



**Prince George's County**  
Department of Permitting, Inspections  
and Enforcement  
**BUILDING PLAN REVIEW DIVISION**  
**Electrical Section**  
9400 Peppercorn Place, 2<sup>nd</sup> Floor  
Largo, Maryland 20774  
(301) 636-2070 • FAX: (301) 883-7148



**ARCHITECTURAL/STRUCTURAL (NON-RESIDENTIAL)  
PLAN REVIEW MINIMUM SUBMISSION  
(CASE TYPES: CI, CU, CGU, CE, CEU, CUW, CEW, CIW)**

The following checklist is required to be submitted as a document upload to the ProjectDox Structural or Architectural Document Folder. The Designer or Architect/Engineer (AE) is required to check mark each item or use N/A box where not applicable. If any box is not checked, the review will be terminated.

ITEM	DESIGNER OR A/E	N/A	COUNTY STAFF	Descriptions
<b>GENERAL</b>				
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address of project on plans matches application.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawings are legible. (Note: Handwritten text on drawings is not accepted.)
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Code and all other associated codes for the project with the correct year are shown on the drawing set, use group, and number of stories.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, Address and Phone information is on the cover sheet or individual plan sheets of designer(s).
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawings are sized to 24" x 36" (minimum). Minimum Plan Scale is 1/8 inch = 1 foot with a text height of 1/8". Details are 1/4 inch = 1 foot.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graphic scale is provided on all plans. Column Grid IDs are included as appropriate.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans are ready "For Construction." (Note: Plans marked "For Bid Only," "Permit Only," or "80% Progress," etc., will be rejected.)
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All permit set drawings have a cover page and a drawing index. Index matches sheet number.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key Plan is included on each applicable drawing to show the location(s) of work.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	True North Arrow is included on all floor and site plans. Plan north arrow is optional.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building and Trades plans are orientated with the same plan north.
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All fire-rated walls and partitions are clearly delineated on all plans, including Architectural, MEP, Fire & IT plans. Appropriate legends and symbols are included.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scope of work is provided. Work description is specific and matches documents submitted.
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Symbols and abbreviations list is included.
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New, existing and demo work is clearly distinguished.
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required original seal and signature by a Maryland Professional Engineer, including professional statement certification with Expiration date of license per state of Maryland, COMAR 09.23.03.10 is provided. Professional Engineer sign and seal is not required if there is no electrical work being performed per the submitted documents. However, the existing conditions electrical drawing for the work area shall be submitted. Visit DPIE's website at <a href="http://DPIE.mypgc.us">DPIE.mypgc.us</a> to view the "Building and Trade Permits Plan Review Submission for Architectural and Professional Engineer (A/E) Seal Requirements" document.

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<b>PHASED CONSTRUCTION</b>				
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Phasing Plan with detailed information on the scope of work for each phase, dates/duration of construction for each phase, temporary walls, path of egress, emergency light, exit sign shown for each phase along with the appropriate number of permit applications for each phase where applicable.
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identifiable delineation of permit limits is provided. For example, Footing & Foundation vs. Core & Shell, etc.
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submittals for each phased construction are complete and sufficient for that permit. Supporting information marked "for reference only" shall be provided where other permits and documents are referenced.
<b>REVISIONS TO APPROVED PLANS</b>				
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revised sheets are clearly marked (after initial permit approval) on drawing sheet Index.
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A letter indicating all the changes made and the sheet numbers on which they are made.
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A simple design narrative to explain the scope of work for design or permit revision.
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revision clouds provided with the appropriate delta symbol and revision number matching the revision block number with date.
<b>REVISIONS FOR RESUBMISSION</b>				
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revision clouds provided with the appropriate delta symbol and revision number matching the revision block number with date.
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A narrative letter indicating a response to each comment and a reference sheet where the change was made.
<b>ARCHITECTURAL</b>				
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Code and analysis must be on each coverage page.
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Architectural floor plans with dimensions are provided.
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interior building elevations are provided.
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior building elevations are provided.
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed floor plans are provided.
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADA requirements including floor plan, ramp, parking, and entrance are provided.
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building sections are provided.
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows and doors schedule is provided.
<b>STRUCTURAL</b>				
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design meets the " <a href="#">Climatic and Geographic Design Criteria</a> " for Prince George County.
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof framing plan if new Roof Top Unit (RTU) will be installed or replaced is provided.
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation plans are provided.
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural floor framing plans are provided.
38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural roof framing plans are provided.
39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical report for soil bearing capacity is provided.
<b>SIGNS — FREESTANDING</b>				
40.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation plan and details are provided.
41.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations are provided.
42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Connection Details are provided.

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<b>SIGNS — BUILDING-MOUNTED</b>				
43.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevation is provided.
44.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Connection details are provided.
<b>CELL TOWERS</b>				
45.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation Plan and Details are provided.
46.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations are provided.
47.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Connection Details are provided.
<b>CRANE TOWERS</b>				
48.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation Plan and Details are provided.
49.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations are provided.
50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calculations are provided.
<b>SOLAR PANEL</b>				
51.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation Plan for ground mounted are provided.
52.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations for both ground and roof mounted are provided.
53.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Connection details for both ground and roof mounted are provided.
54.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan view of solar panels arrangement is provided.
<b>STRUCTURAL</b>				
55.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unless indicated otherwise below, the structural drawings provide complete details of all structural components so that no additional structural design will be required for the preparation of shop drawings except for standard connection details and fabrication calculations.
56.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate design live loads, snow loads, wind loads, and seismic criteria used for design of structural systems per Prince George's County Code.
57.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate design bearing / support capacity (soil bearing, pile capacity, caisson capacity) for foundation system.
58.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineered design and details of engineered systems such as cast-in-place post-tensioned concrete, precast concrete components, steel joists and joist girders, pre-engineered metal structures, and shop/prefabricated wood components may be required to be provided by the contractor. In this case, the structural drawings shall include complete loading information as well as all other performance or size constraints for the components.
59.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural drawings include plans at the same scale as the architectural plans. Details and sections are at a scale of not less than 3/4" = 1'-0".
60.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The plans, details and specifications completely define the structural system and special conditions for the project.
61.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation plans indicating type & sizes are provided.
62.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation details of improved bearing strata and other special requirements are provided.
63.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor framing plans of each level indicating type of system and member sizes/depths and column spacing are provided.
64.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof framing plans are provided.
65.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typical section(s) of floor and roof systems identifying materials, thicknesses, and depths are provided.
66.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of connections to existing buildings, if applicable, are provided.

ITEM	DESIGNER OR A/E			Descriptions
	N/A		COUNTY STAFF	
<b>STRUCTURAL (cont'd.)</b>				
67.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design bearing/support capacity (soil bearing, pile capacity, caisson capacity) for foundation system is provided.
68.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The design lateral active and at-rest earth pressures, where applicable, are provided.
69.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Foundation Plan indicating type and tentative sizes is provided.
70.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Foundation Details of improved bearing strata and other special requirements are provided.
71.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Framing Plans of each level indicating type of system and tentative member sizes/depths and column spacing are provided.
72.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Roof Framing Plan is provided.
73.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Typical Section(s) of framing identifying materials, thicknesses, and depths are provided.
74.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Typical Section of floor system is provided.
75.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of connections to existing buildings, if applicable, are provided.
76.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elements of proposed lateral force resisting system have been identified and are included.
77.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calculations for every structural member are not required. Structural calculations for members representative of the various types of structural elements should be submitted. If submitted, computer printouts shall clearly indicate the individual member being analyzed or shall be accompanied by diagrams labeled with member numbers corresponding with the printout. The A/E shall be responsible for storing the complete set of calculations.
78.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum roof snow load is 30 psf.
79.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum ground snow load is 35 psf.