

**PRINCE GEORGE'S COUNTY GOVERNMENT**  
**DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT**



**THIRD-PARTY PLAN REVIEW PROGRAM MANUAL**  
**FOR**  
**BUILDINGS**

**Effective: November 2, 2020**

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## DEFINITIONS

**Applicable Codes:** All applicable federal, state, and county codes and standards as adopted by Prince George's County, Maryland, including the applicable *International Building Code* in effect from time to time pursuant to and as amended by the Prince George's county code.

**Authorization:** Approval of certification and qualifications issued pursuant to Section III of the Third-Party Plan Review Manual by the Building Code Official (or his/her designee) to a business entity or a sole proprietorship as a Third-Party Plan Review Agency, which is a prerequisite to a business entity or sole proprietorship to conduct Third-Party Plan Reviews in Prince George's County, Maryland.

**Building Code Official (or his/her designee):** The Director of Department of Permitting, Inspections and Enforcement (DPIE) or his/her designee.

**Code Deficiency Report:** List of non-complying items prepared by the Third-Party Plan Review Agency described in Section IV (A) (3) (a) of this Manual.

**Department:** Prince George's County Department of Permitting, Inspections and Enforcement (DPIE).

**Director:** The Director of the Department of Permitting, Inspections and Enforcement.

**Discipline:** The building code-based technical field for which plans are reviewed by trained design professionals.

**General Contractor:** Company hired by an Owner to undertake a building project under specific terms of mutual agreement or contract. The General Contractor is responsible for executing the building work in accordance with approved plans and Applicable Codes.

**Manual:** Document setting forth policies and procedures for the building-related Third-Party Plan Review Program (TPPRP), and herein referred to as the "Manual".

**Owner:** Person, group or partnership involving one or more individuals or firms which has legal ownership and control of a building/structure to be constructed/altered pursuant to a building permit, or the Owner's duly authorized representative. An "Owner" may be the contractor, developer, lessee or company responsible for the proposed building.

**Permit Applicant:** Person or entity, either an Owner or representative of the Owner, who applies for and to whom building permit(s) relating to the project is/are issued.

**Plan Reviewer:** Person who meets the professional qualifications and experience set forth in this Manual to conduct a Third-Party Plan Review in one or more disciplines, who is affiliated with a Third-Party Plan Review Agency, and whose qualifications have been reviewed and certified by DPIE in connection with its approval of the Third-Party Plan Review Agency.

**Professional-in-Charge:** Authorized individual who meets qualifications set forth in this Manual, and who: (a) is a professional engineer licensed in the State of Maryland and (b) manages project plan review and certification as an affiliate of a Third-Party Plan Review Agency.

**Professional Engineer:** Individual who holds a valid and current Professional Engineer’s license issued by the Maryland Department of Labor, Licensing and Regulations.

**Project:** The building activity covered by a specific permit application that requires code compliance plan review pursuant to the Construction Codes and Prince George’s County Codes.

**Third-Party Plan Review:** Review by discipline of building plans for new construction, additions, tenant fit-outs, alterations and repairs in Prince George’s County, pursuant to a building permit application, which are performed by non-governmental persons or entities as authorized by the Department of Permitting, Inspections and Enforcement A Third-Party plan review is intended to certify that the designs on such plans and specifications comply with all applicable provisions of the Construction Codes and Prince George’s County Code.

**Third-Party Plan Review Agency (TPPRA):** Non-governmental person or entity authorized to do business in Prince George’s County, Maryland and to perform Third-Party Plan Reviews in each discipline for which the Third-Party Plan Review Agency is approved by DPIE. A Third-Party Plan Review Agency employs or contracts with one or more qualified Professionals-in-Charge (PIC) and Plan Reviewers (PRs) in each discipline needed to perform the reviews.

**Third-Party Plan Review Approval Certification Letter:** Letter provided by the TPPRA to DPIE denoting final approval of drawings and submittal documents, associated with the Third-Party Plan Review of the project.

**Third-Party Plan Review Program:** Process by which an approved TPPRA conducts a Third-Party Plan Review, on behalf of DPIE, for a project, to determine compliance with all applicable provisions of the Construction Codes and Prince George’s County Code.

## ABBREVIATIONS

1.	ABET	Accreditation Board for Engineering and Technology
2.	ACI	American Concrete Institute
3.	ACIA	American Construction Inspectors Association
4.	ANSI	American National Standards Institute
5.	ASME	American Society of Mechanical Engineers
6.	ASNT	American Society for Nondestructive Testing
7.	ASTM	American Society for Testing and Materials
8.	AWS/ACWI	American Welding Society/Associate Certified Welding Inspector
9.	AWS/CWI	American Welding Society/Certified Welding Inspector
10.	BS	Bachelor of Science
11.	DPIE	Department of Permitting, Inspections and Enforcement
12.	IBC	International Building Code
13.	IRC	International Residential Code
14.	PIC	Professional-In-Charge
15.	PR	Plan Reviewer
16.	NEC	National Electrical Code
17.	TPPRP	Third-Party Plan Review Program
18.	TPPRA	Third-Party Plan Review Agency

## SECTION I - INTRODUCTION

### A. OVERVIEW

The Government of Prince George's County, Maryland, through DPIE, is responsible for the review or examination of all permit documents in the County under the authority of Subtitle 4. Under certain conditions, non-governmental persons or entities are authorized, at the Owner's expense, to perform Third-Party Plan Review of a project's documents required for issuance of a permit and to certify that such work complies with all Applicable Codes and Standards. A Third-Party Plan Review Agency (TPPRA) approved in accordance with this Manual may review, on behalf of DPIE, shop drawing submittal documents for any of the following disciplines, if it has been approved by DPIE to review that discipline:

- Structural/ Non-Structural
- Fire and Life Safety

In order to clarify the requirements and procedures for DPIE's Third-Party Plan Review Program (TPPRP), and to provide DPIE with the flexibility to update these requirements as necessary, in accordance with County Bill CB-090-2015, DPIE hereby implements this TPPRP as outlined in this Manual. Applicants seeking to qualify as a TPPRA must comply with the qualification requirements and procedures set forth in Section III of this Manual.

The scope of permission for Third-Party Plan Review does not include reviews that fall under the purview of the following agencies:

- Department of Public Works & Transportation (DPW&T)
- Department of the Environment (DOE)
- Health Department
- Maryland-National Capital Park & Planning Commission (M-NCPPC)
- Prince George's Soil Conservation District (PGSCD)
- Washington Suburban Sanitary Commission (WSSC)

This Manual:

1. Establishes an application process by which a TPPRA is approved; Sets forth the minimum qualifications for a TPPRA and its Professional-In-Charge (PIC);
2. Sets forth the scope of Third-Party Plan Review of a discipline and clarifies the documentation and reports that must be completed by each participant in the process, including the Owner of the Property, the TPPRA, the PIC and the Department;
3. Establishes the duties and responsibilities of the permit applicant and the Building Code Official in the Third-Party Plan Review process;
4. Establishes a quality assurance process for verification and auditing of Third-Party Plan Review and related reports; and
5. Communicates the process, for removal or suspension of a TPPRA or the PIC, where the Department's guidelines and procedures are not adhered to, as set forth in this Manual.

## **B. POINT OF CONTACT**

The TPPRP is administered by DPIE under delegated authority from the Building Code Official, and all communications, unless otherwise directed, about the Program should be referred to the Third-Party Program Coordinator, listed below:

**Program Administrator**  
**Third-Party Plan Review Program**  
**Department of Permitting, Inspections and Enforcement**  
**Permitting & Licensing Division, Suite 123**  
**9400 Peppercorn Place**  
**Largo, Maryland 20774**

## **C. SCOPE**

Prince George's County mandates a Third-Party Plan Review Program for the review and approval of building plans and documents through the Department of Permitting, Inspections and Enforcement (DPIE). This program requires owners and applicants to select DPIE authorized TPPRAs at their own cost, to review and approve drawings of building projects in lieu of County staff. TPPRAs may be used on multifamily residential and commercial buildings. TPPRAs must be retained for building plan review on:

- All commercial buildings valued at over \$50 million;
- All design-build commercial buildings;
- All government (e.g., school) buildings;
- All fire protection systems (see Third-Party Plan Review Manual for Fire Protection Systems); and
- All multi-family (Apartment/Condominium) residential buildings at over \$50 million
- Other Structures determined by the Building Code Official, or their representative, to be of unusual design or where code reference standards require special architectural or engineering inspections.
- The Building Code Official, or their representative, may include or exclude a project from the TPPRP due to its simplicity or complexity upon request from the property owner and recommendation from the Deputy Building Code Official, Building Plan Review Division (BPRD).

Drawings and documents approved by the authorized TPPRA will be accepted by DPIE for permit issuance after paying all applicable permit fees. Detailed in this Third-Party Plan Review Manual are established policies and procedures, qualifications, insurance requirements, and quality control and assurances for an authorized TPPRA to provide plan review services under the auspices of DPIE.

All revisions to Third-Party Plan Review projects must also be reviewed and approved by Third-Party Plan Reviewers. All Third-Party Plan Review projects must go through DPIE's Third-Party Inspections Program (TPIP).

## **SECTION II - APPROVAL OF THIRD-PARTY PLAN REVIEW AGENCIES**

### **A. APPLICATION PROCESS**

In order to be approved to participate in the TPPRP, each party seeking to qualify as a TPPRA must submit an application to DPIE so its qualifications can be reviewed and evaluated. As detailed more fully below, the application must include a list of the PICs and PRs affiliated with the TPPRA, who will certify, supervise and/or perform Third-Party Plan Review. By undertaking a Third-Party Plan Review, the TPPRA acknowledges that it is in compliance with all the conditions of the Program and attests that the personnel involved under the Program are qualified in accordance with this Manual. An application is submitted by the TPPRA to obtain authorization. Once such authorization is obtained, the TPPRA has an obligation to update DPIE in writing as specified in Section II (B), if any material information previously submitted to DPIE in their application should change.

The application submitted to the Third-Party Program Coordinator must include the following:

1. A detailed statement of the TPPRA's qualifications including the qualifications of all PICs and PRs.
2. A quality assurance plan, which includes details about the internal processes for ensuring that the TPPRA will perform Plan Review as contracted, report non-conforming items to the attention of the owner/designer, provide timely reports for each review or re-review, and submit a final signed report.
3. A completed Acknowledgement of Conflict of Interest Policy, attesting that the TPPRA, its PICs and PRs will remain independent of conflict of interest in accordance with Section III (B) (1) of this Manual.
4. Proof of Insurance Coverage.
5. Proof of licensure from the Maryland Department of Labor, Licensing and Regulations (DLLR) and professional degree from an accredited University or College

### **B. DUTY TO UPDATE APPLICATIONS**

An applicant for authorization as a TPPRA is required to notify DPIE within five (5) business days, in writing, if any material information in its approved authorization changes. The following constitutes actions or changes that must be reported to DPIE:

- Addition or removal of PIC or PR in a TPPRA. Qualifications of added personnel to a TPPRA shall be provided to DPIE for evaluation and approval.
- Failure to maintain professional licensure and/or certification.
- Change of contact information or employment.
- Loss of insurance coverage.

Failure to update material information including, but not limited to the above list, will be grounds for removal from the Program.

## **SECTION III - AGENCY QUALIFICATIONS**

In order to ensure that a TPPRA is qualified to perform Third-Party Plan Reviews, it must provide the Director or Director's designee with documented evidence of compliance with the minimum qualification requirements set forth in this Manual. The Director or Director's designee shall have ten (10) business days after receipt of such evidence to review, and to approve or disapprove, the TPPRA's qualifications.

The qualifications of a TPPRA are directly affected by the credentials of the personnel of that Agency serving as a PIC or PRs having expertise in specific review disciplines. When there is a change in the approved personnel of a TPPRA, DPIE must be notified and provide approval prior to execution of any plan review related duties by non-approved personnel.

### **A. QUALIFIED PROFESSIONALS-IN-CHARGE AND PLAN REVIEWERS**

TPPRA's are expected to employ or contract with Professionals-in-Charge or Plans Reviewers, having expertise in specific review disciplines. Each TPPRA must maintain a person who meets the PIC qualification as set forth in this section. The PIC must certify all plan reviews for all disciplines conducted by the Agency. Each TPPRA is only required to have one PIC. It is not required to have a PIC for each discipline. However, a TPPRA must have at least one Plan Reviewer for each discipline covered by the plan review.

PRs performing Third-Party Plan Reviews, whether they are employees or subcontractors of the TPPRA, shall perform the plan review under the direct supervision of the PIC. A PIC or PR may provide Plan Review services for multiple projects. All PICs and PRs must be covered by the TPPRA's General Liability and Errors and Omission insurance policy when they perform services in connection with a specific project.

The minimum qualifications for PICs and PRs in each discipline are set forth below.

#### **1. a Structural Professional-In-Charge Qualifications**

A person seeking to qualify as a PIC for Third-Party plan reviews of building projects must have credentials and experience in the field of building structures and other construction features shall possess the following qualifications:

1. Demonstrated knowledge of all applicable International Building code, Prince George's County Code and other sections of the Construction Codes pertinent to building and other structures, including its administrative provisions.
2. Documented minimum experience of five (5) years in a position of responsible charge reviewing and evaluating structural design and code compliance in the field of construction systems design/layout and related disciplines.
3. Bachelor of Science degree in Civil/Structural Engineering or related field from an Accreditation Board for Engineering and Technology (ABET) accredited University.
4. Current and valid registration in the State of Maryland as a Professional Engineer.



### **1. b Structural Plan Reviewer Qualifications**

Any employee or subcontractor of the TPPRA performing structural plan review duties under this Manual shall possess the following qualifications:

1. Demonstrate knowledge of Building Codes and other sections of the Construction Codes pertinent to buildings and structures.
2. Bachelor of Science Degree in Civil Engineering with emphasis in Structural Engineering.
3. A minimum of five (5) years of documented experience in code compliance and structural design.

### **2. a Mechanical Professional-In-Charge Qualifications**

A person seeking to qualify as a PIC for Third-Party plan reviews of building projects must have credentials and experience in the field of mechanical engineering and plumbing/fixtures and shall possess the following qualifications:

1. Demonstrate knowledge of International Building Code, International Mechanical Code, IECC (Mechanical compliance only), Prince George's County Code and other sections of the Construction Codes pertinent to the systems and fixtures under plan review including their administrative provisions.
2. Current registration in the State of Maryland as a Professional Engineer.
3. Documented minimum experience of five (5) years in the field of mechanical engineering and mechanical systems design and layout in a position of responsible charge.

### **2. b Mechanical Plan Reviewer Qualifications**

Any employee or subcontractor of the TPPRA performing mechanical plan review duties under this Manual shall possess the following qualifications:

1. Demonstrate knowledge of International Mechanical Code, IECC (Mechanical compliance only), and other sections of the Construction Codes pertinent to the systems and fixtures under plan review including their administrative provisions.
2. Bachelor of Science Degree in Mechanical Engineering with a minimum of five (5) years of documented experience in code compliance plan review of mechanical systems.

### **3. a Electrical Professional-In-Charge Qualifications**

A person seeking to qualify as a PIC Third-Party plan reviews of building projects must have credentials and experience in the field of electrical systems and fixtures and shall possess the following qualifications:

1. Demonstrate knowledge of National Electrical Code, Prince George's County Code, IECC (Electrical compliance only), and other sections of the Construction Codes pertinent to the electrical systems.
2. Current registration in the State of Maryland as a Professional Engineer.
3. Documented minimum experience of five (5) years in the field of electrical systems design and layout for the various buildings represented in the built environment in a position of responsible charge.

### **3. b Electrical Plan Reviewer Qualifications**

Any employee or subcontractor of the TPPRA performing electrical plan review duties under this Manual shall possess the following qualifications:

1. Demonstrate knowledge of Electrical Code, Prince George's County Code, IECC (Electrical compliance only), and other sections of the Construction Codes pertinent to the electrical systems.
2. Bachelor of Science Degree in Electrical Engineering with a minimum of Five (5) years of documented experience in code compliance plan review of electrical systems using the National Electric Code (NEC) and Prince George's County Code, Subtitle 9, Electricity.

### **4. a Fire Protection Professional-In-Charge Qualifications**

A person seeking to qualify as a PIC Third-Party plan reviews of building projects must have credentials and experience in the field of fire and life safety systems and features and shall possess the following qualifications:

1. Demonstrate knowledge of County Code pertinent to Fire Protection & Life Safety systems, all applicable Building Codes, NFPA Standards pertinent to the systems under plan review, including its administrative provisions
2. Current registration in the State of Maryland as a Fire Protection Engineer
3. Documented minimum experience of five (5) years in the field of Fire Protection Engineering in a position of responsible charge.

#### **4. b Fire Protection Plan Reviewer Qualifications**

Any employee or subcontractor of the TPPRA performing fire protection plan review duties under this Manual shall possess the following qualifications:

1. Demonstrate knowledge of County Code pertinent to Fire Protection & Life Safety systems, all applicable Building Code, NFPA Standards pertinent to the systems under plan review, including its administrative provisions.
2. Bachelor of Science Degree in Fire Protection Engineering with a minimum of five (5) years documented experience in code compliance plan review of Fire Protection & Life Safety Systems.

#### **B. OTHER QUALIFICATIONS**

##### **1. Independence/Conflicts of Interest**

Each TPPRA PIC must comply with the independence and conflict of interest provisions set forth in this section. This means that the same TPPRA, PIC or PRs cannot perform both Third-Party Plan Review services and Third-Party Inspection services for the same project in Prince George's County.

In addition, the TPPRA shall not be owned or controlled by the Owner or Permit Applicant of the project, the General Contractor, the Subcontractors or any person or entity responsible for the construction or management of the project, the registered design professionals of the project or their firms, or any other party or entity associated with the owner's interest in the project. The TPPRA, PIC and PRs shall not have served or serve, on the same project, as an advisor or consultant to the Owner, the Permit Applicant or the design team in connection with code matters for which the TPPRA, PIC and PRs are providing Third-Party Plan Review. A person or a firm that has performed work for a project shall not be eligible to serve as a TPPRA, PIC or PR for any component or discipline on that project.

A PIC or PR is considered to have a substantial business interest in a project if:

- a) PIC or PR owns any voting shares of the client and /or owner's business.
- b) PIC or PR received any of his/her gross income for the previous year from the client, except for income derived for services as a plan reviewer or similar consultations.
- c) PIC or PR is an elected officer or a member of the board of directors or governing board of the client and /or owner's business.
- d) PIC or PR fails to maintain an independent contractor relationship or becomes employed by the client and /or owner's business.

Furthermore, a Third-Party reviewer involved in the review process shall not engage in the design, construction, or sale of those same structures.

A Third-Party reviewer involved in the review process, as well as his/her spouse and underage children cannot own stock or have any business interest in any owner, builder, or trade regulated under the construction codes.

A Third-Party reviewer involved in the review process cannot participate in a review for a client and / or owner for which they have had such business interest within the last 12 months.

## **2. Quality Assurance Plan**

The TPPRA shall adopt and maintain a quality assurance plan to be approved by DPIE. Such a plan shall describe the methods to be used to determine the accuracy and quality of plan reviews, the frequency with which such reviews are performed, how the review results will be documented and presented, and who is responsible for performing quality assurance reviews and checks.

## **3. Insurance Coverage**

The TPPRA shall obtain and maintain a Minimum General Liability and Errors and Omissions Coverage for each occurrence in the amount of One Million Dollars (\$1,000,000), with DPIE, Prince George's County listed as additional insured. The PIC who is the principal of the TPPRA or who is employed by, under contract with or otherwise affiliated with the TPPRA, shall be covered by the TPPRA's Insurance. The insurance shall be cancelable only after thirty (30) days' notice to DPIE, by USPS certified mail with return receipt or via email to the Director or the Director's designee.

## **SECTION IV - DUTIES AND RESPONSIBILITIES OF THIRD-PARTY PLAN REVIEW AGENCY**

### **A. SCOPE OF SERVICES**

The TPPRA shall provide the services listed in this section for each project, pursuant to the conditions of this Manual.

#### **1. Authorization to Use a TPPRA**

Project Owners are required to submit an application package to obtain authorization to use a TPPRA on a project (see Appendix A) prior to engaging them. The Code Official will respond to the Application within five (5) business days after receipt, noting approval or disapproval of the use of the TPPRA.

#### **2. Review of Project**

Upon approval, the TPPRA shall examine and review for compliance with all applicable codes, the structures, other construction, systems and features proposed to be constructed or installed in the project for which the TPPRA was hired. The TPPRA shall conduct plan reviews by discipline, using the review lists contained in Appendix H - "Scope of Third-Party Plans Review" as a guide, as applicable for the specific project.

The TPPRA shall complete all plan or shop drawing reviews of a project (*shop drawings are reviewed only after construction plans are approved*) for the disciplines covered by the review, including but not limited to the following:

- Architectural Construction Plans
- Structural Engineering Construction Plans
- Electrical Engineering Construction Plans including Energy Conservation
- Fire Protection Engineering Construction Plans
- Mechanical Engineering Construction Plans including Energy Conservation
- Project Specifications
- Manufacturer's installation instructions
- Shop Drawings by discipline

In performing the Third-Party Plan Review, the TPPRA shall check the construction documents and other submitted documents containing information relevant to the disciplines covered by this Manual for compliance with the relevant applicable codes and standards and any plan review guidelines provided by the Code Official.

#### **3. Provide Complete and Timely Plan Review Reports**

The TPPRA shall submit the following completed reports to DPIE for each project. The Director or Director Designee may modify the reporting requirements and procedures from time to time as deemed necessary. The Plan Review Report shall include a Third-Party Plan Review Completion Certification Letter in the format provided in this Manual (see Appendix B).

#### **a. Plan Review Code Deficiency Report**

The TPPRA shall complete a Plan Review Code Deficiency Report, containing a list of non-complying items for each contracted project (see Appendix C). The Code Deficiency Report shall be in the format defined by the Building Code Official. At a minimum, the Code Deficiency Report shall specify:

- TPPRA's name and address
- Name and contact information for the PIC and PRs
- Project address
- Construction type and use group classification
- Engineering discipline(s) for which plan review was performed
- List of items found to be non-compliant, with code sections indicated for each item
- Corresponding response from designer confirming that non-compliant items were corrected

For each noted non-compliance, the Code Deficiency Report shall cite the relevant code section(s), the nature of the deficiency, and the location of the deficiency. The TPPRA shall forward a copy of each Code Deficiency Report to the Owner or to the Owner's designated recipient(s) and DPIE. Furthermore, DPIE reserves the right to review the deficiency report and make comments as necessary.

Following completion of the Code Deficiency Report for a project, the TPPRA shall communicate with the Owner or designated representatives, as appropriate, to clarify the requested corrections to accomplish code compliance. The Code Deficiency Report shall contain a column titled "Correction Done" or provide other controls which assure that identified deficiencies are in fact corrected prior to returning plans and accompanying documents to the TPPRA for re-review.

#### **b. Third-Party Plan Review Approval Certification Letter**

The Third-Party Plan Review Approval Certification Letter certifies the approval for the project. The letter lists and compiles all the Code Deficiency Reports that facilitated the final approval of the project by the TPPRA. The TPPRA shall certify the code compliance of the reviewed permit drawings and associated documents in writing. This shall attest that the construction plans for the project were reviewed under his or her direct supervision and in the professional judgment of the PIC, the reviewed permit drawings and associated documents have been checked for conformance with the relevant codes and standards and are deemed to be in full compliance.

The Third-Party Plan Review Approval Certification Letter is to be wet signed and sealed by the Professional-in-Charge of the approved TPPRA. The PIC is required to wet sign and stamp all drawings of each approved set of plans as specified in Appendix D of this Manual with his/her DPIE-approved Third-Party Agency review stamp.

The Third-Party Approval Certification Letter shall be made in a format defined by the Code Official (or his/her designee) and shall be sealed and signed by the PIC. At a minimum, the Certification shall specify:

- TPPRA's name and address
- Name and contact of the PIC of the TPPRA
- Project address

- That the TPPRA's PIC is issuing an Approval Certification of Plan Review Completion for identified disciplines.
- A statement testifying to the compliance of the identified discipline(s)' plans for the project with construction documents, specifications, all applicable Prince George's County codes and standards.

The Third-Party Approval Certification Letter shall be accompanied by a Third-Party Approval Permit Checklist (see Appendix E), which lists the key information and documentation which is to be attached to the Certification Letter, including permit information, documents and forms, data sheets, and calculations and cut sheets. In addition, the TPPRA shall complete and submit the Hold Harmless and Indemnification Form (see Appendix F) and the Acknowledgement of Conflict of Interest Policy (see Appendix G).

## **B. GENERAL CONDITIONS**

### **1. Chain of Custody of Project Documents**

The TPPRA shall agree to exercise due diligence in the safekeeping of any project documents received from the Owner and to promptly return them to the Owner or Code Official when requested to do so, except for one set maintained by the TPPRA for record purposes. The drawings, specifications, electronic files in all types of media, and other materials received by the TPPRA in connection with the performance of any work under the Program may be protected by copyright law and shall remain the property of the rightful owner. Copies of plans utilized by the TPPRA shall be solely for the purpose of completing the TPPRA's work under the Program and not for any other purpose, in this or in any other project, and shall be returned to DPIE upon completion of the project. The TPPRA agrees to treat such materials as restricted information.

### **2. Access to the TPPRA**

The TPPRA shall cooperate with the Code Official (or his/her representative) and the Owner (and/or the Owner's representative) in scheduling meetings and/or telephone conversations to provide updates and clarification of the results of its Third-Party Plan Review for the project. The TPPRA shall provide complete Third-Party Plan Review comments to the Owner and/or to the Owner's representative and the same comments shall be forwarded to DPIE as well.

### **3. TPPRA Conflicts of Interest**

It shall be the responsibility of the registered PICs, for the duration of the project, to disclose any potential conflicts of interest that may arise at any time, between the TPPRA and the parties connected to the project.

The TPPRA shall not begin the Plan Review of a project where it determines that there may be a conflict with the independence criteria specified in Section III (B) (1) of this Manual. The TPPRA shall bring to the attention of the Code Official for resolution, cases that require interpretation or clarification. The Code Official may refer such cases to the County Attorney for advice. Disputes on matters of independence and conflict of interest shall be resolved by the Code Official and the decision of the Code Official shall be final.

#### **4. Due Diligence**

The TPPRA shall exercise due diligence in the discharge of the duties assigned to the TPPRA by law and regulation and shall refrain from any arbitrary or capricious action that would unduly penalize or benefit the Owner or Permit Applicant whose project is under Third-Party Plan Review. The TPPRA shall abide by the highest ethical standards in the discharge of their duties. The TPPRA acknowledges that any abuse of the authority conferred to them by DPIE may be punishable by law.

#### **5. Correction of Non-Code Compliant Plans**

The Design Professional contracted by the Owner to design the project shall be responsible for correcting any non-code compliant plans, whether previously or subsequently discovered. Upon receipt of TPPRA's approved documents, if DPIE discovers non-code compliant plans or documents, DPIE shall notify the TPPRA, who shall then advise the Permit Applicant that corrections must be made in the submitted plans. Any monetary claims that may arise from incomplete, inaccurate or defective plan review services provided by the TPPRA shall be remedied without cost to DPIE.

Furthermore, the Third-Party review agency does not have the authority or power to waive any code requirements. Such duties and powers are the responsibility of the Code Official as outlined in the currently enforced edition of the International Building Code (IBC), NFPA 101 and subtitles of Title 17, the Public Laws of Prince George's County. The Code Official has the authority to render interpretations of any applicable codes or adopt policies and procedures in order to clarify the application of code provisions to the project under review by the Third-Party review agency. Disputes regarding any code interpretations must be brought to the attention of DPIE. Code waivers or variances can only be issued by the Code Official.



## **SECTION V - DUTIES AND RESPONSIBILITIES OF PERMIT APPLICANT AND CODE OFFICIAL**

### **A. DUTIES AND RESPONSIBILITIES OF THE PERMIT APPLICANT**

#### **1. Selection by Permit Applicant**

The Permit Applicant for the project must indicate, prior to submission of an application for a permit under the Construction Codes, whether Third-Party Plan Review will be used for the project and which discipline(s) will be subject to the reviews. The Permit Applicant must also identify the name of the TPPRA that will be used for the project in its Third-Party Plan Review Program Authorization Application Package (see Appendix A). The TPPRA must be used for the entire specific disciplines reviewed for the project and the approval documents submitted to DPIE as previously outlined in this Manual.

#### **2. Cost of Third-Party Plan Review**

The Permit Applicant/Owner is responsible for funding Third-Party Plan Review and DPIE is not responsible for payment to the TPPRA for any costs relating to Third-Party Plan Review. All fees and costs related to the performance of Third-Party Plan Review shall be borne by the Owner and paid directly by the Owner to the TPPRA. The owner shall not be entitled to a refund of any portion of the permit fee paid to DPIE, where the Permit Applicant elects to use Third-Party Plan Review. The compensation (fees and costs) paid to the TPPRA for its plan review services with respect to a project shall not be contingent upon or affected in any way by the conclusions reached by the TPPRA or the contents of any of the deliverables described in this Manual.

### **B. DUTIES AND RESPONSIBILITIES OF THE CODE OFFICIAL**

#### **1. Approval of Qualified Third-Party Plan Review Agencies**

If the Code Official validates that an applicant has provided all requisite personnel and documents to become qualified as a TPPRA, then the applicant will be approved as a TPPRA.

#### **2. Review and Approval of TPPRA on Specific Project**

The Code Official will be responsible for reviewing and approving the “Application for Authorization to Use a TPPRA” (see Appendix A) before a TPPRA may be used on a certain project. The Code Official will respond to the Application within five (5) business days after receipt. The Code Official will have authority to modify or waive provisions of the Application.

### **3. Recall of a Project**

The Code Official reserves the right to recall any project reviewed by a TPPRA if it is determined that there is a lack of performance or a significant material violation of the provisions of this Manual or Applicable Codes by the TPPRA or owner complaints, issues regarding quality control by the TRPPA or client complaints.

### **4. Review of Third-Party Reviewed Plans and Approval Certificates (Documents)**

The Building Code Official (or his/her designee) shall implement the necessary mechanism to process Third-Party Plan Review Documents expeditiously and shall make all the delegations of authority and assignment of duties as the Code Official deems necessary for the success of the Program. To assure the success of the Program, the Code Official (or his/her designee) will determine the quality of the Third-Party Plan Review on a periodic basis as determined by available staff and work load. The Third-Party Plan Review Completion Certification Letter (see Appendix B) and Approved Plans are prima facie evidence of the code compliance and shall be deemed sufficient for the satisfaction of the DPIE permit issuance process if so determined by the Building Code Official (or his/her designee).

The Department shall cause the following actions to take place within the specified time frames, after receiving a Plan Review approval by the TPPRA:

<b>Step #</b>	<b>Department's Actions</b>	<b>Approval</b>	<b>Disapproval</b>	<b>Timeframes</b>
1	Administrative review of Approved plans and Approval Certificate(s) for completeness and accuracy.			Within three (3) business days after receipt of Approval Documents.
2	Update Department's records to reflect plans review approval and issue required permit			Within three (3) business days after Department's Approval or Disapproval

### **5. Evaluation of Third-Party Plan Review Agencies**

The Code Official (or his/her designee) will monitor the performance of Third-Party Plan Review Agencies, including the Third-Party Plan Reviews conducted and the quality of submitted approved documents, in order to evaluate performance of the TPPRA and determine whether the TPPRA should be warned, suspended or removed from the Program.

## **SECTION VI - QUALITY ASSURANCE**

### **A. EVALUATION OF PERFORMANCE**

*It is the intent of these quality control methods to maintain the mission of DPIE to support safe, sound and cost-effective construction practices and to give workable guidelines to perform Third-Party Plan Review services.*

In order to ensure that Third-Party Plan Reviews are being performed as required and in a satisfactory manner, it is necessary for DPIE to perform audits and to review the documents that are submitted. Each TPPRA and its personnel who are PICs and PRs are subject to performance evaluation of the Third-Party Plan Review services provided for projects. Evaluation of an approved TPPRA and its personnel will be performed at random, in its office of operation by DPIE staff on a routine or periodic basis or as designated by the Code Official. The Code Official may periodically conduct detailed unannounced audits of documents submitted by a TPPRA and shall also maintain a tracking system to monitor the submissions of reports and other deliverables required by the Program.

### **B. REMOVAL FROM PROGRAM**

If the Building Code Official (or his/her designee) determines that a TPPRA has failed to perform its duties, is engaged in a conflict of interest, fails to conform to the requirements of the technical guidelines or otherwise, fails to satisfy the requirements of the applicable Construction Codes or this Manual, the Building Code Official is authorized to remove the TPPRA from the Third-Party Plan Review Program. The following provides examples of Program requirement failures:

1. Failure of the TPPRA to remain in good standing as a business entity qualified to do business in Prince George's County.
2. Failure of the PICs and PRs designated by the TPPRA to maintain required professional licensure in the State of Maryland as stated in Section III (A) of this Manual.
3. Failure of a TPPRA to update DPIE with current information regarding its PICs and PRs.
4. Failure to perform adequate Third-Party Plan Review in a discipline in accordance with Applicable Codes.
5. Failure to file complete and accurate information in applications and forms.
6. Failure to attend training or meetings that are required by the Code Official.
7. Failure to notify DPIE of the addition or removal of a PIC or a PR in the TPPRA.
8. Failure to maintain adequate errors and omissions insurance coverage.
9. Providing false or misleading information in the applications.
10. Falsifying reports required in this Manual.
11. Misrepresenting services provided or to be provided.
12. Obtaining a license, endorsement or certification through error or fraud.
13. Willfully, negligently, arbitrarily or repeatedly violating a County rule or ordinance that regulates construction codes.
14. Utilizing equipment, material or methods that do not comply with County-approved codes, policies or

procedures.

15. Serving as a PIC or 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 as stated in Section III (B) (1) of this Manual.

If it is alleged that the TPPRA has violated the requirements of the TPPRP, the Building Code Official shall notify the TPPRA of the allegation in writing by way of USPS Certified and/or Registered Return Receipt Mail to the address of record. The TPPRA shall have ten (10) business days, to respond in writing with detailed response to the allegation. Based on the adequacy of the response, the Building Code Official may:

1. Determine the allegation has no merit
2. Require a meeting with the involved parties
3. Issue a verbal reprimand
4. Issue a written reprimand
5. Suspend a TPPRA for a specified period of time
6. Revoke the approval of a TPPRA to participate in the Program.

**The TPPRA will be notified of the Code Official's determination within fifteen (15) business days.** The decisions of the Code Official in the implementation and administration of the Program will be final.

**APPENDIX A**  
**PRINCE GEORGE'S COUNTY GOVERNMENT**

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT

**THIRD-PARTY PLAN REVIEW PROGRAM AUTHORIZATION  
APPLICATION PACKAGE**

---

Please complete this application package to apply for Third-Party Plan Review Program authorization.

Submit completed application to:

Program Administrator  
Third-Party Plan Review Program  
Department of Permitting, Inspections and Enforcement  
Permitting and Licensing Division, Suite 123  
9400 Peppercom Place  
Largo, Maryland 20774

Program participants are required to notify DPIE of any material changes in the agency within five (5) business days. See Section VII (B) of the Manual for additional information regarding changes to qualifications.

**APPLICANT/BUSINESS INFORMATION**

AGENCY NAME \_\_\_\_\_

TRADE NAME \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER (     ) \_\_\_\_\_ - \_\_\_\_\_ FAX NUMBER (     ) \_\_\_\_\_ - \_\_\_\_\_

EMAIL \_\_\_\_\_

PROFESSIONAL-IN-CHARGE \_\_\_\_\_ TITLE \_\_\_\_\_

DISCIPLINE(S)

\_\_\_\_\_ BUILDING/STRUCTURAL

\_\_\_\_\_ MECHANICAL

----- ELECTRICAL

\_\_\_\_\_ FIRE PROTECTION

\_\_\_\_\_ OTHER (specify: \_\_\_\_\_)

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# AGENCY QUALIFICATIONS

## PROOF OF INSURANCE

Provide a copy of the agency's insurance policy clearly identifying a Minimum General Liability and Errors and Omissions Coverage for each occurrence in the amount of One Million Dollars (\$1,000,000), with DPIE, Prince George's County listed as additional insured. Please attach Certificate of Insurance to this application package.

## CONFLICT OF INTEREST AFFIDAVIT

Provide a notarized affidavit, signed by the TPPRA, attesting that the TPPRA, its Professional(s)-in-Charge, its Supervisory Plan Reviewer(s) (if different from the Professional(s)-in-Charge) and Plan Reviewers, will remain independent of conflict of interest in accordance with Section III (B) (1) of the Third-Party Plan Review Manual.

## ACKNOWLEDGEMENT OF CONFLICT OF INTEREST (COI) POLICY

As a condition of performing plan review, the undersigned Professional-in-Charge acknowledges that he/she has read and agrees to comply with Section III (B) (1) of the Third-Party Plan Review Manual.

The undersigned declares:

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 of interest 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. Training is provided to all employees to ensure compliance with Applicant's written COI policies and procedures.
6. That the Professional-in-Charge will not supervise or perform Third-Party review for the following projects:
  - a. Projects in which the Professional-in-Charge or any of his/her employees, subcontractors or agents has a substantial interest or participated in the design, preparation of plans or construction.
  - b. Projects involving owners, contractors or subcontractors in which the Professional-in-Charge or any of his /her employees, subcontractors or agents has a substantial interest.

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

Professional-in-Charge and Title (Print Legal Name): \_\_\_\_\_

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

On this \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, before me, the undersigned officer, a Notary Public in and for the State and County aforesaid, personally appeared \_\_\_\_\_, who acknowledged themselves to be \_\_\_\_\_, of \_\_\_\_\_, and as such authorized to do so, executed the foregoing instrument for the purposes therein contained by signing their name as \_\_\_\_\_ for said \_\_\_\_\_.

WITNESS my hand and Notary Seal

My commission expires: \_\_\_\_\_

Notary Public

Seen and approved: \_\_\_\_\_

# PROFESSIONAL-IN-CHARGE QUALIFICATIONS

The Professional-in-Charge shall submit the following information for review by DPIE:

1. Statement of qualifications or resume indicating relevant work history
2. Copy of Professional Engineer's license
3. Driver's license
4. Complete project list below:

**PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR AGENCY'S FIVE MOST RECENT PROJECTS:**

## PROJECT #1

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE CONTRACT OR AGENCY IN THE PROJECT
NAME/TELEPHONE # OF CLIENT OR PROJECT OWNER

## PROJECT #2

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE CONTRACT OR AGENCY IN THE PROJECT
NAME/TELEPHONE # OF CLIENT OR PROJECT OWNER

## PROJECT #3

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE CONTRACT OR AGENCY IN THE PROJECT
NAME/TELEPHONE # OF CLIENT OR PROJECT OWNER

## PROJECT #4

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE CONTRACT OR AGENCY IN THE PROJECT
NAME/TELEPHONE # OF CLIENT OR PROJECT OWNER

**PROJECT #5**

NAME AND/OR ADDRESS OF PROJECT
OVERALL CONSTRUCTION VALUE
ROLE OF THE CONTRACT OR AGENCY IN THE PROJECT
NAME/TELEPHONE # OF CLIENT OR PROJECT OWNER

**Note: Please attach a Statement of Qualifications for all salaried and/or contract employees supervising and/or performing plan review services.**

## **THIRD-PARTY PLAN REVIEW PROCESS MANAGEMENT**

Provide a quality assurance plan that ensures the agency will perform contracted plan review, report non-conforming items to the attention of the owner/designer and DPIE, provide timely reports for each review or re-review and submit a final signed report to DPIE. Attach additional sheets if necessary.



## APPENDIX B

### THIRD-PARTY PLAN REVIEW COMPLETION CERTIFICATION LETTER AND CHECKLIST

*(On company letterhead of the Third-Party Plan Review Agency)*

Date:  
Director  
Department of Permitting, Inspections and Enforcement  
9400 Peppercorn Place, 5<sup>th</sup> Floor  
Largo, Maryland 20774

Re: Certification of Third-Party Plan Review Completion  
*[Name of Project]*  
*[Type of Project]*  
*[Project Address]*  
*[DPIE Permit No. \_\_\_\_\_]*

Dear Director:

The purpose of this letter is to provide formal certification of the results of the Third-Party Plan Reviews performed by *[name of Third-Party Professional-in-Charge]* on the project in reference, under the Third-Party Plan Review Program. You are being provided with all plans approved by *[name of Third-Party Professional-in-Charge]*.

The *[type of project]* that *[name of Third-Party Professional-in-Charge]* reviewed and is hereby certifying as code compliant have been so noted, stamped, and signed as required under the Third-Party Plan Review Program for Fire Protection Systems. The *[discipline]* plan review is now completed and therefore as *[name of Third-Party Professional-in-Charge]* of this Third-Party plan review issue this certification approval letter to be submitted with the four (4) *sets of approved plans*. The scope of my approval certification is restricted to the *[plan review discipline]* code compliance review done on behalf of DPIE, an activity that was established under the DPIE Third-Party Plan Review Program.

*[name of Third-Party Professional-in-Charge]*'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 codes and standards enforced by DPIE. Therefore, *[name of Third-Party Professional-in-Charge]* 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 and applicable Construction Codes and Standards.

Each approved set has been marked, on the cover sheet of each set, with a facsimile of *[name of Third-Party Professional-in-Charge]*'s stamp of approval, titled "Third-Party Plan Review Certification Stamp," as required under the program. The stamp of approval is specific to the *[plan review discipline]* discipline

Professional-in-Charge. The deficiency report appended to this letter defines the scope of this plan review's certifications.

Having completed the Third-Party [*plan review discipline*] plan review of this project and recommended its APPROVAL, [*name of Third-Party Professional-in-Charge*] hereby requests that the respective [*discipline*] permit be issued by DPIE staff, in reliance of the deficiency report provided by [*name of Third-Party Professional-in-Charge*].

Sincerely,

(*Original signature of Professional-in-Charge*)

[*Name of Professional-in-Charge*]

Attachments: Code Deficiency Reporting Form

## THIRD-PARTY PLAN REVIEW CHECKLIST

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

DPIE Permit Number: \_\_\_\_\_

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 \_\_\_\_\_

\*P.E. Seal (place to the right)



## APPENDIX C

# PRINCE GEORGE'S COUNTY GOVERNMENT

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT

## CODE DEFICIENCY REPORT

Permit Case Number: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

Applicable Code(s): \_\_\_\_\_

Discipline: \_\_\_\_\_ Referenced Building Permit No.: \_\_\_\_\_

Third-Party Review Comments for drawings dated: ( \_\_\_\_ / \_\_\_\_ / \_\_\_\_ )

	Sheet(s)/ Drawing(s)	Code Section(s)	Comment/ Description	Resolved ✓
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Note: Use additional sheets as required

Professional-in-Charge Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Professional-in-Charge: \_\_\_\_\_

## APPENDIX D

### THIRD-PARTY PLAN REVIEW APPROVAL STAMPS

#### COVER SHEET STAMP

<b>DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT</b>	
<b>PRINCE GEORGE'S COUNTY, MARYLAND</b>	
<b><u>THIRD-PARTY APPROVAL STAMP</u></b>	
PROFESSIONAL-IN-CHARGE: _____	
THIRD-PARTY AGENCY NAME: _____	
DISCIPLINE(S): _____	
PERMIT NUMBER: _____	
PHONE NUMBER: _____	EMAIL: _____
SIGNATURE: _____ Date: ____/____/____	

This stamp must be affixed on the cover sheet only of each plan set to be approved by the Third-Party Agency and must have wet signature.

#### PLAN/DOCUMENT SHEET STAMP

<b>THIRD-PARTY APPROVAL</b>	
<b>Discipline:</b>	<b>DATE:</b> <i>(List date here)</i>
<i>Place name of professional in charge here</i>	

This stamp must be affixed on each drawing of all plan sets and documents to be approved by the Third-Party Agency. Name of professional-in-charge and date on this stamp must match name and date on the cover sheet stamp. The size of this stamp must be at least 2" in diameter.

**APPENDIX E**  
**PRINCE GEORGE'S COUNTY**  
**DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT**  
**THIRD-PARTY PLAN REVIEW APPROVAL PERMIT CHECKLIST**

---

The following information must be included with the permit submission set to DPIE upon approval by the Third-Party reviewer:

- \_\_\_\_\_ 1. Permit application
  - \_\_\_\_\_ Tax ID for the property where the project will be constructed
  - \_\_\_\_\_ Property address
  - \_\_\_\_\_ Property owner information
  - \_\_\_\_\_ Applicant information
- \_\_\_\_\_ 2. General contractor information with license number, if applicable
- \_\_\_\_\_ 3. Referenced building permit number listed on the application
- \_\_\_\_\_ 4. Required permit fee – *Fee will be assessed at Permit Counter before permit issuance*
- \_\_\_\_\_ 5. Third-Party Reviewer
- \_\_\_\_\_ 6. Third-Party Deficiency Report included in submittal package
- \_\_\_\_\_ 7. Third-Party Approval Letter with original signature
- \_\_\_\_\_ 8. Third-Party Approval Stamp affixed on the drawings
- \_\_\_\_\_ 9. Calculations and cut sheets
- \_\_\_\_\_ 10. Product data sheets

## APPENDIX F

### HOLD HARMLESS, INDEMNIFICATION AND ACKNOWLEDGEMENT FORM

Case Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Work Description: \_\_\_\_\_

\_\_\_\_\_

#### Hold Harmless and Indemnification

I hereby certify that in return for Prince George's County granting a building permit based on the approval of {name of Third-Party agency approving the building plan}, DPIE certification Number {\_\_\_\_\_}, I release, relieve, hold harmless, and indemnify Prince George's County, Maryland, The department of Permitting, Inspections, and Enforcement, and any official or employee thereof from any liability or damages as a result of improper use of this privilege. I further certify that all information provided for the permit application is correct. Additionally, I understand and agree that my project must comply with the requirements of all applicable building codes and Prince George's County code.

\_\_\_\_\_  
Engineer's Signature (Professional-in-Charge) Date

\_\_\_\_\_  
Engineer's Printed Name

\_\_\_\_\_  
Engineer's Address

\_\_\_\_\_  
Property Owner's Printed Name Date

\_\_\_\_\_  
Property Owner's signature

\_\_\_\_\_  
Property Owner's Address

\_\_\_\_\_  
Notary Public's Name

Seal:

## INDEMNIFICATION AND ACKNOWLEDGEMENT BY THIRD-PARTY PLAN REVIEW AGENCY

This indemnification and acknowledgement is executed by the undersigned as consideration for registration as a Third-Party Plan Review Agency (TPRP) to perform plan review services for construction projects in Prince George's County. The undersigned acknowledges that this document will remain on file in the records of the County and will apply to all projects for which the undersigned is retained to perform plan review services.

**1. Indemnification:** The undersigned TPRP 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 acts or omissions or the 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. Such indemnity will apply whether the claims, suits, losses, damages, causes of action or liability arise in whole or in part from the negligence of the County or any of its officers, officials, agents, employees or invitees in both their public and private capacities whether said negligence is sole negligence, contractual comparative negligence, concurrent negligence, gross negligence or any other form of negligence. It is the express intention of the parties hereto that the indemnity provided for in this paragraph is indemnity by the undersigned Third-Party Plans Review Agency to indemnify and protect the County from the consequences of the County's own negligence, whether that negligence is the sole or concurring cause of the injury, death or damage or whether said negligence is sole negligence, joint negligence, active negligence, passive negligence, gross negligence or any other form of 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.

Third-Party Plan Review Agency: \_\_\_\_\_  
(Print Full Legal Name of Agency or Individual)

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

Printed Name of Professional-in-Charge: \_\_\_\_\_

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

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



## APPENDIX G

### ACKNOWLEDGEMENT OF CONFLICT OF INTEREST POLICY

As a condition of performing Third-Party Plan Review in Prince George's County, the undersigned as being the Professional-in-Charge for the Third-Party Plan Review Agency (Agency) acknowledges that he/she has read and agrees to comply with the Conflict of Interest policy of the Third-Party Plan Review Program.

The undersigned declares:

1. There is no conflict of interest on his/her part or the part of its regular or contract employees.
2. Employees or contractors of the Third-Party Plan Review Agency with conflicts of interest will be disqualified from the review process. The Agency shall inform the county of this action immediately.
3. Employees or contractors of the TPRP Agency 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. That the Third-Party Reviewer will not supervise or perform Third-Party Review for the following projects:
  - A. Projects in which the Third-Party 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 Third-Party, or any of his/her employees, subcontractors or agents has a substantial interest.

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

Third-Party Reviewer (Print Legal Name): \_\_\_\_\_

By: \_\_\_\_\_  
*Printed Name and Title*

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

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

## **APPENDIX H**

### **SCOPES OF THIRD-PARTY PLANS REVIEW BY DISCIPLINE**

This appendix contains lists of activities to be performed and documents to be reviewed or prepared as part of third-party plans review, organized by discipline, as follows:

- Structural
- Structural System Components and Materials
- Non-Structural
- Mechanical
- Electrical
- Fire Protection

## **SCOPE OF STRUCTURAL PLANS REVIEW**

The list presented below is not intended to be a comprehensive list for the purpose of conducting a complete and thorough plan review by the Third-Party Plan Review Agency. It is the responsibility of the TPPRA to ensure that the reviewed permit drawings and associated documents have been checked for conformance with the relevant codes and standards and are deemed to be in full compliance as stated in Section IV (A) (3) (b) of this Manual.

### **SUBMITTED CONSTRUCTION DOCUMENTS**

#### **Step 1 – Verify that all construction documents necessary to ensure compliance with applicable standards have been submitted:**

- Design drawings
- Structural calculations at the request of the reviewers
- Material specifications
- Soils report

#### **Step 2 – Check construction documents for registered design professional:**

- Verify that construction documents are prepared by a registered design professional

#### **Step 3 – Check construction documents for design loads:**

- Floor live loads (uniformly distributed, concentrated and impact)
- Roof live load
- Roof snow loads
- Wind loads
- Earthquake loads
- Flood design data, when applicable
- Soil lateral pressures

#### **Step 4 – Check construction documents for special loads:**

- Interior walls and partitions
- Loads on handrails, guard, grab bars and vehicle barriers
- Crane loads
- Piping and mechanical equipment (e.g. sprinklers)
- Other loads

#### **Step 5 – Check load combinations:**

- Verify load combinations are clearly indicated on the construction documents

#### **Step 6 – Check for statements of special inspections:**

- Verify that the owner has submitted a Statement of Special Inspections report if required

#### **Step 7 – Check for contractor's statement of responsibility:**

- Verify that the contractor has submitted a statement of responsibility for high seismic or high wind force-resisting components (when applicable)

## **STRUCTURAL LOADS**

### **Live Loads, Dead Loads and Special Loads**

#### **Steps**

1. Check uniform floor live loads
2. Check if partition loads comply
3. Check concentrated loads
4. Consider impacts loads and crane loads
5. Consider other loads.

### **Roof Loads**

#### **Steps**

1. Minimum roof live load
2. Check the rain loads
3. Check snow loads
4. Check required roof design load

### **Wind Loads**

#### **Steps**

1. Check design basic wind speed
2. Check importance factor and exposure category
3. Verify wind borne debris region
4. Check wind loads for components and cladding

### **Earthquake Loads**

#### **Steps**

1. Check site ground motion
2. Check importance factor and occupancy category
3. Check soil site classification
4. Check seismic design category
5. Check basic structural and seismic-force resisting system

### **Soil Lateral Loads**

#### **Steps**

1. Check design load parameters/values.

### **Load Combinations**

### **Special Inspections**

#### **Steps**

1. Check for required statement of special inspections
2. Check for statement of special inspections
3. Check for statement of contractor responsibility
4. Check for special inspection for seismic resisting system
5. Check for provisions for structural testing for seismic resisting system
6. Check for provisions for structural observations

## **Geotechnical Report**

### **Steps**

1. Review provisions for excavation, grading, and fill
2. Review recommended allowable load-bearing soil pressure.
3. Review all other recommended values/information as applicable

## **Foundations/Foundation Walls**

### **Steps**

1. Review if frost protection complies with local requirements
2. Review if foundation designs comply with code requirements and the geotechnical report

## **SCOPE OF STRUCTURAL SYSTEM COMPONENTS AND MATERIALS REVIEW**

The list presented below is not intended to be a comprehensive list for the purpose of conducting a complete and thorough plan review by the Third-Party Plan Review Agency. It is the responsibility of the TPPRA to ensure that the reviewed permit drawings and associated documents have been checked for conformance with the relevant codes and standards and are deemed to be in full compliance as stated in Section IV (A) (3) (b) of this Manual.

The following structural system components and materials must be reviewed in accordance with IBC, Chapter 35, Referenced Standards:

### **Materials**

1. Concrete
2. Masonry
3. Steel
4. Wood
5. Precast Concrete
6. Pre-stressed Concrete
7. Post-tensioned Concrete

### **Structural System Components**

1. Open-Web Steel Joist/ Girder Joists
2. Pre-stressed Hollow Core Planks
3. Cold-Formed Steel Structural Members

## **SCOPE OF NON-STRUCTURAL PLANS REVIEW**

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### **Building Planning**

#### **Steps**

1. Classify Occupancy
2. Identify Types of Construction
3. Check Building Height
4. Check Minimum Type of Construction for Single Occupancy or Non-separated Mixed Uses
5. Check Minimum Type of Construction for Separated Mixed Occupancies
6. Identify Unlimited Area Buildings
7. Accessibility

### **Fire Resistance-Rated Construction and Interior Finishes**

#### **Steps**

1. Check Exterior Walls
2. Check Fire Barriers
3. Check Fire Partitions
4. Check Fire Walls
5. Check Smoke Barriers
6. Check Smoke Partitions
7. Check Shafts
8. Check Floor Construction
9. Check Roof Construction
10. Check Penetration Protection
11. Check Interior Finishes

### **Fire Protection Systems**

#### **Steps**

1. Check for Automatic Sprinkler Systems (Where Required)
2. Check Standpipe Systems
3. Check Fire Alarm and Detection Systems (Where Required)

### **Means of Egress**

#### **Steps**

1. Verify Occupant Load
2. Identify Size and Capacity of Egress System
3. Check Number of Exits
4. Check Egress Components

## **Accessibility to Persons with Disabilities**

### **Steps**

1. Check for access
2. Check if sufficient, accessible fixtures are provided
3. Check clearances between fixtures and other required floor clearances
4. Check mounting heights of restroom and bathroom grab bars, controls and accessories



## **SCOPE OF MECHANICAL PLANS REVIEW**

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### **General**

- Type of Construction assembly rating requirements
- Use groups present in building
- Use group separation requirements
- Mechanical room separation

### **Protection of Structural Members and Penetrations**

- Layout of forced air system ductwork
- Protection of penetrations of fire resistance rated walls and floors

### **Location of Equipment**

- Hazardous/prohibited locations
- Fuel burning equipment location in garages
- Protection from physical damage
- Maintenance access

### **Piping**

- Piping materials
- Piping support and bracing
- Spacing

### **Ventilation**

- Occupancy classification requirements
- Identification of relevant occupancies
- Mechanical ventilation outdoor air rates provided.
- General design of heating, ventilation and air-conditioning systems
- Equipment schedules
- Public garage intermittent ventilation provisions
- Ventilation of special spaces
  - Equipment rooms
  - Elevator machine rooms and shafts, etc.

### **Exhaust Systems**

- Design of commercial kitchen grease exhaust duct systems
- Make-up air provisions
- Schedule of commercial kitchen exhaust fans
- Design and layout of hazardous exhaust systems
  - Duct materials

## **Duct Systems**

Design, layout and riser diagrams of forced air system ductwork  
System smoke detection provisions  
System control

## **Combustion Air Provisions**

Rating of fuel burning appliances  
Inside air/outdoor air provisions  
Combustion air ducts and/or vents sizes  
Outdoor air intake provisions  
Direct-vented appliance requirements  
Listed fireplaces and inserts

## **Chimneys and Vents**

Type of vented appliances  
Type of chimney  
– Adequate for the type of vented appliance  
– Breaching  
– Multi-story venting of fuel burning appliances  
Clearances to combustibles  
– Clearances to roof and structures  
– Clearances to vents and intakes

## **Refrigeration Systems**

Types of refrigerants  
Ventilation of Machinery Rooms  
– Monitoring devices  
– Ventilation provisions  
Construction of machinery rooms  
– Fire rating of walls and floor assemblies  
– Exit discharge

## **Fuel Oil Piping and Storage**

Piping materials  
Piping support  
Fuel oil system installation  
Fuel oil tank size and location

## **Special Appliances, Fireplaces and Solid Fuel Burning Equipment**

Type of appliances  
– Ventilation appliances  
– Unvented appliances  
Listing of appliances  
Location of appliances  
Ventilation requirement  
Prohibited locations

## **Hydronic Systems**

Hydronic piping materials

Piping installation

## **SCOPE OF ELECTRICAL PLANS REVIEW**

The list presented below is not intended to be a comprehensive list for the purpose of conducting a complete and thorough plan review by the Third-Party Plan Review Agency. It is the responsibility of the TPPRA to ensure that the reviewed permit drawings and associated documents have been checked for conformance with the relevant codes and standards and are deemed to be in full compliance as stated in Section IV (A) (3) (b) of this Manual.

### **General Steps**

Check application for:

- Completeness of application
- Proposed use group of building
- Scope of work involved
- Existing use group of building

Check Submitted Plans for:

- Address of property
- Completeness
- Legibility
- Legend
- General construction notes
- Seal and signature of P.E. (if applicable)
- Separate plans for each discipline (i.e.) Arch., Mech., Elect. & Fire
- NEC version

Detail Plan Review for the following:

- Matching of Architectural, Mechanical, Electrical floor plans
- HVAC, Mechanical and elevator loads shown
- Disconnects for Mechanical loads
- Locations of Switchboards, Panel boards, Transformers etc.
- Ventilation for switchboards, transformers and battery rooms
- Equipment foreign to electrical in main switchboard room
- Proper clearance around switchboards, panels boards, transformers, motor control centers, motors/generators sets and disconnect switches
- Electrical equipment in storage areas (not permitted)
- Service equipment location
- Electrical room and closet layout
- Power plan
- Lighting plan
- Site lighting plan including pole base detail

Review specifications layout and power needs for:

- Required general purpose outlets
- GFCI outlets
- General lighting layouts, fixtures and control switches
- Adequate lighting for steps, stairs, corridors and outdoors
- Emergency and exit lighting

Review wiring methods and risers:

- Conduit or raceway materials
- Conductors and conduit bodies
- Pull boxes and junction boxes
- Wire troughs, cable trays and duct banks
- System grounding details
- Electrical Riser and Single Line diagrams for power distribution system
- Fire alarm Risers
- Equipment and feeder schedules
- Cabling for computers, security and telecommunications
- Panels schedule

Review special Use and Occupancy requirements:

- Hazardous locations
- Hospitals and other health care facilities
- Equipment in gas meter rooms
- Gasoline and service stations
- Mechanical exhaust systems in kitchens, lavatories, bathrooms, and toilet rooms
- Places of assembly

## **SCOPE OF FIRE PROTECTION PLANS REVIEW**

The list presented below is not intended to be a comprehensive list for the purpose of conducting a complete and thorough plan review by the Third-Party Plan Review Agency. It is the responsibility of the TPPRA to ensure that the reviewed permit drawings and associated documents have been checked for conformance with the relevant codes and standards and are deemed to be in full compliance as stated in Section IV (A) (3) (b) of this Manual.

### **General**

- Confirm building data with respect to:
  - Code Data
  - Occupancy Classification.
  - Height and area.
  - Type of construction etc. as applicable

### **Site Conditions**

- Fire apparatus access
- Layout of utility including domestic and fire service mains and appurtenances
- Review location of fire service water supply hydrants
- Review location and size of fire service supply pipeline into building

### **Review of Architectural Plans**

- Verify detailed requirements-based separation from adjacent structures and use and occupancy
- Requirements for limited openings in exterior walls
- Floor openings
- Fire separations
- Egress
- Fire protection systems
- Elevators
- Emergency needs

### **Review of Interior Finishes Verifying Code Compliance**

#### **Review of the Design of Fire Protection Systems Where Required:**

- Riser Diagrams
- Rating
- Listing of equipment and devices

#### **Review of Automatic Sprinkler Systems:**

- Design and layout of automatic sprinkler system
- Location of fire pump, its power supply and control equipment
- Location of water supply and distribution piping, valves, instrumentation, sprinkler heads etc.
- Layout and design of standpipes
- Location of floor control assemblies

**Review of Fire Alarm Systems:**

- Design and layout of fire alarm system
- Location of fire alarm system devices.
- Location of sprinkler system valve and water flow supervisory devices.
- Location of standpipe valves and floor control assembly's supervisory devices.
- Location of fire alarm system control and annunciation panels
- Location of fire control room.

**Automatic Smoke Control:**

- Design and layout of smoke control system
- Location of smoke control equipment including, smoke detection, air supply and smoke exhaust equipment
- Electrical power requirements
- Smoke barriers, smoke proof enclosures
- Pressurization, airflow design and exhaust method
- Instrumentation
- Special inspections steps:
  - Check for required statement of special inspections
  - Check for statement of contractor responsibility
  - Check for statement of Special Inspections Special Inspectors responsibility
  - Check for provision for inspection for smoke control systems
  - Check for provisions for testing for smoke control
  - Check for provisions for observations of special inspections

**Review of Fire Resistance Rated Opening Protective Devices or Assemblies:**

- Fire dampers and smoke dampers
- Fire rated doors and shutters

**Review of Fire Resistive Construction and/or Fireproofing:**

- Sprayed-on fireproofing
- Integrity of rated masonry construction
- Fire walls and fire separation walls
- Fire resistance rated protection of structural steel

**Review of Means of Egress:**

- Means of egress layout and protection
- Common path of egress travel
- Exit travel distance
- Exit signs and stairway markings
- Means of egress door hardware
- Location of exit lights and emergency lighting

**Review of Other Life Safety Related Items:**

- Duct smoke detectors in mechanical systems
- Electrical emergency and backup power systems and equipment
- Protection of pipe and duct penetrations of fire resistance rated walls and floors
- Protection of penetrations of fire resistance rated walls and floors by plumbing and gas piping systems

**Review of Building Services and Systems:**

- Layout of gas distribution piping systems
- Layout of fuel tankage and piping systems location of fuel burning equipment
- Fuel storage
- Elevator recall system
- Commercial kitchen exhaust and automatic suppression systems
- FM-200 and similar fire suppression systems
- Location of manual fire extinguishing equipment

**Review of Special Facilities:**

- High-pile combustible storage
- Hazardous solids, liquids and gases facilities