



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

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## **MECHANICAL PLAN REVIEW REQUIREMENTS**

### **PERMIT APPLICATION TYPES**

- **CIW Permit (Commercial Interior/Remodel Walk-thru)** requires mechanical drawings for work to be performed.
- **CEW Permit (Commercial Exterior Walk-thru)** requires mechanical drawings for work to be performed.
- **CUW Permit (Commercial Interior with Use and Occupancy Walk-thru)** requires existing mechanical drawings for a change in use and/or occupancy load; otherwise, provide drawings for mechanical work to be performed only.
- **CGU Permit (New Construction/Major Renovation with Grading)** requires a complete set of mechanical plans.

### **THE FOLLOWING ITEMS (*CIRCLED*) ARE REQUIRED FOR REVIEW OF MECHANICAL DRAWINGS**

1. A scope of work is necessary for every project submitted for a permit.
2. A complete code analysis, including building type, use group, number of stories, suppression type, code edition, and number of occupants, must be included with all submitted mechanical drawings.
3. Require original seal and signature by a Maryland Professional Engineer, including a professional statement with the expiration date of the license and contact information for that engineer.
4. Ductwork layout, duct sizes, air devices, and air flow (CFM) at each air device.
5. Provide an 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.
6. Equipment location(s) on the floor plan, including labeling all equipment and identifying the space it serves.
7. HVAC roof plan showing all roof-mounted equipment.
8. HVAC piping floor plan (e.g., chilled water/heating, hot water/condenser water piping, refrigerant piping, condensate piping, steam piping, etc.)
9. HVAC piping riser diagrams indicating pipe sizes and pipe fittings.
10. Show combustion air provisions on the plans for the fuel-burning equipment. The size of openings and/or ducts and their points of termination should be indicated.
11. Show commercial cooking hood, exhaust ducts, and exhaust fan(s) on the floor plans, including all dimensions for each item.
12. Show the make-up air unit and airflow rating on plans. Make-up air shall be approximately equal to the amount of exhaust air.
13. Provide mechanical energy calculation certification per International Energy Conservation Code (IECC); the software may be downloaded at [www.energycodes.gov](http://www.energycodes.gov).
14. Provide an air balance diagram or table, including the sequence of operation for all mechanical equipment.

15. An outdoor air schedule or calculation in accordance with IMC-2021 table 403.3.1.1 must be included. Occupant load must follow IMC-2021. Where there is conflict, the most stringent applies.
  16. A manufacturer's cut sheet must be provided for any domestic/commercial clothes dryers with an exhaust duct run greater than 35 feet.
  17. The drawings shall be sized to 24 x 36 (minimum) with a scale of 1/8" = 1'-0" (minimum) and a text height of 1/8".
  18. Symbols and abbreviations list.
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