

Intake QA Review Guidelines

Plumbing and Fuel Gas Plan Review Prescreen Checklist for ePlan Review

The Plumbing and Fuel Gas Plan Review Prescreen Checklist is to serve as a guide, for permit applicants and WSSC personnel, for preparation and review of plumbing and fuel gas ePlan review. Any questions regarding items contained herein should be referred to WSSC Intake Staff (301) 206-8650; Intake@wsscwater.com or Plumbing Plans Review staff for clarification. This checklist is located on the WSSC website at wsscwater.com / Business & Construction / Regulatory & Licensing Services / Plan Review Information.

****Beginning July 1, 2019, all plans submitted will be "Prescreened" and subject to the published "Rejection" fee; adhere to all checklist items (in blue); items in red are "rejectable" and subject to the referenced fee.**

*****Beginning Sept 1, 2019, all projects requiring plans review shall be submitted electronically through WSSC's ePlans Review**

ePLAN REVIEW PROCESS - To get started, complete a Long Form Plumbing Permit Application (found on the WSSC Permitting Services website) and submit online. Permit Services will verify the address and WSSC water and/or sewer billing account number provided on the application. It is important that the proper contact types are established by the permit applicant. The 'Principal Master' is the default contact with full control of the ePlan Review submittal process, unless a 'Plans Submitter' contact is designated. The 'Plans Submitter' contact type allows the 'Principal Master' to delegate the plans review submittal process while still having access to view progress. If a design engineer is to act directly (without a licensee) on behalf of the project they must be designated as the 'Plans Submitter' by the permit applicant. WSSC will send an email invitation and provide a project number to the applicant to upload Plumbing and Fuel Gas (PFG) plans into ePlan Review.

For a detailed overview of the ePlan Review process refer to the RSD Applicant Guide linked at the home page of ePlan Review (<https://planreview.wsscwater.com/ProjectDox/>).

Group	Prescreen Rejection Item <input checked="" type="checkbox"/>	PFG Chec klist Num ber	Plumbing / Fuel Gas Checklist Item
Intake <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	DRAWING FILE(S) SHALL NOT CONTAIN MULTIPLE SHEETS. As specified in the Applicant Guide , each drawing shall be uploaded to the Drawings folder as an individual PDF file.
Intake <input checked="" type="checkbox"/>		2	FILES UPLOADED TO THE CORRECT FOLDER (PDF). All drawing files, including: plans, risers, schedules, etc. shall be uploaded to the 'Drawings' folder. All supplemental documents and specifications shall be uploaded to the 'Documents and Specs' folder.
Intake <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	FILE NAMING CONVENTION (PDF). File names shall be no more than 25 characters (including spaces.) File names shall match the drawing number on the sheet. An optional description is recommended. Descriptors shall be no more than two words. For example, the file name for a riser drawing sheet numbered P-201 could be "P-201" or "P-201 Riser" or "P-201 Riser Diagram". Descriptions more than two words shall not be allowed. (e.g. "P-201 Laurel Chipotle Water Floor Plan.pdf"). File names longer than 25 characters (including spaces) shall not be allowed.
Intake <input checked="" type="checkbox"/>		4	SIGNED AND SEALED STORM DRAIN PLANS. Storm drainage systems shall be designed by a Registered Professional Engineer and documents for review shall be stamped accordingly (as per 302.11 Amendment of IPC Chapter 11, Storm Drainage in the 2018 WSSC Plumbing and Fuel Gas Code).
Intake <input checked="" type="checkbox"/>		5	PROJECT INFORMATION. The address associated with the project is to be listed on the plans or on the title sheet at a minimum.
Intake <input checked="" type="checkbox"/>		6	FLOOR PLANS TO SCALE. All floor plans provided shall be to scale so the plans reviewer can verify distances related to code.
Intake <input checked="" type="checkbox"/>		7	OCCUPANT LOAD. (For Projects with new or renovated restrooms.) The building space usage shall be presented to ensure the plumbing and fuel gas design meets specifications in codes.
Intake <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	WATER/SANITARY RISER DIAGRAMS. Riser diagrams should be provided as supplemental information to the floor plans for review. A cursory prescreen review will only confirm the riser diagrams have been provided and will not provide feedback based on code requirements.
Intake <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9	GAS RISER DIAGRAMS. Riser diagrams should be provided as supplemental information to the floor plans for review. The gas riser diagram should present the longest run of pipe, type of pipe, type of gas, and gas pressure information. A cursory prescreen review will only confirm the gas riser diagram has been provided with the required information and will not provide feedback based on code requirements.
Intake <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	FIXTURE SCHEDULES. Plumbing and gas fixture/appliance schedules should be provided with all necessary information for sizing and code review. For commercial kitchens, all kitchen equipment/fixtures with tailpiece sizes and/or gpm flow required should be presented, as applicable. The prescreen review will only verify that the schedules are provided and not that they are sized correctly or to code. For small projects, applicant may choose to list fixture type in a spec narrative in lieu of fixture schedules.

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Intake <input checked="" type="checkbox"/>		11	<p>GREASE INTERCEPTOR SIZING CALCULATION. If a grease interceptor is presented on the plans, the sizing calculations should be presented. The sizing calculations are often found with the schedules or sanitary riser diagram. The prescreen should verify the sizing calculations or information to do so was provided, though the validity of the sizing will be checked during plans review.</p>
Intake <input checked="" type="checkbox"/>		12	<p>WATER METER ROOM DETAILS. For new or revised incoming water services, the layout and details of the water meter room should be provided. This information can be shown on the water riser and floor plans or a separate detail.</p>
Intake <input checked="" type="checkbox"/>		13	<p>SITE PLANS. For sitework with 3" or less water or 4" or less sewer, civil site plan information shall be provided including elevations for new connections. If any plumbing plans provided refer to the civil site plan, the civil site plan shall be provided.</p>
Intake <input checked="" type="checkbox"/>		14	<p>EQUIPMENT SPECIFICATIONS. Any specifications in addition to equipment schedules should be provided, as applicable. All information should be presented to determine if the plans are designed to code.</p>
Intake <input checked="" type="checkbox"/>		15	<p>INDUSTRIAL DISCHARGE. An IDC survey should be submitted for WSSC review for any sites with non-domestic waste. Refer to chapter 8 of the 2018 WSSC Plumbing & Fuel Gas Code for reference on industrial and special waste.</p>
Intake <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16	<p>DRAWING QUALITY. All submitted drawings must be legible for review. Scanned drawings should not be submitted for plans that were created using CAD software and should be submitted in digital form.</p>
Intake <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17	<p>REVISED DRAWINGS File Name. If revisions are requested following a WSSC plan review, the revised drawings are to be submitted using the same file name. This allows the plans to be versioned in the ePlan Review system for comparison while maintaining folder organization.</p>
			<p>Legend:</p>
			<p>A <input checked="" type="checkbox"/> indicates checklist items required for review, when applicable. These items should be included with the first submittal to facilitate the best possible first review.</p> <p>A <input checked="" type="checkbox"/> indicates a checklist item required in order for a submittal to clear 'Prescreen' and be accepted by WSSC for review. After the announced grace period, Prescreen rejection shall be subject to the applicable Prescreen Rejection Fee.</p>