



Prince George's County
 Department of Permitting, Inspections
 and Enforcement
BUILDING PLAN REVIEW DIVISION
Electrical Section

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ELECTRICAL PLAN REVIEW MINIMUM SUBMISSION
(CASE TYPES: CI, CU, CGU, CE, CEU, CUW, CEW, CIW)

Pursuant to 2018 IBC 105.3 (7) and 2018 IMC 106.3, the following checklist is required to be submitted as a document upload to the ProjectDox Electrical 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			Descriptions
	N/A			
GENERAL				
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. <i>(Note: Handwritten text on drawings is not accepted.)</i>
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. <i>(Note: Plans marked For Bid Only, Permit Only, or 80% Progress, etc., will be rejected.)</i>
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 DPIE.mypgc.us to view the " Building and Trade Permits Plan Review Submission for Architectural and Professional Engineer (A/E) Seal Requirements " document.

ITEM	DESIGNER OR A/E	N/A	COUNTY STAFF	Descriptions
PHASED CONSTRUCTION				
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.
REVISIONS TO APPROVED PLANS				
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revised sheets shall be 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.
REVISIONS FOR RESUBMISSION				
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 reference sheet where change was made.
ELECTRICAL				
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Symbols, abbreviations list, electrical scope of work, and all applicable codes are provided. Refer to DPIE's website for applicable Building Codes and Bulletins .
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power riser diagram including wiring method type, feeder sizes, conduit size, cable size and the over-current protection device, size and rating is provided.
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical energy calculation certification per International Energy Conservation Code (IECC) is provided; the software may be downloaded at www.energycodes.gov .
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm control panel (FACP) location is shown.
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A wall-mounted, battery pack operated emergency illumination is provided for all working spaces including service equipment, switchboards, panel boards, load centers and motor control centers installed indoors in all commercial occupancies per Prince George's County Code, Subtitle 9, Section 9-104.01.
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting Fixture schedule is provided.
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reflective ceiling plans for each floor indicating fixture location, type and lighting level required (in foot-candles) including track lighting, window lighting and homeruns are provided.
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power Layout: Floor plans showing location of power receptacles, switches, audio/visual, and telephone/data outlets including homeruns are provided.
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Panel schedules, panel locations: Layouts of electrical rooms at a scale not less than twice that of the floor plans are provided. All required clearances are shown. Required door swings, working space clearance(s), including verification of above ceiling mechanical units power devices/equipment clearances are in accordance with Article 110.26, National Electrical Code (NEC) and are provided. Control diagrams/details are included.

ITEM	DESIGNER OR A/E	N/A	COUNTY STAFF	Descriptions
ELECTRICAL (cont'd.)				
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demand load calculations, including new additions and new additions added to existing loads, are provided. For the existing electrical service(s) with load modifications, load calculations required per NEC article 220.87 are provided.
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire pumps, if applicable: The means of emergency sources, service size, feeder size and full-load running current of the locked-rotor current, and the over-current protection device sized in accordance with National Fire Protection Association (NFPA) 20 and Article 695 of the NEC are provided. (Refer to Prince Georges County Code Subtitle 9 for the additional requirements for the power.)
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of the emergency power source and distribution system for lighting and power are provided. Also, the location of transfer switch(es) are verified.
38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The system grounding details for the main incoming service switch including the size of grounding electrode conductor(s) and size of bonding jumper(s) are provided.
39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The emergency system and transfer equipment are separated by a wall or wall(s) with a minimum fire rating of two (2) hours per Prince George's County Code, Subtitle 9, Section 9-109.01.
40.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power distribution plans indicating incoming service, generators, docking station and panelboards, etc., and outlines of mechanical equipment (for coordination) are provided.
41.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit signs and means of egress lighting, interior and exterior (building, ground and pole mounted) are provided.
42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The physical location of lighting controls such as sensors, switches, time clock, etc. are indicated.
43.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The physical location of service equipment (C/T cabinet, meter, service disconnect) are indicated on the power plan.
44.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors to electrical rooms are equipped with permanent signage reading "NO STORAGE" in letters not less than the room identification; OR the working space as defined by NEC is marked by a 2" wide yellow line and stenciled "NO STORAGE — ELECTRICAL WORKING SPACE" in 2"-high, yellow letters in mechanical rooms, electrical rooms, and service areas.
45.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overall electrical load calculations are provided in KVA.
46.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Layouts of elevator machine rooms at a scale not less than twice that of the floor plans are provided. All equipment and required clearances for coordination are shown.
47.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interface points for communications, fire alarm, and Emergency Communication Systems are indicated.
48.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details to include duct bank, under/through footing penetration, housekeeping/equipment pads, lighting switching, grounding details for service entrance and individual transformers are provided.
49.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grounding riser diagram for generators, transfer switches, main-tie-main switchboards, and separately derived systems are provided.
50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All "lay-in" luminaires will require independent suspension to the building structure per Prince George's County Code Subtitle 9, Section 9-108.02. Provide details.
SIGNAGE, ELECTRICAL VEHICLE CHARGING STATIONS AND PHOTOVOLTAIC SYSTEM				
51.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For signage instructions needed for electrical work prior to installation, visit DPIE's website to view the Building Plan Review Requirements for Signage document.
52.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For information and requirements on electric vehicle charging stations, visit DPIE's website to view the " Revised Guidelines for Permitting Electric Vehicle Charging Stations " document.
53.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For information and requirements on rooftop photovoltaic solar array system installations, visit DPIE's website to view the " Guidelines for Permitting Rooftop Photovoltaic (PV) Solar Array Systems " document.