

Prince George's County
Department of Permitting, Inspections and Enforcement
BUILDING PLAN REVIEW DIVISION
9400 Peppercorn Place, Suite 213
Largo, Maryland 20774
(301) 636-2070

**MINIMUM PLAN SUBMISSION REQUIREMENTS FOR PLANS ON FILE (POF) FOR SINGLE-FAMILY HOUSE(S) AND
TOWNHOUSE(S)**

Applicants must provide complete architectural/structural plans for all residential construction projects. Plans must be drawn to scale and be of sufficient quality to explain the proposed construction clearly and completely.

Design Criteria:

- Floor Live Load = 40 psf, except in sleeping rooms where the Live Load = 30 psf.
- Roof Live Load = 30 psf, with additional load for roof areas subjected to drifting. Ground snow load 35 psf.
- Basic Wind Speed = 115 mph, 3-second gust; Seismic Design Category B.
- Frost/Footing Depth = 30-inches.
- Footings shall be designed using a minimum allowable soil bearing capacity of 1,500 psf in accordance with Prince George's County Subtitle 4, Section 4-249(a)(2). Where a higher allowable soil bearing capacity is used for design, submit a geotechnical report prepared by a licensed geotechnical engineer as part of the POF package, verifying the soil bearing capacity supporting the proposed foundation design.
- Provide a dedicated sheet within the plan set containing the geotechnical report pages that identify the allowable soil bearing capacity and foundation recommendations. The sheet shall be included in the drawing index and signed and sealed by the design professional of record. Upload the complete geotechnical report to the Structural Documents folder as part of the permit submission.
- Current IBC/IRC/IECC codes and Prince George's County Building Amendments [Subtitle -4](#).

Required Drawings:

1. On EPLAN submittals, each PDF sheet shall be named using the sheet number followed by the sheet title (e.g., A101 - First Floor Plan, S102 - Second Floor Framing Plan). Upload architectural sheets (A-series) to the Architectural folder and structural sheets (S-series) to the Structural folder.
2. Cover Page: Scope of Work, Design Criteria, Drawing Index, Code Analysis, Current IBC or IRC and IECC Codes and Prince George's County Building Amendments, Subtitle 4.

3. The Developer/Builder and house type/model names must be on the cover page in large font sizes and on the title block of each sheet.
4. Foundation Plan: (minimum scale $1/4"=1'-0"$): must show all elements of the foundation with solid lines and the footings with dashed lines; include complete dimensioning for the exterior walls and clearly dimension the locations and sizes of all interior bearing walls and footings.
5. Floor Plans: (min. scale $1/4"=1'-0"$): include separate drawings for each floor. Show all architectural/structural elements (rooms, doors, windows, stairs, railings, fixtures, etc.) Proposed uses of spaces (room names) and dimensions, locating all elements, stairway widths, and landing sizes must be included.
6. Cross Section(s): (min scale $1/4"=1'-0"$): the number of section drawings shall be as necessary to explain the structural system completely. Must be a comprehensive drawing showing the entire building and/or proposed construction. Vertical dimensions (floor-to-floor, construction heights) must be shown.
7. Framing Plans: (min. scale $1/4"=1'-0"$): include separate drawings for each floor and roof showing all framing members and respective points of bearing. Materials, series, sizes and spacing of all structural members must be specified (floor joists, rafters, ridges, valleys, hips, ceiling joists, collar ties, bearing walls, beams, posts, headers). Accurately dimension the locations of all points of bearing.
8. Elevations: (min. scale $1/4"=1'-0"$): exterior views of each facade (front, rear & sides) showing the construction in its finished condition. Indicate all door and window sizes and specify all finish building materials.
9. Typical Wall Sections: (min. scale $3/4"=1'-0"$): demonstrate accurate detail of the construction drawn from the footing up to and including the roof and/or top of the proposed construction, as applicable. Specify all building materials, sizes and spacing.
10. Details: (min. scale $3/4"=1'-0"$): as required to show special conditions.
11. Structural Lateral Bracing Drawings: show method(s), size(s), on elevations and/or on floor plans locations of all wall/structural bracing. The bracing plan must be on a separate sheet.
12. PG Details: For all house types, the PG-Details must be part of the permit set. These details include, but not limited to:
 - a. Areaway plan and section with all required dimensions, including guard rail design.
 - b. Window well plan and section with required dimensions.
 - c. Foundation wall waterproofing.
 - d. Steel post to concrete footing connection details.
 - e. Steel beams to wood joist or wood beam connection detail.
13. All Plans on File (POF) projects must bear a seal and signature of an Architect for architectural drawings and a seal and signature of a Professional Engineer for structural drawings, both registered in the state of Maryland. Professional Certification must be next to each seal.

14. Deck must be submitted separately with a new application case#. The deck shown on POF projects will not be part of the approved permit set.
15. All sheets must be of the same size (minimum 18"x24").
16. Building thermal energy calculation shall be submitted as part of the permit set, on the same size sheet as the drawing set.
17. Four-story or two-unit townhouses require a Fire and Life Safety Review. For the Fire and Life Safety Review, submit a separate life safety sheet identifying the required fire-resistance ratings of all walls, floors/ceilings, and roof assemblies with a color-coded floor plan, building cross-section plan, and legend. The sheet shall also include the applicable wall detail labels referring to the assembly detail on a separate sheet. Details must include the UL design number. The cross-section must also show the maximum possible distance between the fire department access level and the highest story floor level to demonstrate compliance with 2021 IBC Section 903.3.1.2.

UPDATED 08-18-2026