



**Prince George's County**  
Department of Permitting, Inspections  
and Enforcement  
**BUILDING PLAN REVIEW DIVISION**  
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Largo, Maryland 20774  
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## MINIMUM PLAN SUBMISSION REQUIREMENTS FOR PLANS ON FILE (POF) FOR SINGLE-FAMILY HOUSE(S) AND TOWNHOUSE(S)

Applicants must provide two copies of 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

- Cover Page: Must include Identifying Labeling (see #10 below), Scope of Work, Drawing Index, Code Analysis, Current IBC/IRC/IECC Codes and [Prince George's County Building Amendments, Subtitle 4](#).
- 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 gusts; Seismic Design Category B.
- Frost/Footing Depth = 30-inches.

### REQUIRED DRAWINGS

1. **Foundation Plan** (Min. Scale  $\frac{1}{4}'' = 1'-0''$ ): 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.
2. **Floor Plans** (Min. Scale  $\frac{1}{4}'' = 1'-0''$ ): 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.
3. **Building Cross Section(s)** (Min. Scale  $\frac{1}{4}'' = 1'-0''$ ): 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.
4. **Framing Plans** (Min. Scale  $\frac{1}{4}'' = 1'-0''$ ): 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.
5. **Elevations** (Min. Scale  $\frac{1}{4}'' = 1'-0''$ ): 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.
6. **Typical Wall Sections** (Min. Scale  $\frac{3}{4}'' = 1'-0''$ ): 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.
7. **Details** (Min. Scale  $\frac{3}{4}'' = 1'-0''$ ): As required to show special conditions.
8. **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.
9. **Current Attached PG Notes** (see the attached sheet): Must be part of the permit set. This note shall be shown on the second or third sheet of the permit set.

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10. **Identifying Labeling:** The Developer/Builder and House Type/Model names must be on the cover page in large-size fonts and on the Title Block of each sheet.
  11. **Prince George's (PG) County Details:** For all house types, the PG Details must be part of the permit set. These details include but are not limited to:
    - a. Areaway plan and section with all required dimensions, including guardrail design.
    - b. Window well plan and section with required dimensions.
    - c. Foundation wall waterproofing details.
    - d. Steel post to concrete footing connection details.
    - e. Steel beam to wood joist or wood beam connection details.
  12. **All Plans on File (POF) Projects:** Must bear a seal and signature of an Architect or a Professional Engineer registered in the State of Maryland. Professional Certification must be on each sheet of the plans.
  13. **Decks Must Be Submitted Separately with a New Case #:** Deck shown on POF projects will not be part of the approved permit set.
  14. **Plan Sheets Must Be a Uniform Size:** All sheets must be the same size (minimum 18" x 24").
  15. **Building Thermal Energy Calculation:** Must be submitted as part of the permit set, and on the same size sheet as the drawing set.
  16. **Each PDF Sheet of the ePlan Submittal Must Be Named:** Must label each page with "Sheet # — Sheet Title" before uploading to the system. The permit set must be uploaded in the appropriate folders; Architectural drawings in the Architectural folder and Structural drawings in the Structural folder.