

Third Party Plan Reviewer Requirements

In order to obtain approval to participate in the Third Party Plan Review Program, a business entity or sole proprietor must qualify as provided in Section V. of the Third Party Plan Review Policy which states as follows:

All individual plan reviewers shall be licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the State of Maryland or hold a current ICC plan examiner certificate applicable to the type of review performed and demonstrate that they have adequate plan examination experience to ensure compliance with all applicable building, energy, accessibility and other pertinent construction codes.

A third party plan reviewer or a firm employing third party plan reviewers (collectively “plan reviewer”) must be qualified to perform reviews. To be considered for approval, a business entity or sole proprietor must submit a completed OMB Standard Form 255, Architect-Engineer and Related Services Questionnaire for Specific Project, with all numbered information completed except for numbers 2, 5, 6 and 9. A statement of qualifications in a similar format is acceptable.

Submit Form 255 or similar statement of qualifications and an executed Acknowledgement and Indemnification agreement (see form attached) in person, by US mail or e-mail as follows:

Baltimore County Building Engineer
111 W. Chesapeake Avenue, Room 105
Towson, MD 21204
dbrand@baltimorecountymd.gov

The plan reviewer shall, at a minimum, conduct a review of the building plans and specifications for the proposed permitted work, including, as appropriate, but not limited to, the information described below:

1. Accuracy and completeness of Baltimore County DATA Sheet.
2. Confirmation of Height and Area for Use Groups.
3. Separated or Non-Separated Use Groups.
4. Confirmation of correct structural design loads prescribed by applicable codes including local amendments.
5. Completeness of Architectural Plans, including partition and door schedules, detail sections, cross sections, elevations & number of stories.
6. Life Safety per IBC and NFPA 101 as locally amended by County building and fire codes, i.e., occupancy classification, occupant load and factors used, travel distances and maximum allowed dead ends, number and arrangement of all Means of Egress, remoteness of means of egress including exits & exit discharge and capacity of, any fire resistive ratings of means of egress components, interior finish, etc.
7. Project Specifications
8. Fire protection system prescribed by applicable codes, i.e., class I standpipes, kitchen hood fire suppression system, etc.
9. Fire Alarm system prescribed by applicable codes.
10. Fire Suppression system prescribed by applicable codes, i.e., NFPA 13 & NFPA 13-R.
11. Smoke Control system.
12. Commercial Kitchen Hood system as prescribed by NFPA 96 and IMC.
13. Sound transmission value requirements for residential occupancies.
14. Compliance with IMC (International Mechanical Code).
15. Compliance with Maryland Accessibility Code (COMAR 05.02.05) and UFAS for HUD funded residential projects.

16. Compliance with IECC (International Energy Conservation Code).
17. Proper design for roof drainage as prescribed by the IBC and Baltimore County Plumbing & Gasfitting Code.

The reviewer shall prepare a report titled Review Narrative which shall be submitted with the building permit application and contain the following information as applicable to the project reviewed

1. Plan Reviewer contact information: name, mailing address, e-mail address & phone number.
2. Project description, i.e., new building, addition, renovation/alteration, change of occupancy, etc.
3. Applicable standards of review, i.e., IRC, IBC, IMC, IECC, MD Accessibility Code, NFPA Life Safety Code, etc.
4. Address of construction site.
5. Name of owner and project.
6. PAI Development number, if applicable.
7. Occupancy type.
8. Type of construction.
9. Floor area
10. Number of stories & height of building.
11. Identification of fire protection features, i.e., automatic sprinkler protection and type provided, class I standpipes, fire alarm system, smoke control systems.
12. If use involves storage or handling of hazardous materials, describe related protection features.
13. Structural Design Loads: Floor and Roof, Ground Snow, Wind Speed & Exposure Class, Seismic design category, and Risk Category of Building.
14. Indicate if any portion of the project is located within the 100-year floodplain, indicate compliance methods.
15. Certification by the principal plan reviewer attesting that:
 - (a) the construction plans and specifications were reviewed under his or her direct supervision; and
 - (b) based upon the plan review performed, it is the professional judgment of the plan reviewer that, to the best of his or her knowledge, the plans reviewed meet the minimum requirements of all applicable building and fire codes.

Additional Requirements:

The qualifications of a plan reviewer are directly affected by the credentials of their personnel. When there is a change in approved personnel, Baltimore County must be notified and issue approval prior to execution of any plan review related duties for non-approved personnel.

The principal plan reviewer shall sign all individual sheets of reviewed plans adjacent to the design professional's signature and seal. Two sets will be required; one record set and one field copy to be kept at job site.

In order to prevent plans from being approved by a plan reviewer and then rejected by the County's building plans review or inspection staff, the County will make a plan review coordinator available to plan reviewers to assist with interpretive considerations. When the plan reviewer encounters any perceived ambiguity in the applicable building codes within the scope of his or her review, the plan reviewer shall contact the plan review coordinator to receive interpretive guidance.