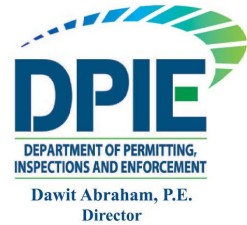




Angela D. Alsobrooks
County Executive

THE PRINCE GEORGE'S COUNTY GOVERNMENT
Department of Permitting, Inspections and Enforcement
Building Plan Review Division



Plan Screen Checklist for Commercial 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.

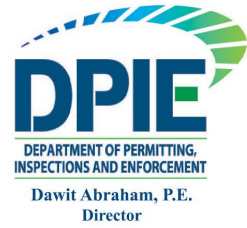
Address: _____

#	Provided	Not Applicable	Item
Building/Structural and Fire/Life Safety			
1.	<input type="checkbox"/>	Must be provided	File name in eplan matches sheet name
2.	<input type="checkbox"/>	Must be provided	Plan sheets must be named appropriately and uploaded in the correct folders. Click here for eplan guide . Example: A101 – First Floor Plan <i>Upload in Architectural drawing folder</i> S102 – Foundation Plan <i>Upload in Structural drawing folder</i>
3.	<input type="checkbox"/>	Must be provided	Provide scale on plan. Minimum 1/8 inch = 1 foot. Details ¼ inch = 1 foot
4.	<input type="checkbox"/>	Must be provided	Cover page provided with <ul style="list-style-type: none"> Drawing index Code analysis: height, number of stories, floor area and total area, design criteria (live load, dead load, snow load (30 psf), wind speed (115 mph), soil bearing capacity maximum (2000 psf), fire sprinklers (yes/no) List applicable county codes with edition : ex. 2018 International Residential Code and County Amendments Subtitle -4.
5.	<input type="checkbox"/>	Must be provided	Scope of work (work description) provided on cover sheet
6.	<input type="checkbox"/>	Must be provided	Title blocks all sheets with project address, a date. Designer name and contact information.
7.	<input type="checkbox"/>	Must be provided	All sheets: Professional Architect/Engineer's sign, seal and date w/ Professional certification and expiration date. No cropped seal. Must be original to plan or digital signature.
8.	<input type="checkbox"/>	<input type="checkbox"/>	For revisions, revised sheets must have same file name and sheet name as original file/sheet.
9.	<input type="checkbox"/>	<input type="checkbox"/>	Room name and dimension of each space
10.	<input type="checkbox"/>	<input type="checkbox"/>	Site plan
11.	<input type="checkbox"/>	<input type="checkbox"/>	Foundation Plan
12.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Life safety plan(s) (ex. egress)
13.	<input type="checkbox"/>	<input type="checkbox"/>	Floor plans for each story and basement
14.	<input type="checkbox"/>	<input type="checkbox"/>	Framing plans (floor and roof)
15.	<input type="checkbox"/>	<input type="checkbox"/>	Building Cross Section
16.	<input type="checkbox"/>	<input type="checkbox"/>	Typical Wall Sections
17.	<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations — all sides (Front, Rear, Left and Right)



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18.	<input type="checkbox"/>	<input type="checkbox"/>	Furniture/racks/shelves layout plan(s)
19.	<input type="checkbox"/>	<input type="checkbox"/>	Structural/fire damage project– county inspector report
Mechanical			
20.	<input type="checkbox"/>	<input type="checkbox"/>	Symbols and Abbreviation list
21.	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical equipment schedule (s) /equipment labeled on all floor/roof plan
22.	<input type="checkbox"/>	<input type="checkbox"/>	Duct size and location
23.	<input type="checkbox"/>	<input type="checkbox"/>	For new buildings, a soil report and water table report
24.	<input type="checkbox"/>	<input type="checkbox"/>	Copy of flood plain approval/waivers, if provided by DPIE site/road division.
Electrical			
25.	<input type="checkbox"/>	<input type="checkbox"/>	Symbols and Abbreviation list
26.	<input type="checkbox"/>	<input type="checkbox"/>	Power riser or single line/one line diagram
27.	<input type="checkbox"/>	<input type="checkbox"/>	Panel(s) schedule
28.	<input type="checkbox"/>	<input type="checkbox"/>	Lighting schedule
29.	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Site Plan
Health			
30.	<input type="checkbox"/>	<input type="checkbox"/>	<p>If the building has any of the items below, provide the “Health Plan Screening Checklist” (https://www.princegeorgescountymd.gov/sites/default/files/media-document/Health%20Plan%20Screening.pdf) in addition to this checklist.</p> <ul style="list-style-type: none"> • New Commercial Food Service Facility • Restaurants • Carryout • Grocery stores • Catering facilities • Theater/stadium/amusement park concessions • Senior feeding programs • Nursing homes • Assisted Living Facilities with more than 16 beds • Public and Private Schools • Penal System

- Link to Building Plan Review Division page for minimum submission requirements [Building Plan Review Division | Prince George's County \(princegeorgescountymd.gov\)](#) for International Building Code.
- Link to forms [Building Plan Review Forms | Prince George's County \(princegeorgescountymd.gov\)](#)
- Link to County Building Codes [Building Codes & Bulletins | Prince George's County \(princegeorgescountymd.gov\)](#)