



Prince George's County
 Department of Permitting, Inspections
 and Enforcement
SITE/ROAD PLAN REVIEW DIVISION
 9400 Peppercorn Place
 Largo, Maryland 20774
 (301) 883-5710



**BUILDING PERMIT — SITE/ROAD REVIEW
 DESIGN REVIEW CHECKLIST**

This checklist serves as a guide for the consultant in submitting a complete building permit to the site road plan review division. Any questions regarding items contained herein should be referred to the Prince George's County DPIE for clarification.

Building Permit Number _____

Date: _____

Site Address: _____

Permit Expediter: _____ Permit Expediter Phone/Email: _____

Applicant: _____ Applicant Phone/Email: _____

Engineer: _____ Engineer Phone/Email: _____

Consultant: Please complete the checklist below by indicating the following:
 C or ✓ = Complete or checked; X = Not Applicable; O = Outstanding, need to address
 Please place the appropriate symbol in the CONSULT column.

Item #	Design Checklist Item	Reference	Engineer	DPIE Met Not Met
1	Site Certification Form completed and submitted.			
2	Planning Board Conditions Submitted (Preliminary Plan of Subdivision, etc).			
3	Planning Board Conditions met. Letter submitted providing detailed explanation of required offsite improvements and includes permits numbers as well as dates of issuance, to demonstrate compliance with planning board resolution transportation and road requirements (if applicable).			
4	Site Development Concept Plan approved and not expired.	32-177/178		
5	Site Development Fine Grading Permit issued and not expired.	32-126		
6	Site Development Fine Grading Permit exempt: LOD <5000 SF, Cut or Fill <100 CY and Grade change <1 ft	32-127(6)		
7a	Residential driveway is permitted with Site Development Fine Grading Permit – OR –			

7b	Separate residential driveway permit has been issued. NOTE: If frontage street is maintained by Municipality or SHA, driveway permit must be secured from Municipality or SHA.			
8	Proposed driveway width matches issued permit.			
9	Residential driveway apron is not: Closer than 3 ½ feet from driveway to nearest abutting property line Closer than 5 feet to outside line of a storm drainage inlet Closer than 5 feet away from existing electrical or light pole Closer than eighteen (18) feet of full curb height to the beginning of the flare of another driveway. See techno-gram 001-2018 for permissible exceptions Wider than 20' at r/w line.			
10	Approved Sediment Control Plan provided. Expiration date provided on plan. Plan not expired.	32-126(a) , 32-184		
11	Approved Stormdrain/Stormwater Management Plan provided. Expiration date of permit included on plan. Permit not expired.	32-165 32-195		
12	A recorded Maintenance Agreement (private SD/SWM) provided. Prior to the issuance of any building permit for which private storm drain and/or stormwater management is required, the County requires owner to execute a declaration of covenant to maintain these facilities.	32-195		
13	Recorded surface drainage easement provided. These easements must be provided for concentrated surface runoff that crosses more than one property line.	32-136 32-151(6) 32-184		
14	Soils report provided. Report defines depth and elevation of groundwater. For residential property, basement is at least 2.5 feet above the groundwater table elevation. See Technogram 005-2016.	32-131 Technogram 005-2016		
15	Approved Tree Conservation Plan Plan or Exemption letter provided.	32-130(a)(15)		
16	Approved 100-year floodplain delineation provided. Floodplain easements recorded	32-205(c)		
17	SINGLE FAMILY RESIDENTIAL: Site and Landscape Plan shows proposed house, driveway, roads, sidewalks, and other proposed site improvements. No features proposed inside easements.			
18	COMMERCIAL: Site and landscape plan shows sidewalks, parking, roads, patios, and other proposed site improvements. No features proposed inside easements.			
19	Signature and Seal. The signature and seal of the preparer of the site plan, landscape plan.	32-129		
20	Disturbed area statement. Residential. A disturbed area statement for each building lot shown on site plan.	32-130(a)(4)		
21	Limits of Disturbance (LOD) clearly delineated on site plan. Area of LOD is noted on plan. LOD matches on site, sediment control, tree conservation, and storm drain plans.	32-130(a)(4)		
22	Limits of Class I Fill – All proposed class I fill shown on site plan. No class II fill under structures. No class III fill on lots.	32-130(a)(7) 32-156		
23	Permission for offsite grading – Recorded grading easement provided for all areas of offsite grading. If offsite areas are to be disturbed but existing grades maintained, a notarized letter of permission is acceptable.			
24	Utilities shown – Location of all existing and proposed water, sewer, storm drain, and dry utilities shown on site plan. Also show water and sewer house connections.	32-106		

25	Topography – Existing and proposed shown on site plan. Topography should extend a minimum of 20' beyond site property lines. PG Atlas GIS topography may be used for offsite areas if offsite survey cannot be obtained.	32-130(a)(5)		
26	Maximum slopes not exceeded: 2 horizontal to 1 vertical – commercial and industrial 3 horizontal to 1 vertical - residential	32-151		
27	Driveway slope: 12.5% maximum 1% minimum	32-151		
28	Driveway and parking lot cross slopes comply with code: 1.04% (1/8 inch in 12 inches) minimum 4.17% (1/2 inch in 12 inches) maximum	32-151		
29	Parking lots and parking areas: 1% minimum 7% maximum	32-151		
30	Yard or Lawn Slope minimum 2.5%.	32-151		
31	Longitudinal Swale Slope minimum 2% if sodded or 2.5% otherwise.	32-151		
32	Ground elevations at corners of buildings shown	32-130(a)(9)		
33	Floor Elevations – All basements and first floor elevations shown. Garage elevations shown.	32-130(a)(9)		
34	First floor and basements are not proposed below 100-year floodplain protection elevation	32-205(b)(f)		
35	Slope away from building – Show spot elevations to demonstrate: Minimum 10" in first 10' Maximum 30" in first 10' for residential	32-151 32-162(a)(5)		
36	Site plan inconsistencies – Site plan is consistent with approved site development fine grading permit plans. If proposed structure is larger than shown on SDFG plan, additional SWM added to plan. Limit of disturbance does not match TCP plan. Revision to TCP processed.			
37	Site development fine grading (SDFG) permit includes THIS lot. If SDFG permit does not reflect this lot in county epermits system, revision to grading permit required.			
38	Owner's name and address – Name, address, phone number appears on site plan.			
39	Preparer's Name and Address – Name, address, and phone number of the Preparer of the plan appears on the plan.	32-130(a)(2)		
40	Critical Area Plan and Agreement – Proposed development is located within the Chesapeake Bay Critical Area. Submitted approved conservation plan and agreement.	32-178(c)		
41	100-Year Storm Overflow – Defined 100 year overflow path, assuming complete stoppage of the system. Show path of overflow out to a public right of way. At critical locations, hydraulic gradient has been determined to ascertain that proposed building(s) will not flood. All structures are at least 1 foot above 100 year overflow elevations.	32-162		
42	Storm flow in swales does not exceed 3 cfs. If flows exceed 3 cfs, these flows are conveyed in an enclosed storm drain system. Provide calculations to demonstrate compliance.	32-162		

43	Drainage facilities including sump pumps, foundation drains, trench drains, and underdrains are discharged into publicly maintained drainage system or continuously flowing natural watercourse.	32-162		
44	Property Line Setback of Slopes Steeper than 4:1 – Proposed slopes steeper than 4:1 set back from the property line as outlined in the Grading Ordinance.	32-161		
45	Setback of Building on Slopes Steeper than 4:1 - building are set back from the top or toe of the slope as outlined in the Grading Ordinance.	32-161		
46	Soils Report – Marlboro Clays – Marlboro Clays appear to outcrop on this site. Submitted a detailed soil report indicating recommendations for construction in these highly unstable soils.			
47	Retaining Walls – Walls less than or equal to 2' in height may be included with this permit. Walls in excess of 2' in height require separate building permit. Submitted cross section and details for all retaining walls less than 2' in height.			
48	Benches – Proposed slopes steeper than 4:1 are benched per code.	32-162(a)(3)		
49	Permission From WSSC – Permittee has secured a letter of Permission from WSSC for Grading and/or Disturbance within the existing WSSC easement.			
50	Existing Structures Shown – Clearly show location of all existing structures.	32-130(a)(9)		
51	Vicinity Map with site location is shown.	32-153		
52	North Arrow is shown. Horizontal and vertical datum is shown next to North arrow.	32-153		
53	Scale and Contour Interval – Plan scale and contour interval are noted.	32-130(a)(5)		
54	Parcel Identification – Lots, blocks and parcels are shown on plan and match recorded subdivision plat. Area of lot shown on plan. Address of proposed structure shown on plan.	32-130(a)(10)		
55	Title of Plan includes grading (Site Grading Plan).			
56	Handicap parking is shown in parking lots. Spot elevations on HC spaces reflect 2% or flatter. HC symbol and HC parking sign shown. Accessible path shown and provided where required by code.			
57	Grading Certification shown on plan and signed/sealed: "I certify that this plan has been designed in accordance with the requirements of Subtitle 32, Division 2 of the Code of Prince George's County, Maryland; and that I or my staff have Inspected this site and that drainage flows from uphill properties onto this site, and from this site onto downhill properties, have been addressed in substantial accordance with applicable codes."	32-130		
58	Vegetative Stabilization Note shown on plan: "Stabilization practices on all projects must be in compliance with the requirements of COMAR 26.17.1.08 G regulations, regardless of when an Erosion and Sediment Control Plan was approved. Following initial soil disturbance or re-disturbance, permanent or temporary stabilization must be completed within: Three (3) calendar days as to the surface of all perimeter dikes, swales, ditches, perimeter slopes, and all slopes steeper than 3 horizontal to 1 vertical (3:1); and Seven (7) calendar days as to all other disturbed or graded areas on the project site not under active grading."			

	<p>DPIE IN-HOUSE USE ONLY</p> <ol style="list-style-type: none"> 1) Populate e-permits with site information and all related permits. All permits needs to be valid. 2) Look into previous reviews (surrounding lots). 3) Approved fine grading permit includes this lot/block in epermits. 4) Fees added to epermits 5) Restoration bond added to epermits if applicable 6) Workflow approved in epermits for paper cases. These crossed-out items are already included in the above checklist items. Remove duplicate- 			
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