



Prince Georges County Department of Permitting, Inspections and Enforcement Instructions for Applying Stamps

1. Stamp One – Signature Ready Set:

- DPIE to confirm that all department reviews are complete.
- DPIE to confirm that MNCP&PC has applied the MNCP&PC approval stamp to *the top left corner* of applicable sheets, if case type requires MNCP&PC review.
- For E-Plan Cases: DPIE to move all final plans and documents to the Approved Folders.
- For Paper Processing Cases: DPIE to collect all final plans and documents from all departments.
- This Signature Ready stamp shall be positioned on the *top right hand corner* of every sheet of a plan or permit set, AFTER all department reviews are complete. This stamp shall be positioned on the front cover page of all reports or computations.
- DPIE to apply the “Signature Ready” stamp to all sheets:
 - a) For E-Plan Cases: After DPIE batch stamps with “signature ready” stamp, the applicant shall be instructed to download “Signature Ready” stamped plans. **Applicant to apply design professional seals, signatures and dates to all sheets, and return two sealed copies to the permits office. For building permits, return one set of 11 x 17 sized paper plans. For site-road plans and permits, return two sets of full sized plans and digital copy of sealed plans on a CD.**
 - b) For Paper Processing Cases: the applicant shall be instructed to bring in two sets of plans for approval. **Applicant to bring in two sets of plans with design professional seals, signatures and dates on all sheets. For building permits, return two sets of 11 x 17 sized paper plans. For site-road plans and permits, return three sets of full sized plans and digital copy of sealed plans on a CD. DPIE Permit Coordinator to ensure that MNCP&PC stamps paper sets. DPIE Permit coordinator to manually stamp these plans with the “Signature Ready” stamp - applied to all sheets and documents.**



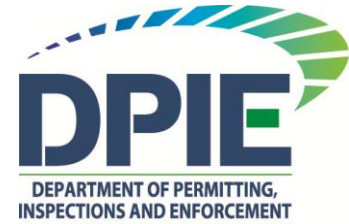
2. Stamp Two – Approved Permit Set:

- This stamp shall be applied to the *center right hand side* of every sheet of a permit set, below the Signature Ready stamp.
- DPIE to confirm the following before batch stamping with Approved Permit Set stamp:
 - a) All fees have been paid
 - b) All bonds have been posted
 - c) All remaining permit conditions have been satisfied
 - d) All sheets contain the “Signature Ready Set” stamp.
 - e) The applicant returned “Signature Ready Set” with design professional seals, original signatures and dates on all sheets
- For E-Plan Cases: DPIE to batch stamp all plans and documents in the Approved Plan and Approved Document Folders. DPIE to upload the permit into the approved permit folder. **The applicant will be notified to download the Approved Permit Set and Permit.** One set of sealed paper plans to be stored in the permit office for requisite number of years. Second set of plans to be delivered to inspector (site road only).
- For Paper Processing Cases: DPIE to manually stamp all plans and documents with the “Approved Permit” stamp. One set of sealed paper plans to be stored in the permit office for requisite number of years. One set of paper plans to be delivered to Inspector (site road only). **One set of plans to be picked up by the applicant.**

3. Stamp Three- Approved Plan Set:

Only applicable to the following case types: 100 year floodplain study, Site Development Concept Plan, Street Grade Establishment Plan case types, CIP Road/Bridge Plan, CIP Drainage Plan.

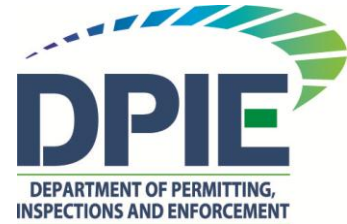
- This stamp shall be applied to the *center right hand side* of every sheet of a plan set, below the Signature Ready stamp. This stamp is meant to be used in lieu of the Approved Permit Set” stamp, for cases that result in plan approval only.
- DPIE to confirm the following before batch stamping with Approved Plan Set stamp:
 - a) All sheets contain the “Signature Ready Set” stamp.
 - b) The applicant returned “Signature Ready Set” with design professional seals, original signatures and dates on all sheets
- For E-Plan Cases: same procedures as stamp two.
- For Paper Processing Cases: same procedures as stamp two.



4. **Stamp Four – Approved Permit Set (Conditional Approval) - Optional**

Applicable to Site Development Fine Grading, Site Development Rough Grading and Street Construction Permits Only

- A permit is eligible for this “conditional” stamp if all plan comments issued by DPIE and DPW&T are satisfied and rights of ways/easements are recorded.
- **Permittee must submit request to choose this option.**
- This approval stamp represents complete plan approval by DPIE and DPW&T for roadway and drainage systems included in the plan (storm drain, stormwater management, paving, sidewalk, curb/gutter, pavement marking, signage, signals and other roadway appurtenances, grading).
- **This DOES NOT REPRESENT A PERMIT TO CONSTRUCT.** Additional outstanding permit requirements, including payment of fees and posting of bonds must be satisfied prior to final permit issuance.
- If a permit for this work is not secured within 6 months of this conditional approval, this approval expires and all previously paid permit fees are forfeited. **In this instance, the permittee shall file for permit extension and pay the required filing fees again.**
- This stamp shall be applied to the *bottom left* of every sheet of a permit set.
- DPIE to confirm the following before batch stamping:
 - a) All sheets contain the “Signature Ready Set” stamp.
 - b) All rights of ways and easements have been recorded.
 - c) The applicant returned “Signature Ready Set” with design professional seals, original signatures and dates on all sheets
- For E-Plan Cases: DPIE to batch stamp all plans and documents in the Approved Plan and Approved Document Folders. **The applicant will be notified to download the Approved Permit Set (Conditional Approval).** One set of sealed paper plans to be stored in the permit office for requisite number of years.
- For Paper Processing Cases: DPIE to manually stamp all plans and documents with the “Approved Permit Set (Conditional Approval)” stamp. One set of sealed paper plans to be stored in the permit office for requisite number of years. **One set of plans to be picked up by applicant.**
- **Note: Once all other permit conditions have been satisfied (fees, bonds, sign off by MNCP&C, etc), these plans need to be re- stamped with MNCP&PC STAMP and DPIE STAMP TWO.**



5. **Stamp Five – Approved Plan Set (SD-SWM Only) - Optional**

Applicable to Site Development Fine Grading, Site Development Rough Grading and Street Construction Permits Only

- A plan is eligible for this Technical “SD-SWM Only” stamp if all plan comments issued by DPIE and DPW&T pertaining to the Storm Drain and Stormwater Management Systems have been satisfied and SD/SWM rights of ways/easements are recorded.
- This approval stamp represents complete plan approval by DPIE and DPW&T for storm drain and stormwater management systems only.
- This approval stamp does not grant approval for general site grading or roadway systems, including paving, sidewalk, curb/gutter, pavement marking, signage, signals and other roadway appurtenances.
- **This DOES NOT REPRESENT A PERMIT TO CONSTRUCT.** Additional outstanding permit requirements, including payment of fees and posting of bonds must be satisfied prior to final permit issuance.
- This stamp shall be applied to the *bottom center* of every sheet of a permit set.
- DPIE to confirm the following before batch stamping:
 - d) All sheets contain the “Signature Ready Set” stamp.
 - e) All rights of ways and easements have been recorded.
 - f) The applicant returned “Signature Ready Set” with design professional seals, original signatures and dates on all sheets
- For E-Plan Cases: DPIE to batch stamp all plans and documents in the Approved Plan and Approved Document Folders. **The applicant will be notified to download the Approved Plan Set (SD-SWM Only).** One set of sealed paper plans to be stored in the permit office for requisite number of years.
- For Paper Processing Cases: DPIE to manually stamp all plans and documents with the “Approved Plan Set (SD-SWM Only)” stamp. One set of sealed paper plans to be stored in the permit office for requisite number of years. **One set of plans to be picked up by applicant.**
- **Note: Once all other permit conditions have been satisfied (fees, bonds, sign off by MNCP&C, etc), these plans need to be re- stamped with MNCP&PC STAMP and DPIE STAMP TWO.**



6. **Stamp Six – Approved As Built Plan Set**

Applicable to As Built Approval for Site/Road Plans

- DPIE to confirm that Applicant has provided As Built Plans and Computations with design professional seals, original signatures and dates on all sheets.
- DPIE to confirm that all departments reviews are complete prior to batch stamping with “Approved As Built Plan Set” stamp.
- DPIE to confirm that all as built review fees have been paid.
- DPIE to move all final as built plans and documents into Approved As Built folder.
- DPIE to apply this stamp to the bottom right corner of every sheet of the as built plan set.
- For E-Plan Cases: DPIE to batch stamp all plans and documents in the Approved As Built Folders. **The applicant will be notified to download the Approved As Built Plan Set.**
- For Paper Processing Cases: DPIE to manually stamp all plans and documents with the “Approved As Built Plan” stamp.
- One set of sealed, stamped as built plans to be submitted to PGSCD (if dam safety approval required).
- One set of sealed, stamped as built plans to be sent to DPW&T Office of Highway Maintenance.
- One set of sealed, stamped as built plans to be sent to DPW&T Office of Project Management (highways and bridges) if bridge or large culvert.
- One set of sealed, stamped as built plans to be sent to DPIE Inspector.