



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

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

Pursuant to 2021 IBC 105.3 (7) and 2021 IMC 106.3, the following checklist is required to be submitted as a document upload to the ProjectDox Mechanical 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
	Y	N	NA	
<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. ( <i>Note:</i> 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. ( <i>Note:</i> 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 mechanical work being performed per the submitted documents. However, the existing conditions mechanical 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 " <a href="#">Building and Trade Permits Plan Review Submission for Architectural and Professional Engineer (A/E) Seal Requirements</a> " document.

ITEM		DESIGNER OR A/E	N/A	COUNTY STAFF	Descriptions
<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 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.
<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 reference sheet where change was made.
<b>MECHANICAL</b>					
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		A mechanical specific scope of work is necessary for every project submitted for permit.
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Ductwork layout, duct sizes, air devices and air flow (CFM) at each air device is provided.
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Provide equipment schedule indicating total cooling/heating load, total supply air (CFM), outdoor air (CFM), entering/leaving dry bulb and wet bulb temperatures through coil, basis of design and equipment installation details.
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Equipment location(s) on the floor plan includes labeling of all equipment and identifying the space it serves.
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		HVAC roof plan shows all roof-mounted equipment.
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		HVAC piping floor plan (e.g., chilled water/heating, hot water/condenser water piping, refrigerant piping, condensate piping, steam piping, etc.)
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		HVAC piping riser diagrams indicate pipe sizes and pipe fittings.
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Combustion air provisions are shown on the plans for the fuel-burning equipment. Size of openings and/or ducts and their points of termination are indicated.
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Commercial cooking hood, exhaust ducts, and exhaust fan(s) on the floor plans include all dimensions for each item.
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		The make-up air unit and airflow rating are shown on plans. Make-up air shall be approximately equal to the amount of the exhaust air.
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		The mechanical energy calculation certification per International Energy Conservation Code (IECC) is provided; the software may be downloaded at <a href="http://www.energycodes.gov">www.energycodes.gov</a> .
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		The air balance diagram or table including the sequence of operation for all mechanical equipment is provided.

ITEM	DESIGNER OR A/E	N/A	COUNTY STAFF	Descriptions
<b>MECHANICAL (cont'd.)</b>				
38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An outdoor air schedule or calculation in accordance with IMC-2021 table 403.3.1.1 must be included with any renovation, new construction, or existing HVAC system. (Occupant load must be per IMC-2021 table 403.3.1.1, and arch. Drawing. Where there is a conflict, the most stringent occupant load is used). Outside air calculations provided by ASHRAE standard 62.1 are not acceptable as it is not a referenced standard.
39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A manufacturer's cut sheet must be provided for any domestic/commercial clothes dryer with an exhaust duct run greater than 35 feet.