



**PRINCE GEORGE'S COUNTY
DEPARTMENT OF ENVIRONMENTAL RESOURCES
DEVELOPMENT SERVICES BRANCH
PERMITS AND REVIEW DIVISION**

BULLETIN 2003 – 2

April 10, 2003

SUBJECT: Plan Screening - New Single Family Dwellings

PURPOSE: This is to announce an expansion of our existing plans screening process to include new single-family dwellings. This supersedes Bulletin 98-1 dated November 16, 1998.

In our continuing effort to improve the permitting process, several specific repetitive issues have been identified which impede the plan review and approval process. These issues result from the submission of incomplete plans submitted at the time of building permit application and lead to unnecessary plan review backlogs that impact all building permit applicants. The expanded plan screening process is intended to aid plan reviewers and permit applicants. This will be accomplished by reducing the number of plans with basic review difficulties that consume the bulk of permit processing time.

The permit applicant will be required to submit a completed plan screening form along with the appropriate number of copies and types of plans requested when making application in the Permit Office.

Attached is the plan screening checklist to be completed and submitted with any application for single-family dwelling construction. The plan screening is intended to be prepared by the individual(s) most familiar with the details of the

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plans and is expected to be accurate and complete. This is to be reviewed and accepted by the plans screening staff prior to permit application acceptance.

Effective May 1, 2003, the Permits and Review Division will implement the screening process of all plans for single-family dwelling permits.

Stan E. Wildesen, P.E.
Building Code Official

Attachment

bc: Behdad Kashanian
Rey de Guzman

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April 2, 2003
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SEW:BAK:RD:jld