendix J) regarding the County's Plan Review procedures has been executed by the PR and is included in the final package submitted with a Building Permit Application.
  - e. Ensure that four (4) complete, collated sets of final plans, with the PR's signature and stamp affixed are submitted to the County for final review/approval, along with the Building Peer Plan Review Approval Letter. Only two (2) final plan sets are required to be submitted for fire alarm/fire suppression systems.
  - f. Provide the Building Permit - Peer Review Program Code Deficiency/Correction Report summarizing PR comments and A/E responses (see Appendix K).
  - g. Provide the Building Permit - Peer Review Building Plan Verification Form, summarizing the plans and documents reviewed (Appendix L).
6. For Site/Road permits, the Applicant is required to complete the following steps:
- a. Complete and submit a Site/Road Permit - Project Information and Timeline Form (see Appendix M).
  - b. Submit two (2) full collated sets of Site/Road project documents to the Site/Road Plan Review Division District Engineer for issuance to the PR. It is expected that the Applicant's A/E team has fully completed the design plans before submitting the documents for Peer Review, so as not to delay the Peer Review process.
  - c. Ensure that PR certifies the documents with PR stamp (indicating name, discipline, and date - see Appendix I) affixed to each sheet of the plans and all final reports and computations. In addition, the Applicant must assure that the reviewed plans are consistent among the disciplines. See Appendix N for copies of the two kinds of stamps used for revised plan documents associated with Site/Road Projects.
  - d. Ensure that a Peer Plan Review Approval Letter (see Appendix J) regarding the County's Plan Review procedures has been executed by the PR and is included in the final package submitted with a Site/Road Permit Application.
  - e. Provide the Site/Road Permit – Peer Review Program Code Deficiency/Correction Report summarizing PR comments and A/E responses (see Appendix O).
7. Provide adequate space (minimum 3"x3") on each plan sheet for approval stamps.

8. Apply for all applicable permits from the Department and pay all applicable fees. Depending on the type of project, additional plan review may be required by County staff (DPIE Health Section, Maryland-National Park & Planning Commission, and Prince George's Soil Conservation District). Note: Applications for Site/Road permits should be completed by the applicant at the same time as Step 6b.

Appropriate DPIE staff will review the final plans submitted by the Applicant and issue the permit, if completed as required. If an Applicant is not satisfied with the services of a PR, the Applicant may request that DPIE reviewers perform the remaining plan reviews. Any change in the organization, sequence or method of plan review must be registered with and approved by DPIE in advance.

## **9. SERVICE FEE STRUCTURE**

All fees and costs related to the performance of a PR are initiated at the option of the Applicant and shall be negotiated and paid directly by the Applicant to the PR.

## **10. PUBLIC RECORDS**

Project records, information, and documents developed, prepared, completed or acquired (hereinafter referred to as records) by the PR during the performance of services shall be made available to DPIE upon request. Such records shall include calculations, data, studies, surveys, reports, correspondence, memoranda, maps, models, photographs, drawings, and audio or video recordings. All such materials shall be maintained by the PR for a period of one (1) year after the issuance of the Certificate of Occupancy for all building permits or for a period of (1) year after issuance of all site/road permits.

The Director shall specify the type of record(s) that must be provided to serve as the permanent record(s) and also the timing of the submittal of these record(s). Building project documents shall be included in the four (4) copies of the final plan set submitted to DPIE and shall be delivered and reviewed prior to the issuance of a Certificate of Occupancy permit. Site/Road project documents shall be included in the two (2) copies of the final plan set submitted to DPIE and shall be delivered and reviewed prior to the issuance of a Certificate of Occupancy.

## **11. PROJECT DOCUMENTATION: CHAIN OF CUSTODY**

The drawings, specifications, electronic files (in all types of media), or other materials received by the PR in connection with the performance of any work under the PRP are protected by The Open Records Law and shall remain the property of the County or other rightful owner.

## **12. DUE DILIGENCE**

Due diligence shall be exercised by the PR in the discharge of duties assigned by law and regulation. A PR shall refrain from any arbitrary or capricious actions that would unduly penalize or benefit the Applicant whose project is under the PRP. The PR shall abide by the highest ethical standards in the discharge of duties and adhere to the requirements of the County Code and other applicable codes. The PR acknowledges that any abuse of the authority conferred to the PR by DPIE may be subject to disciplinary action.

## **13. ACCESS TO THE PEER REVIEWER**

The PR shall be accessible to the Director or his/her duly authorized representative during normal business hours to provide updates and clarification of the results of the PR's plan review(s), if necessary.

## **14. CONFLICT OF INTEREST POLICY (COI)**

In order to maintain the integrity of the PRP, it is important that PRs do not have a substantive business interest, direct or indirect, in projects for which they are retained to perform plan review or in the Applicant's, contractor's or subcontractor's businesses of such projects.

- A PR is considered to have a substantial business interest in a project if he/she:
  - Owns one percent (1%) or more voting shares in the Applicant's project/business (this includes a PR's spouse).
  - Individually receives more than ten percent (10%) of the previous year's gross income from the Applicant, except for income derived for services as a PR or similar consultations.
  - Is an elected officer or a member of the board of directors or governing board of the Applicant's business.
  - Fails to maintain status as an independent contractor or becomes employed by the Applicant.
- A PR involved in the review process and his/her employer shall NOT:
  - Engage in the design, construction, inspection, or sale of properties or structures to be reviewed.
  - Have any substantial business interest in any applicant/builder regulated under the Construction codes within the last 12 months (this restriction also applies to the PR's spouse).

The PR shall execute the **Acknowledgement of the Conflict of Interest (COI) Policy** (see Appendix D) prior to entering into an arrangement with an Applicant.

## **15. PERFORMANCE EVALUATION**

DPIE's quality control methods are intended to promote the achievement of its mission to support safe, sound and accessible construction practices and to give workable guidelines to ensure that PR services are performed in an appropriate, competent and timely manner. To ensure that Peer reviews are performed as required and in a satisfactory manner, it is necessary for DPIE to perform audits and review applicable documents, including submitted reports.

Each PR is subject to performance evaluations of the Peer Review services provided for projects. DPIE shall maintain a tracking system to monitor the submissions of reports and other deliverables. Evaluations of an approved PR may be performed at random in the DPIE offices by staff to include periodic detailed, unannounced audits of documents submitted by a PR.

DPIE will maintain a Quality Control Review Schedule of PR reviewed projects, as part of the Department's standard plan review process.

## **16. DISCIPLINARY AUTHORITY OF DIRECTOR**

The Director may reprimand, place on probation, refuse to renew, or revoke a PR's certification for a violation of this PRP or a County ordinance. A PR whose PRP certification has been revoked may not apply for a new PRP certification until one (1) year has passed from the date of revocation.

## **17. GROUNDS FOR DISCIPLINARY ACTION**

A PR certification is subject to disciplinary action if a violation of the PRP, specific County ordinance or the Director's directive occurs.

Violations include, but are not limited to:

- Obtaining a license, endorsement, or certification through error or fraud
- Providing plan review without the appropriate certification(s)/license(s)
- Willfully, negligently, arbitrarily or repeatedly violating a County rule or ordinance that regulates building, mechanical, electrical, fire, energy, stormwater management, storm drainage, grading or road codes
- Misrepresenting services provided or to be provided
- Utilizing equipment, material or methods that do not comply with County-approved codes, policies or procedures
- Falsifying reports
- Serving as a PR 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

## 18. FORMAL COMPLAINTS

A formal complaint against a certified PR may be filed with the Director of DPIE. The formal complaint must contain the following information:

- Name and address of project under review
- Name of the Applicant
- Name, address and phone number of the PR
- Address(s) where the incident(s) is reported to have occurred
- Nature of and detailed description of the complaint citing alleged violations of the PRP or violations of codes and/or ordinances, etc.
- Additional factual evidence regarding the complaint

The Director shall have an investigation conducted into the formal complaint. The PR shall have ten (10) business days to respond in writing with a detailed response to the allegation(s). Based on the complaint or the adequacy of the PR's response, the Director or his/her designee may:

- Determine the allegation has no merit;
- Require a meeting with the involved parties;
- Issue a written reprimand;
- Suspend a Peer Reviewer for a specified period of time; or
- Revoke the approval of a PR to participate in the PRP

The Director will take appropriate disciplinary action, if warranted, based on the outcome of the investigation's findings. Notification of the Director's final determination will be made public within fifteen (15) business days.

## 19. NON-COMPLIANCE DETERMINATION

Non-compliance with administrative polices and plan review procedures of DPIE's PRP Manual will result in varying degrees of discipline (which are discussed above under Formal Complaints), based on the following classification scheme:

- Class 1 – Most serious items of non-compliance involving the application of codes, administrative procedures and protocols impacting the immediate life and safety of the public.
- Class 2 - Serious items of non-compliance with administrative procedures and plan review protocols, ***but do not impact the immediate life and safety of the public.***

- Class 3 – The least severe of the categories encompassing failure to comply with basic administrative procedures and plan review protocols. These items are considered less egregious in nature and do not impact the life and safety of the public.

These three classes of non-compliance are described below.

**Class 1 Non-Compliance Examples:**

- Conducting plan review based on improper codes, standards, guidelines and procedures, that could result in impact to life and safety of the public
- Conducting plan review without all the necessary plans
- Filing a false report on plan review
  - Not conducting a thorough plan review
  - Misrepresenting the plan review results
- Issuing fraudulent or unauthorized documents
- Pretending to be a certified PR prior to receiving full authorization from DPIE in the appropriate discipline(s)

**Class 2 Non-Compliance Examples:**

- Serving as a PR on a project in which the individual had prior or concurrent involvement in violation of the Conflict of Interest Policy
- Failure to maintain professional licensure and/or certification
- Failure to attend required training or meetings called by DPIE
- Not checking for all applicable documents associated with the discipline in which the PR is performing (i.e. Fire Protection Engineering Design Evaluation)
- Failure to ensure code compliance

**Class 3 Non-Compliance Examples:**

- Failure to obtain approved Notification from Applicant before starting the review
- Failure to stamp plans to signify the personnel performing the Peer Review tasks
- Failure to file complete and accurate information in applications, forms or reports, including the Peer Review Program Code Deficiency/Correction Reports shown in Appendices K and P
- Not providing the necessary reports as directed by the PRP Manual

**20. PENALTIES FOR VIOLATING PEER REVIEW PROGRAM POLICIES**

Penalties are set forth below for a Peer Reviewer who is found to be in violation of policies or protocols as determined by the Director. The following chart displays the level of disciplinary action for each class and frequency of violation. DPIE reserves the

right to expedite administrative actions, including PRP revocation, depending upon the severity of a violation.

## PEER REVIEW PROGRAM DISCIPLINARY ACTIONS BY CLASS AND FREQUENCY

		FREQUENCY OF VIOLATIONS			
CLASS OF VIOLATIONS		1	2	3	4
1		Suspension	Revocation	---	---
2		Warning	Suspension	Revocation	---
3		Warning	Warning	Suspension	Revocation

Note – The warning letter will state a specific period of time that the PR remains on probation, after which time, the warning is removed from the certification file.

### 21. REMOVAL FROM PROGRAM

The Director is duly authorized to remove an individual PR from the PRP if it is determined that the PR has failed to perform his/her assigned duties through one or more of the following:

- Failure to perform the necessary peer review;
- Providing unacceptable reports;
- Not conforming to the requirements of the technical guidelines;
- Failure to meet the requirements of the County Code; or
- Engaging in a conflict of interest.

If it is alleged that the PR has violated the requirements of the PRP, the Director or his/her designee shall notify the PR of the allegation(s) in writing by way of USPS Certified and/or Registered Return Receipt Mail to the address of record. The PR shall have (10) business days to respond in writing with a detailed response to the allegation.

Designees shall not include DPIE plan reviewers involved in the project. Notification of the Director’s final determination will be made public within fifteen (15) business days.

## 22. PEER REVIEW PROGRAM REINSTATEMENT

To be eligible for reinstatement, the PR applicant shall comply with the following:

- Perform an additional eighty (80) hours of plan review training in the respective discipline as directed by the Building or Site/Road Plan Review divisions.
- Attend all training at DPIE headquarters.
- Receive instructions from the Building or Site/Road Plan Review divisions in the details and specifications that govern design of construction projects in Prince George's County.
- Apply the details and calculations in the review of actual projects that will be provided by the Building or Site/Road Plan Review divisions' section heads.
- Present the findings and recommendations to the Building or Site/Road Plan Review divisions' section heads.
- Receive at least a **satisfactory evaluation** from the Building or Site/Road Plan Review divisions' section heads on the completed reviews.
- Rectify previously identified deficiencies (i.e., acquiring licensure, etc.).

# PEER REVIEW PROGRAM MANUAL APPENDICES

The following pages present the various appendices cited in the manual. These begin with four flow charts which depict how the major parties to the peer review process are intended to interact given their respective responsibilities. The charts also show how the flow of documents is expected to occur through the plan review and approval process.

The four major types of peer review processes are portrayed in Appendices A1 through A4, including:

- A1 Standard Building Plan Review – Option 1
- A2 Alternate Building Plan Review – Option 2 (concurrent reviews by discipline/agency)
- A3 Digital Building Plan Review – Option 3
- A4 Site/Road Plan Review – Option 4

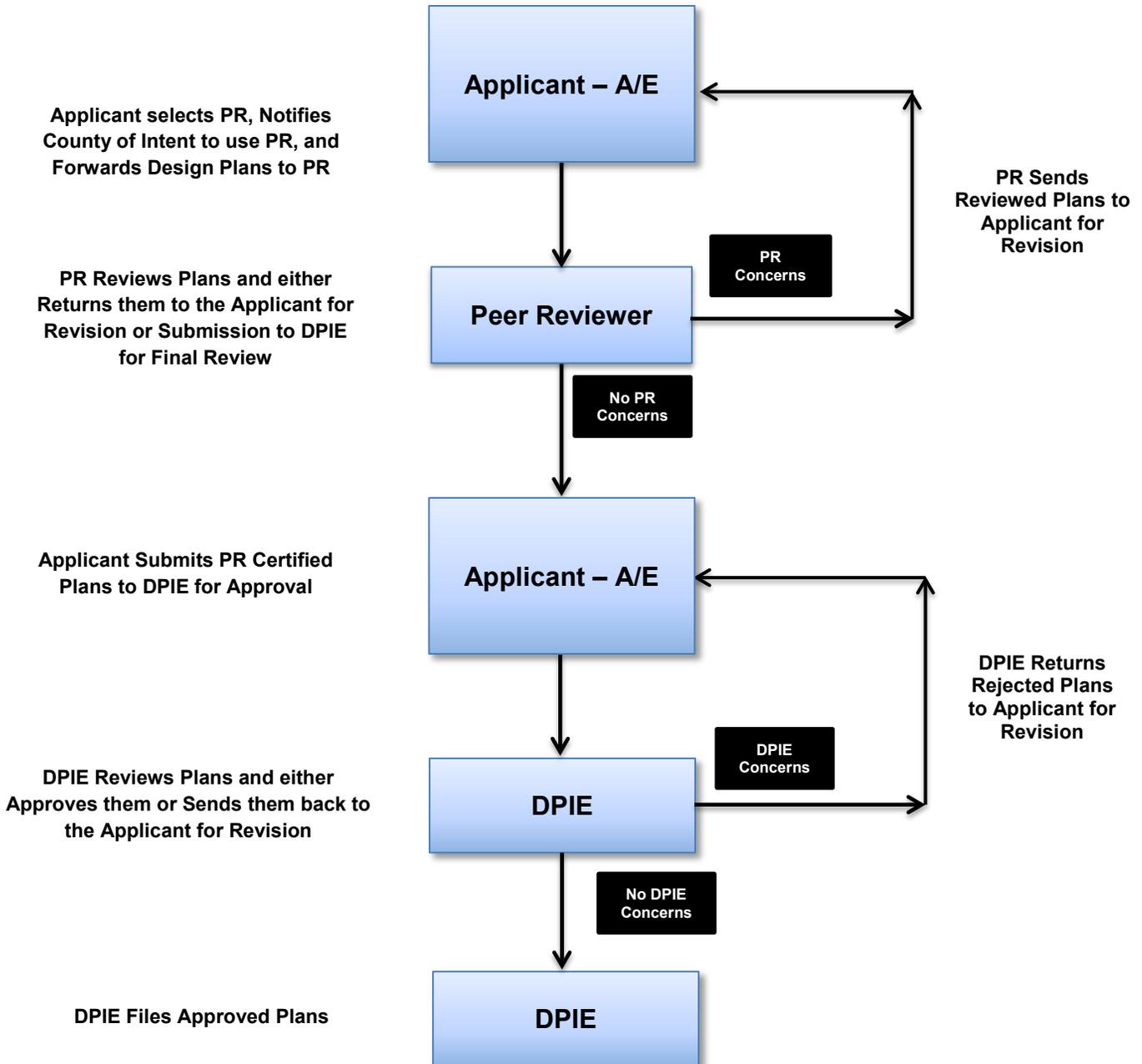
The remaining appendices provide illustrations of the various forms to be used by prospective peer reviewers to become certified and approved, by applicants to notify DPIE of their intent to use the PRP for a project and its timeline and by PRs to document the results of their reviews. These appendices are listed below:

- B Application for Certification of a Peer Reviewer
- C Indemnification and Acknowledgement by Peer Reviewer
- D Acknowledgement of Conflict of Interest (COI) Policy
- E Approved Lists of Building Plan Reviewers and Site/Road Plan Reviewers
- F Notification of Intent to Use Peer Review Program for Building Permits
- G Notification of Intent to Use Peer Review Program for Site/Road Permits
- H Building Permit - Peer Review Project Information and Timeline
- I Peer Review Stamp
- J Peer Review Approval Letter
- K Building Permit - Peer Review Program Code Deficiency/Correction Report
- L Building Permit - Peer Review Plan Verification Form
- M Site/Road Permit - Peer Review Project Information and Timeline
- N Site/Road Permit - Revision Stamps
- O Site/Road Permit – Peer Review Program Code Deficiency/Correction Report

# APPENDIX A1

## STANDARD BUILDING PERMIT PEER REVIEW PROCESS (Option 1)

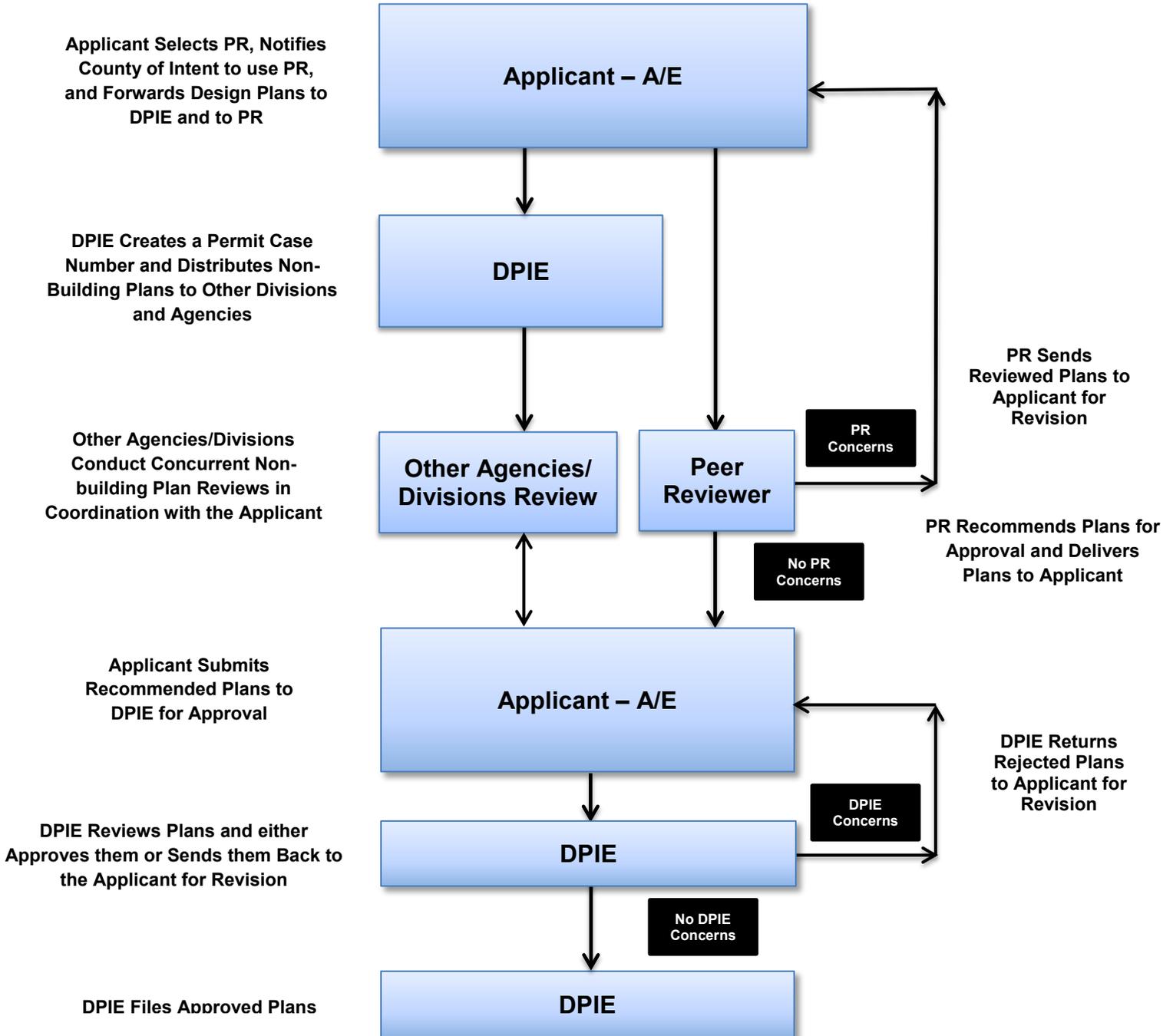
This flowchart highlights DPIE's standard plan submission process for building permit projects.



## APPENDIX A2

# ALTERNATE BUILDING PERMIT PEER REVIEW PROCESS (Option 2)

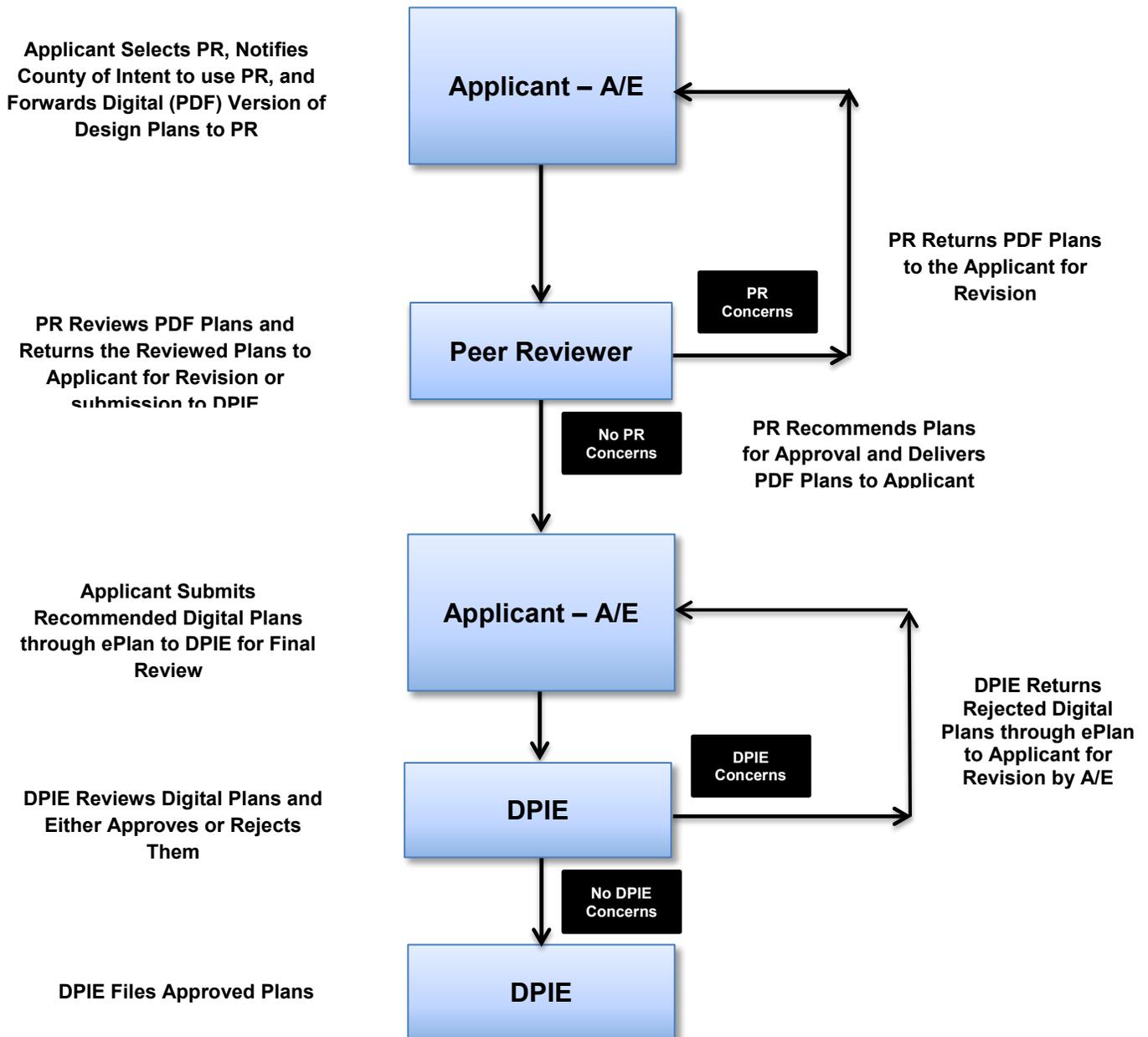
This flowchart highlights the alternate plan submittal process where the Peer Reviewer's process is adjusted to allow concurrent processing by other disciplines or agencies to expedite the overall building permit plan review process.



## APPENDIX A3

# DIGITAL BUILDING PERMIT PEER REVIEW PROCESS (Option 3)

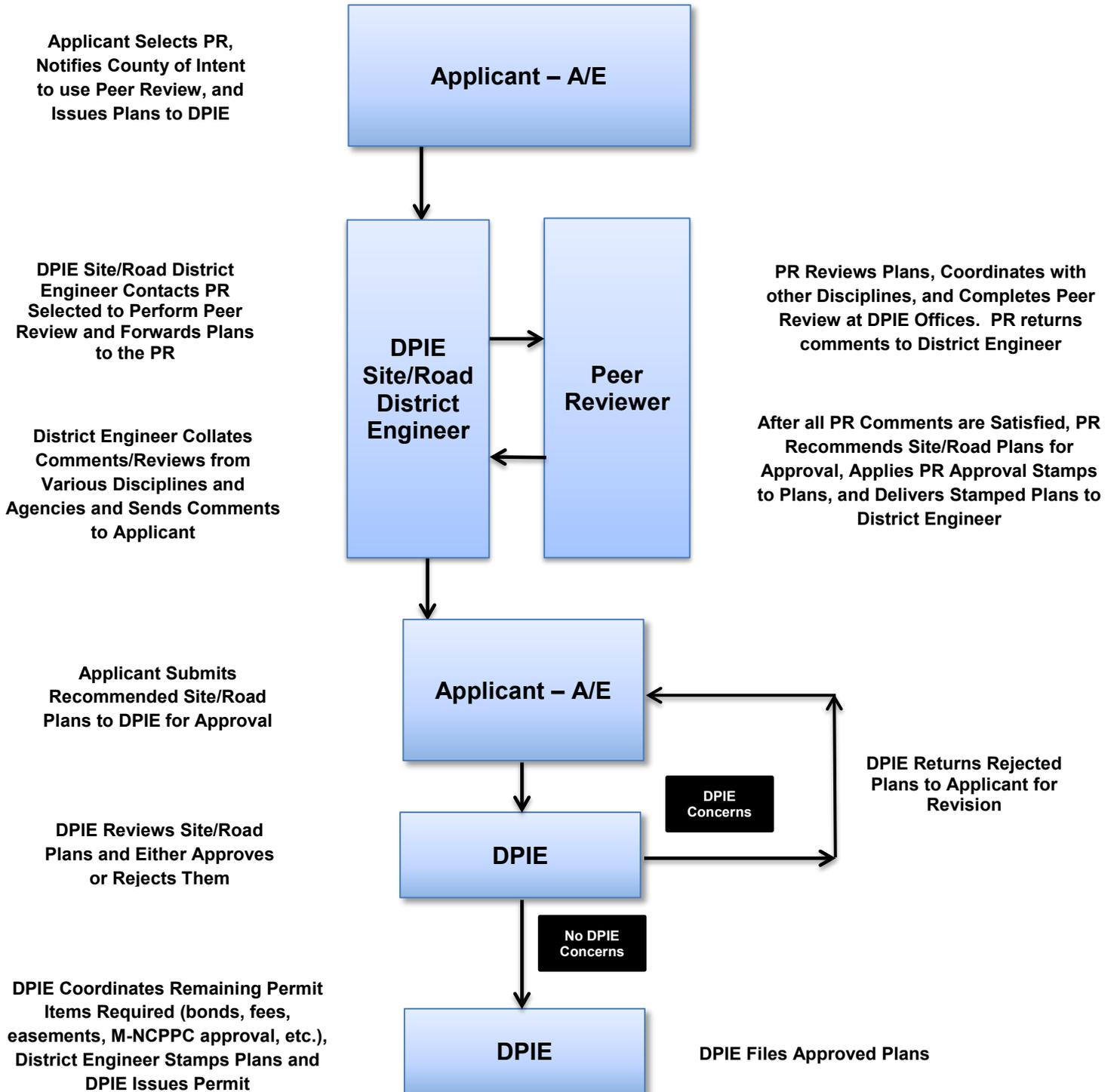
This flowchart highlights DPIE's digital plan submission process for building permit through the ePlan system. plan submittal process involving a Peer Reviewer is adapted to the ePlan system.



## APPENDIX A4

# STANDARD SITE/ROAD PERMIT PEER REVIEW PROCESS

This flowchart shows DPIE's plan submittal process for Site/Road permit projects.



## APPENDIX B

# APPLICATION FOR CERTIFICATION OF A PEER REVIEWER

NAME:	DATE OF APPLICATION:
ADDRESS:	CITY:
STATE::	ZIP CODE:

### REQUESTED RECOGNITION

<b>CHECK ONE OR MORE, AS APPLICABLE</b> <input type="checkbox"/> Commercial Building Plan Review <input type="checkbox"/> Residential Building Plan Review <input type="checkbox"/> Site/Road Plan Review
<b>DISCIPLINES (Check applicable discipline)</b> <input type="checkbox"/> Architectural <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Fire <input type="checkbox"/> Site/Civil <input type="checkbox"/> Floodplain <input type="checkbox"/> Traffic <input type="checkbox"/> Road/Bridge <input type="checkbox"/> Geotechnical <input type="checkbox"/> Utility

### APPLICANT INFORMATION

NAME:	PROFESSIONAL LICENSE/CERTIFICATION:
PHONE:	FAX:
CELL PHONE:	E-MAIL ADDRESS:
<p><b><u>CHECK ONE (OR BOTH IF APPROPRIATE):</u></b></p> <p>___ PROFESSIONAL ENGINEER LICENSED IN THE STATE OF MARYLAND</p> <p>___ ARCHITECT LICENSED IN THE STATE OF MARYLAND</p> <p><b><u>THE FOLLOWING MUST BE SUBMITTED WITH THE APPLICATION:</u></b></p> <ul style="list-style-type: none"> <li>• Resume</li> <li>• Copy of driver's license</li> <li>• Copy of the State of Maryland professional license</li> </ul>	

**Note: Applicants are required to inform DPIE of any change in employment, address and contact information within 30 days of the effective date of the change.**

## PROJECT HISTORY REPORT

Provide information as requested about peer reviewer's five most recent projects:

### PROJECT #1

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE PEER REVIEWER IN THE PROJECT
NAME/TELEPHONE# OR E-MAIL# OF CLIENT OR PROJECT OWNER

### PROJECT #2

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE PEER REVIEWER IN THE PROJECT
NAME/TELEPHONE# OR E-MAIL# OF CLIENT OR PROJECT OWNER

### PROJECT #3

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE PEER REVIEWER IN THE PROJECT
NAME/TELEPHONE# OR E-MAIL# OF CLIENT OR PROJECT OWNER

### PROJECT #4

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE PEER REVIEWER IN THE PROJECT
NAME/TELEPHONE# OR E-MAIL# OF CLIENT OR PROJECT OWNER

### PROJECT #5

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE PEER REVIEWER IN THE PROJECT
NAME/TELEPHONE# OR E-MAIL# OF CLIENT OR PROJECT OWNER

**STATEMENT BY PEER REVIEWER**

I, \_\_\_\_\_,

declare that the information contained in this application and in its supporting documentation, to the best of my knowledge, is true, correct and complete. I also declare that I agree to abide by the conditions of the peer review program as set forth in the published policies and procedures, and quality control methods:

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

**CRIMINAL PENALTIES FOR MAKING FALSE STATEMENTS**

Any person convicted of making false statements shall be fined not more than \$1,000 or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements, if that person willfully makes a false statement that is, in fact, material, in writing, directly or indirectly, to any instrumentality of the Prince George's County Government, under circumstances in which the statement could reasonably be expected to be relied upon as true.

**ATTACHED DOCUMENTS** *(Check box for attached documents)*

- Copies of Peer Reviewer's professional license(s), certification(s) and driver's license
- Indemnification and Acknowledgement by Peer Reviewer
- Acknowledgement of Conflict of Interest Policy for Peer Reviewer

## APPENDIX C

### INDEMNIFICATION AND ACKNOWLEDGEMENT BY PEER REVIEWER

This indemnification and acknowledgement is executed by the undersigned as consideration for certification as a Peer Reviewer (PR) to perform plan review services for construction projects in Prince George's County. The undersigned acknowledges that this document will remain on file with the County and will apply to all projects for which the undersigned is retained to perform plan review services.

**1. Indemnification:** The undersigned PR does hereby covenant and agree to waive all claims, release, indemnify, defend, and hold harmless the County and any and all of its officials, officers, agents, and employees in both their public and private capacities from any and all liability, claims, suits, demands, or causes of action including all expenses of litigation and/or settlement that may arise by reason of injury or death or debt of any person, or for loss of, damage to, or loss of use of any property resulting from the undersigned's negligent acts or omissions or the negligent acts or omissions of the undersigned's employees, agents or subcontractors relating to the performance of plan review services for construction projects in Prince George's County. This indemnification is applicable to the extent that the PR is responsible for such damages, liabilities and costs on a comparative basis of fault and responsibility between the PR and the County. Neither the County nor the PR shall be obligated to indemnify the other party in any manner whatsoever for the other party's own sole and partial negligence.

**2. Not Employee or Subcontractor of County:** The undersigned acknowledges that he or she, if an individual, or an entity, will contract directly with the owner or contractor for performance of plan review services on terms approved by the parties. The undersigned and the officers, agents, employees and subcontractors of the undersigned shall not be deemed officers, agents, employees or subcontractors of the County. The County shall have no liability to the undersigned or to any person retained by the undersigned, including but not limited to, liability for payment for services.

Peer Reviewer: \_\_\_\_\_  
(Print Full Legal Name of Individual)

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

Title: \_\_\_\_\_

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

## APPENDIX D

### ACKNOWLEDGEMENT OF CONFLICT OF INTEREST (COI) POLICY

As a condition of performing plan review, the undersigned Peer Reviewer (PR) acknowledges that he/she has read and agrees to comply with the Conflict of Interest policy of the Peer Review Program.

The undersigned declares that:

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 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. COI training is provided to all employees to ensure compliance with Applicants' written COI policies and procedures.
6. Peer Reviewer will not supervise or perform Peer Review for the following projects:
  - A. Projects in which the PR, or any of his/her employees, subcontractors or agents has a substantial interest, participated in the design, preparation of plans or construction.
  - B. Projects involving owners, contractors or subcontractors in which the PR or any of his /her employees, subcontractors or agents has a substantial interest.
7. Peer Reviewer and his/her employer will not engage in the design, construction, inspection, or sale of properties or structures for which he/she is performing peer review services.

Peer Reviewer (print legal name) \_\_\_\_\_

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

Title: \_\_\_\_\_

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

## APPENDIX E

### APPROVED LISTS OF BUILDING PLAN REVIEWERS AND SITE/ROAD PLAN REVIEWERS

Current listings of DPIE-certified peer reviewers for Building and Site/Road Plan Review can be obtained at:

- <http://www.princegeorgescountymd.gov/sites/DPIE/Resources/Pages/Peer-Review-Program.aspx>

These listings provide the names, affiliations, disciplines, phone numbers, and e-mail addresses of DPIE-certified peer reviewers.

## APPENDIX F

### Prince George's County Government Department of Permitting, Inspections & Enforcement Building Plan Review Division

## NOTIFICATION OF INTENT TO USE PEER REVIEW PROGRAM FOR BUILDING PERMITS

---

The purpose of this Notification is to advise the Department of Permitting, Inspections and Enforcement (DPIE) of the owner's/developer's intention to utilize Peer Review Program for the following project:

### PROJECT INFORMATION

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

1. Project Name: \_\_\_\_\_

2. Project Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Building Permit Number (if available): \_\_\_\_\_

5. Design Engineering Firm(s): \_\_\_\_\_

### OWNER/DEVELOPER INFORMATION

1. Owner/Developer Name: \_\_\_\_\_

2. Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## INSTRUCTIONS

1. Submit notification by e-mail to the **Peer Review Program Coordinator at:** [PeerReviewCoordinator@co.pg.md.us](mailto:PeerReviewCoordinator@co.pg.md.us) of your intent to use peer review for the project. ***Important: Please provide the building permit number, if permit was applied for prior to this notification.***
2. Provide a list of all peer reviewers for the project in the table below:

Peer reviewer	Discipline	Phone number	E-mail

Note: Only peer reviewers certified by DPIE are permitted to conduct Building Plan peer review. Refer to the official website of Prince George's County for current list of certified peer reviewers: [Peer Reviewers List for Building Plan Review](#)

3. When the peer review is completed, the peer reviewer should deliver the following documents to the owner/developer or the owner/developer's representative:
  - a. Peer review certifications for all disciplines
  - b. Building Permit – Peer Review Program Code Deficiency/Correction Report (Appendix K)
  - c. Four complete final plan sets submitted for approval with peer reviewer's stamp affixed on all sheets (only two final plan sets are required to be submitted for fire alarm/fire suppression systems)
  - d. Statement issued by the Peer Reviewer attesting that the four final plan sets submitted for approval are complete and contain all sheets as listed on the title sheet of each plan set.

### PERMIT APPLICATION:

When submitting for a permit, the following documents **are** required:

- a. All documents listed in # 3 above.
- b. Verification form (see Appendix L)
- c. PDF files of the documents 3.a, 3.b, & 3.d listed above. PDFs should be sent to DPIE Peer Review Program Coordinator via e-mail.
- d. **Notify the Peer Review Program Coordinator by e-mail upon permit application** so the project can be placed on the expedited list.
- e. Consult the Permit Office and the County Website for additional documents/plans that might be required with a building permit submission.

### APPROVALS REQUIRED BY OTHER AGENCIES/DIVISIONS:

- a. WSSC
- b. M-NCPPC
- c. Health Department
- d. DPIE Site/Road Plan Review Division
- e. Submission of Third Party Inspection Program (TPIP) documentation for approval by DPIE

## APPENDIX G

### Prince George's County Government Department of Permitting, Inspections & Enforcement Site/Road Plan Review Division

## NOTIFICATION OF INTENT TO USE PEER REVIEW PROGRAM FOR SITE/ROAD PERMITS

The purpose of this Notification is to advise the Department of Permitting, Inspections and Enforcement (DPIE) of the owner's/developer's intention to utilize the Peer Review Program for the following project:

### PROJECT INFORMATION

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

1. Project Name: \_\_\_\_\_
2. Project Address: \_\_\_\_\_
3. Project Description: \_\_\_\_\_  
\_\_\_\_\_
4. Permit Number : \_\_\_\_\_
5. Design Engineering Firm(s): \_\_\_\_\_

### OWNER/DEVELOPER INFORMATION

1. Owner/Developer Name: \_\_\_\_\_
2. Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### INSTRUCTIONS

1. Submit this notification by e-mail to Dorothy Richards at [DRichards@co.pg.md.us](mailto:DRichards@co.pg.md.us) and copy [PeerReviewCoordinator@co.pg.md.us](mailto:PeerReviewCoordinator@co.pg.md.us) .
2. Provide a list of all peer reviewers for the project in the table below:

Peer reviewer	Discipline	Phone number	E-mail

Note: Only peer reviewers certified by DPIE are permitted to conduct Site/Road Plan peer review. Refer to the official website of Prince George's County for current list of certified peer reviewers at:

[http://www.princegeorgescountymd.gov/sites/DPIE/Resources/Documents/DPIE.PeerReviewListBySite\\_Road\\_4.29.15.pdf](http://www.princegeorgescountymd.gov/sites/DPIE/Resources/Documents/DPIE.PeerReviewListBySite_Road_4.29.15.pdf)

## APPENDIX H

# BUILDING PERMIT - PEER REVIEW PROJECT INFORMATION AND TIMELINE

---

Date of initial meeting with DPIE (If applicable): \_\_\_\_\_

Project name: \_\_\_\_\_

Building permit number: \_\_\_\_\_

Other related permit number (if applicable): \_\_\_\_\_

Project description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Target date for permit issuance: \_\_\_\_\_

Start Date of Peer Review: \_\_\_\_\_

Expected end date of Peer Review: \_\_\_\_\_

Expected date of plan to DPIE: \_\_\_\_\_

### Notes:

1. Owner/developer or owner/developer's representative should notify the Peer Review Program Coordinator by e-mail @ [PeerReviewCoordinator@co.pg.md.us](mailto:PeerReviewCoordinator@co.pg.md.us) upon submission of peer reviewed sets to the permit office. Documents required at time of submission are listed below:
  - a. Peer review certifications for all disciplines
  - b. Building Permit – Peer Review Program Code Deficiency/Correction Report (Appendix K)
  - c. Four complete final plan sets “recommended for approval” with Peer Reviewer’s stamp affixed on all sheets (only two final plan sets are required to be submitted for fire alarm/fire suppression systems)
  - d. Statements issued by the PR attesting that the final sets “recommended for approval” are complete and contain all sheets as listed on the title sheet of each plan set.
2. DPIE will place submitted plans on an expedited list upon proper notification (refer to note 1 above). DPIE may issue additional comments or approve plans.
3. For issuance of the Building Permit, other approvals are required as follows:
  - a. Maryland-National Capital Park & Planning Commission (M-NCPPC) approval
  - b. Site/Road Plan Review Division approval
  - c. Health Department approval
  - d. Third Party Inspection Program (TPIP) Approval
  - e. Washington Suburban Sanitary Commission (WSSC) approval

**APPENDIX I**  
**PEER REVIEW STAMP**

All certified peer reviewers shall affix the following stamp to all pages of peer reviewed plans to confirm the identity of the responsible peer reviewer. The responsible peer reviewer shall stamp each plan sheet before submitting them for DPIE acceptance. This peer review stamp shall be used for the building and site/road project plans.

**Peer Reviewed By:**  
*(place name here)*

---

**Discipline:**  
*(list discipline here)*

---

**Date:**  
*(indicate date here)*

## APPENDIX J

### PEER REVIEW APPROVAL LETTER

*[Date]*

*Peer Review Program Coordinator*

Department of Permitting, Inspections and Enforcement (DPIE)

Homeowner & Mega Projects

9400 Peppercorn Place, Suite 123

Largo, Maryland 20747

Re: Peer Review Plan Certification

*[Discipline Plan Review]*

*[Name of Project]*

*[Project Address]*

Dear *[Mr. /Ms.] [Program Administrator's Name]*

The purpose of this letter is to provide formal certification of the results of the Peer Review for *[discipline, e.g., mechanical, fire protection, site/civil ...]* plans performed by *[name of Peer Reviewer]* on the project in reference, under the Peer Review Program of Prince George's County, Maryland.

All requested revisions necessary to accomplish code compliance have been completed in the documents submitted with the permit application; the plans have been stamped by *[name of Peer reviewer discipline]* plan reviewer for this project. The *[plan review discipline]* plan review is now completed and therefore issue this certification letter to be submitted with the final sets of approved plans. The scope of my certification is restricted to the *[plan review discipline]* code compliance review done on behalf of DPIE, an activity that was established under the Peer Review Program Manual.

*[Name of Peer Reviewer]*'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 minimum requirements of the codes and regulations enforced by Prince George's County, Maryland.

Therefore, [*name of Peer Reviewer*] 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 Code.

Each approved set has been marked, on each sheet of each set, with a facsimile of [*name of Peer Reviewer*]'s stamp of recommendation of approval, titled "Peer review Stamp," as required under the program. The stamp of recommendation of approval is specific to the [*plan review discipline*] discipline Peer Reviewer.

Having completed the peer review of [*plan review discipline*] plan of this project and recommended its APPROVAL, [*name Peer Reviewer*] hereby requests that the project be approved by DPIE and that the respective discipline final plan review approval be granted by DPIE.

Sincerely,

(*Original signature of Peer Reviewer*)  
[*Name of Peer Reviewer*]

Attachments: Code Deficiency/Correction Report



## PEER REVIEW CHECK LIST ITEMS

***\*This form is required to be filled out by the Team Lead.***

General Information Code Analysis (ALL fields below are REQUIRED, if not applicable – enter “N/A”)

\_\_\_\_\_ Use Group

\_\_\_\_\_ Type of Construction

\_\_\_\_\_ Gross Floor Area (for each use)

\_\_\_\_\_ Number of Stories

\_\_\_\_\_ Occupant Load (for each use)

\_\_\_\_\_ Top floor elevation in feet above grade

Sprinkler System                    YES  NO

Fire Alarm System                YES  NO

Critical Items (please check ALL which apply)

- Aggregate Pier Ground Improvement foundation.
- Precast concrete panels utilized as structural members other than Claddings.
- Fire pump
- Atrium Smoke Exhaust Systems
- High-Rise building as defined by IBC
- Boiler Room (combustion air, flue termination)

\*Name (first and last) \_\_\_\_\_

\*Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Seal (place to the right)



## APPENDIX K

# BUILDING PERMIT - PEER REVIEW PROGRAM CODE DEFICIENCY/CORRECTION REPORT

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

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

Project Description: \_\_\_\_\_

\_\_\_\_\_

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

Full Sprinkler System (Y) \_\_\_\_\_ (N) \_\_\_\_\_ (N/A) \_\_\_\_\_

Permit/Submission No. \_\_\_\_\_

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

#	Sheet(s)/ Drawing(s)	Date	Peer Reviewer Comment and Engineer Response	Resolved ✓	Applicable Code
1			<ul style="list-style-type: none"> <li>• Comment</li> <li>• Response</li> </ul>		
2			<ul style="list-style-type: none"> <li>• Comment</li> <li>• Response</li> </ul>		
3			<ul style="list-style-type: none"> <li>• Comment</li> <li>• Response</li> </ul>		
4			<ul style="list-style-type: none"> <li>• Comment</li> <li>• Response</li> </ul>		
5			<ul style="list-style-type: none"> <li>• Comment</li> <li>• Response</li> </ul>		

Use additional sheets as required

Name of Peer Reviewer \_\_\_\_\_ Signature \_\_\_\_\_

Discipline \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**APPENDIX L**

**BUILDING PERMIT - PEER REVIEW VERIFICATION FORM\***

---

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

Applicant: \_\_\_\_\_

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

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

Case # (If applicable): \_\_\_\_\_

Scope of submittal: \_\_\_\_\_

---

**Plans/Drawings**

Discipline	Architectural_____	Structural____	Mechanical_____	Electrical_____
	Fire/life safety_____			
Sets of Building plans	2____ 3____ 4____	Other (Specify) _____		
Site plans	2____ 3____ 4____	other (specify) _____		
Original signature/seals	yes____	no____		

**Documents**

Structural calculations	Yes____	No____	# of copies _____
FPEDE	Yes____	No____	# of copies _____
Geotechnical	Yes____	No____	# of copies _____
Com-check	Yes____	No____	# of copies _____
Other	_____ _____		

Name \_\_\_\_\_ Signature \_\_\_\_\_

Note: If plans/documents are not submitted as of date on this form, plan verification will have to be performed again. Additionally, this verification does not constitute a plan screening.

\* Not required for site/road permits

## APPENDIX M

### SITE/ROAD PERMIT - PEER REVIEW PROJECT INFORMATION AND TIMELINE

---

Date of initial meeting with DPIE (if applicable): \_\_\_\_\_

Project name: \_\_\_\_\_

Site/Road permit number: \_\_\_\_\_

Other related permit number (if applicable): \_\_\_\_\_

Project description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Target date for permit issuance: \_\_\_\_\_

Start Date of Peer Review: \_\_\_\_\_

Expected end date of Peer Review: \_\_\_\_\_

Expected date of plan submission to DPIE: \_\_\_\_\_

#### Site/Road Notes:

1. Owner/developer or owner/developer's representative should notify the Peer Review Program Coordinator by e-mail @ [PeerReviewCoordinator@co.pg.md.us](mailto:PeerReviewCoordinator@co.pg.md.us), [Site Road Plan Review Division AD](#) ([mcgiles@co.pg.md.us](mailto:mcgiles@co.pg.md.us)) and the District Engineer upon submission of peer reviewed sets to the permit office.
2. DPIE will place submitted plans on an expedited list upon proper notification (refer to note 1 above). DPIE may issue additional comments or approve plans.
3. Documents required at time of PEER REVIEWER plan approval are listed below:
  - a. Peer review certifications for all disciplines
  - b. Site/Road Permit – Peer Review Program Code Deficiency/Correction Report (Appendix O)
  - c. Two complete plan sets "recommended for approval" with Peer Reviewer's stamp affixed on all sheets
4. For issuance of the Site/Road Permits, other approvals are required as follows:
  - a. Maryland-National Capital Park & Planning Commission (M-NCPPC) approval
  - b. DPIE approval by site/civil, geotechnical, bridge, floodplain, small pond, r/w (if required)
  - c. Prince George's Spoil Conservation District (PGSCD) approval
  - d. Health Department approval (if required)
  - e. Easements, bonds, fees, maintenance agreements, recorded plats, etc.

## APPENDIX N

### SITE/ROAD PERMIT - REVISION STAMPS

The following stamp applies to **Site/Road permits only** and must be affixed on the cover sheet of the plan set when the plan set is revised. The revision stamp should be affixed near the peer review stamp and filled as noted.

PLAN REVISION NUMBER	DATE	PLAN DESCRIPTION	SHEETS REVISED	DPIE INITIAL	PEER INITIAL

The following stamp applies to **Site/Road permits only** and must be affixed on all other sheets of the plan set when the plan set is revised. The revision stamp should be affixed near the peer review stamp and filled as noted.

PLAN REVISION NUMBER	DATE	PLAN DESCRIPTION	DPIE INITIAL	PEER INITIAL

## APPENDIX O

# SITE ROAD PERMIT - PEER REVIEW PROGRAM CODE DEFICIENCY/CORRECTION REPORT

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

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

Project Description: \_\_\_\_\_

Permit/Submission No. \_\_\_\_\_

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

#	Sheet(s)/ Drawing(s)	Date	Peer Reviewer Comment and Engineer Response	Resolved ✓	Applicable Code
1			<ul style="list-style-type: none"> <li>• Comment</li> <li>• Response</li> </ul>		
2			<ul style="list-style-type: none"> <li>• Comment</li> <li>• Response</li> </ul>		
3			<ul style="list-style-type: none"> <li>• Comment</li> <li>• Response</li> </ul>		
4			<ul style="list-style-type: none"> <li>• Comment</li> <li>• Response</li> </ul>		
5			<ul style="list-style-type: none"> <li>• Comment</li> <li>• Response</li> </ul>		

Use additional sheets as required

Name of Peer Reviewer \_\_\_\_\_ Signature \_\_\_\_\_

Discipline \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_