



Commercial and Industrial Plan Review and Permitting Procedures

1. Written application for building permit and all applicable trades should be filled out completely along with a detail description of work to be permitted. Plan submittals are received no later than 3:00pm each Wednesday for departmental distribution. The following Thursday morning plans are distributed to the applicable departments for review. The departments will perform a joint review for correct content and complete submittals. Incomplete submittals will be immediately returned to the applicant. Complete submittals will be reviewed by the departments and any comments will be discussed the next Thursday and returned to the applicant for either re-submittal or approval.

Plans submitted after 3:00 pm Wednesday will be included in the following week's distribution cycle.

2. Four (4) paper sets of plans showing:

A. Professionally designed drawings bearing the seal and handwritten signature of the responsible engineer and/or architect registered in the State of Georgia for the following:

a. New or existing building and structure with Assembly, Educational, Institutional and Multi-family residential occupancy classification; and any new or existing single story building or structure with a floor area greater than 5,000 square feet; (O.C.G.A. 43-4-14(b)(3)(4))

b. Non-structural interior construction within an existing building that has been designed by a registered architect may bear the seal and signature of a registered interior designer certifying that plans and specifications as submitted are in compliance with the applicable current building codes. (O.C.G.A. 43-4-14(b)(5))

B. One (1) digital set should be provided on disc. The four sets of paper drawings should be submitted on bound ARCH D (24x36) paper.

3. When fire suppression systems are required, please submit three (3) sets of stamped and sealed sprinkler plans for review.

4. New and existing building or structure with occupancy classifications of Assembly, Educational, Institutional, or Multi-family Residential which are defined as Title 25 projects will be required to submit construction documents to the State Fire Marshal's office.

5. A pre-construction meeting with the Building Inspector will be scheduled after plans have been reviewed, application approved, and all applicable fees have been collected. During the meeting the Building Inspector will return two (2) sets of plans and issue the Building Permit to the Contractor.

6. Construction should not begin until Contractor has been issued the Building Permit.





Plan Submittal Format

1. Drawings shall contain a cover page, site plan, structural, architectural, life safety, electrical, plumbing, mechanical sheets as applicable to the project.
2. When required, drawing shall bear the direct applied seal (adhesive applied seals are prohibited) of a professional engineer or architect registered in the state of Georgia with corresponding handwritten signature and date of signature. (O.C.G.A. 43-4-14)
3. Each sheet of submitted construction drawings which indicates a status other than "For Construction" shall be considered incomplete and cannot be authorized for issuance of a building permit. (Georgia State Board of Registration for Professional Engineers and Land Surveyors Rule 180-12-02)
4. Provide the following information and criteria for all new building projects on the cover sheet:
 - Project Name
 - Project Address
 - Occupancy Group
 - Calculated Occupancy Load
 - Type of Construction
 - Sprinklered or Unsprinklered
 - Number of Stories
 - Building Height and Building Code Height Limit
 - New Building Area per Floor
 - New Basement Area
 - New Mezzanine Area
 - New Canopy-Porch-Balcony Area
 - Total New Building Area
 - Existing Building Area
 - Total Building Area (new and existing)
5. Provide the following information and criteria for all interior finish projects on the cover sheet:
 - Project Name
 - Project Address
 - Occupancy Group
 - Calculated Occupancy Load

- Type of Construction
- Sprinklered or Unsprinklered
- Floor Level of Tenant Suite
- Modified Interior Area per Floor
- Modified Basement Area
- New or Modified Mezzanine Area
- Total Modified Interior Area

6. Provide a list of applicable codes that apply to the project on the cover sheet.

7. Provide a key plan of the entire building which indicates the area of construction and/or the tenant suite location for each applicable floor level.

8. Indicate street address for each building, tenant suite, and/or structure of the project in the title block of each drawing included on the covers sheet.

9. Provide on the cover sheet a complete index of all submitted drawings.

10. Indicate on the cover sheet the name, email address and phone number of the designer-of-record for each discipline. (Engineer, Architect, Interior Designer, etc.)

11. Each set of drawings shall include (as applicable) the following sheets:

- Cover
- Site – 3 phase ESC, landscape, parking, striping, etc.
- Life Safety – travel distances, egress, paths of travel, etc.
- Structural – foundation footprint and details, soils, compaction, calculations, etc.
- Architectural – floor plans, schedules, elevations, details, etc.
- Electrical – panel schedules, riser diagrams, calculations, power, lighting, low voltage/data
- Mechanical – schematics, details, diagrams, calculations, etc.
- Plumbing – water and sewer details, riser diagrams, calculations, etc.
- Fire Alarm – device locations, panel schedule, calculations, etc.
- Fire Suppression – head details and locations, calculations, standpipe, FDC site location, etc.

