



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

BULLETIN 2004-3

January 14, 2004

- SUBJECT:** Residential Walk-Thru Procedure
- PURPOSE:** To establish policy and clear guidelines for a Residential Walk-Thru Procedure as it relates to new residential additions, modifications and renovations.
- AUTHORITY:** This bulletin is issued by authority granted to The Chief Building Code Official as detailed in Subtitle 4, Prince George's County Building Code.

Effective February 2, 2004, Prince George's County will implement a revised Residential Walk-Thru Procedure. In order to reduce waiting time at the County Permit Center and provide adequate review time, thereby assuring a thorough plan review for compliance with applicable codes and regulations, the additions, modifications and renovations to existing residential buildings will be handled as described below:

- Residential additions and garages not more than one story in height and less than 30% of the main buildings footprint shall be considered for the Residential Walk-Thru Procedure. Detached one story sheds will also be considered as a walk-thru.

Example: A one-story addition on a crawl space and/or concrete slab will be considered for a walk-thru (not to exceed 30% of the main building footprint). The same addition w/basement will not be considered for a walk-thru. Vertical additions will not be considered for the walk-thru process.

- Garages and residential additions not included in the walk-thru process shall be submitted with detailed architectural, structural and site plans on 24"x36" sheets to the Permits Processing Unit at the Permit Center for distribution. This process usually takes approximately 15 business days.

- All additions will be subject to geotechnical review according to the Prince George's County Codes.
- The Stormwater Management concept approval or site plan needs to be reviewed and approved by the Department of Environmental Resource's Site Unit prior to issuance of a building permit. This process usually takes approximately 10 business days.
- Building permit fees shall be based upon the area, as calculated from exterior dimensions of all floors. The fees will be calculated using:
 - \$0.30 per square foot for new additions;
 - \$0.10 per square foot for new garages and unfinished basements;
 - \$0.18 per square foot for finished basements if submitted concurrently with the building addition application. Otherwise, a flat permit fee of \$225 will be imposed regardless of the size of the basement.
 - \$20 per application grading fee for new additions;
 - \$25 per application for Use and Occupancy Permits; and
 - \$5 per application for the Maryland-National Capital Park and Planning Commission.

Should you have questions regarding this bulletin, please feel free to contact Behdad Kashanian, Section Head, Engineering and Plans Review Section, or his staff, at (301) 883-5880.

Sincerely,



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

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1/13/04