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.	☐	Must be provided	File name in eplan matches sheet name
2.	☐	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 *Upload in Architectural drawing folder* S102 – Foundation Plan *Upload in Structural drawing folder*
3.	☐	Must be provided	Provide scale on plan. Minimum 1/8 inch = 1 foot. Details ¼ inch =1 foot
4.	☐	Must be provided	Cover page provided with • 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.	☐	Must be provided	Scope of work (work description) provided on cover sheet
6.	☐	Must be provided	Title blocks all sheets with project address, a date. Designer name and contact information.
7.	☐	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.	☐	☐	For revisions, revised sheets must have same file name and sheet name as original file/sheet.
9.	☐	☐	Room name and dimension of each space
10.	☐	☐	Site plan
11.	☐	☐	Foundation Plan
12.	☐	☒	Life safety plan(s) (ex. egress)
13.	☐	☐	Floor plans for each story and basement
14.	☐	☐	Framing plans (floor and roof)
15.	☐	☐	Building Cross Section
16.	☐	☐	Typical Wall Sections
17.	☐	☐	Building Elevations — all sides (Front, Rear, Left and Right)

18.	☐	☐	Furniture/racks/shelves layout plan(s)
19.	☐	☐	Structural/fire damage project– county inspector report
			Mechanical
20.	☐	☐	Symbols and Abbreviation list
21.	☐	☐	Mechanical equipment schedule (s) /equipment labeled on all floor/roof plan
22.	☐	☐	Duct size and location
23.	☐	☐	For new buildings, a soil report and water table report
24.	☐	☐	Copy of flood plain approval/waivers, if provided by DPIE site/road division.
			Electrical
25.	☐	☐	Symbols and Abbreviation list
26.	☐	☐	Power riser or single line/one line diagram
27.	☐	☐	Panel(s) schedule
28.	☐	☐	Lighting schedule
29.	☐	☐	Electrical Site Plan
			Health
30.	☐	☐	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. • 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)