



**Prince George's County**  
 Department of Permitting, Inspections  
 and Enforcement  
**BUILDING PLAN REVIEW DIVISION**  
 9400 Peppercorn Place, 2<sup>nd</sup> Floor  
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## PLAN SCREEN CHECKLIST FOR RESIDENTIAL PROJECTS

**Note:** Applicant must check all boxes (either provided or not applicable) and upload checklist with plans in the **Architectural Document Folder** in ProjectDox/ePlan. Mandatory items must be provided (N/A is not an option!).

Application #: \_\_\_\_\_ Address: \_\_\_\_\_

			Descriptions
			<div style="display: flex; justify-content: space-around; font-weight: bold; font-size: small;"> <span>#</span> <span>PROVIDED</span> <span>MANDATORY</span> <span>N/A</span> </div>
1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	File name in ePlan (ProjectDox) matches sheet name.
2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plan sheets are named appropriately and uploaded in the correct folders. Click here for the <a href="#">ePlan Applicant User Guide</a> . Examples: <ul style="list-style-type: none"> <li>• A101 — First Floor Plan (See sample diagram.): <i>Upload in Architectural drawing folder</i></li> <li>• S102 — Foundation Plan: <i>Upload in Structural drawing folder</i></li> </ul>
3.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scale is provided on plan. Minimum ¼ inch = 1 foot. Details ¾ inch = 1 foot
4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cover page provides: <ul style="list-style-type: none"> <li>• Drawing index</li> <li>• Code analysis: height, number of stories, floor area and total area, <a href="#">Climatic and Geographic Design Criteria</a> [live load, dead load, snow load (30 psf), wind speed (115 mph), soil bearing capacity maximum (2000 psf), fire sprinklers (yes/no)]</li> <li>• List of applicable <a href="#">County Codes with edition</a> Example: 2018 International Residential Code and County Amendments Subtitle 4.</li> </ul>
5.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The scope of work (work description) is provided on the cover sheet.
6.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Title blocks are on all sheets with project address, date, designer's name and contact information.
7.	<input type="checkbox"/>	<input type="checkbox"/>	Room names and dimensions of each space are provided. ( <a href="#">See sample diagram.</a> )
8.	<input type="checkbox"/>	<input type="checkbox"/>	The Foundation plan is provided. ( <a href="#">See sample diagram.</a> )
9.	<input type="checkbox"/>	<input type="checkbox"/>	The Floor plans for each story and basement are provided. ( <a href="#">See sample diagram.</a> )
10.	<input type="checkbox"/>	<input type="checkbox"/>	The Framing plans (floor and roof) are provided. ( <a href="#">See sample diagram.</a> )
11.	<input type="checkbox"/>	<input type="checkbox"/>	The Building Cross Section is provided. ( <a href="#">See sample diagram.</a> )
12.	<input type="checkbox"/>	<input type="checkbox"/>	The Typical Wall Sections are provided. (See sample diagrams: <a href="#">CMU wall</a> , <a href="#">Wall on slab</a> , <a href="#">Wall w/crawl space.</a> )
13.	<input type="checkbox"/>	<input type="checkbox"/>	The Building Elevations — all sides (Front, Rear, Left and Right) are provided. ( <a href="#">See sample diagram.</a> )
14.	<input type="checkbox"/>	<input type="checkbox"/>	The Structural Lateral Bracing Drawings are provided. ( <a href="#">See sample diagram.</a> )
15.	<input type="checkbox"/>	<input type="checkbox"/>	The Stair Details are provided.
16.	<input type="checkbox"/>	<input type="checkbox"/>	The Rafter/Truss detail is provided.
17.	<input type="checkbox"/>	<input type="checkbox"/>	For Structural/Fire Damage projects — The County inspector's report and drawings are provided.
18.	<input type="checkbox"/>	<input type="checkbox"/>	For properties with a new basement, the soil report and water table report are provided.
19.	<input type="checkbox"/>	<input type="checkbox"/>	A copy of flood plain approval/waivers, if provided by DPIE Site/Road Plan Review Division, are included.

References:  
[Common Details for Residential One & Two-Family Dwellings and 3-Story Townhouses](#) covered under International Residential Code  
[Minimum Plan Submission Requirements for New Single-Family House\(s\) and Addition\(s\) to Existing House Projects](#)