



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

BULLETIN 2001-5

July 6, 2001

SUBJECT: Application Process for Volume Single Family Dwellings, New Commercial Buildings, Commercial Additions and Townhouses

PURPOSE: This is to announce a more streamlined permit application process for the volume builder that is intended to reduce the number of incomplete or inadequate submittals entering the permits process for review.

Effective July 9, 2001, the County shall require the volume builders to pre-separate plans submitted for new commercial buildings, commercial additions, townhouses and single family dwellings.

1. The submittals for the Permits and Review Division's (PRD) Site Unit, Maryland-National Capital Park and Planning Commission (M-NCPPC) and the Department of Public Works and Transportation (DPW&T) must be folded for ease of handling.
2. Fire, structural, electrical and architectural plans must be rolled.
3. Any accompanying documentation must be stapled to plans and displayed on the outside of the rolled or folded plans.
4. Each reviewing agency requires specific types and numbers of copies of plan(s) for review. Label the pre-separated plans for the specific reviewing agency and then submit to plan screening.