

DeKalb County Peer Review Process

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DeKalb Permitting Open House



Why Have Peer Review?

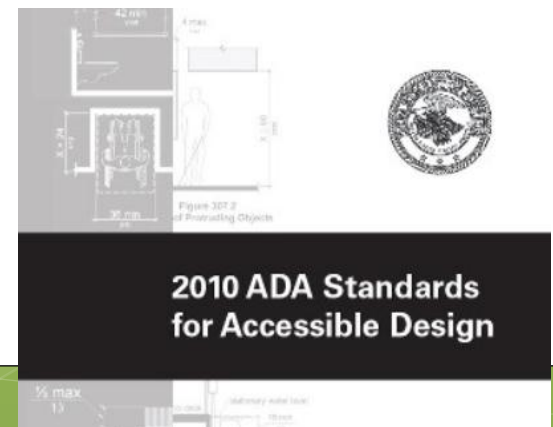
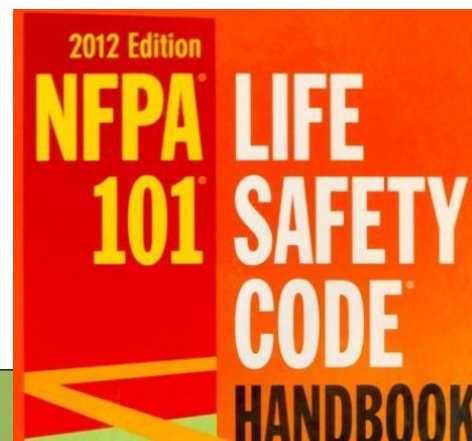
- To get a 10 day review turn around
 - INCLUDES ALL REVIEWS



- Used by Jurisdictions throughout the Country

What is Peer Review?

- A review of the plans by approved third party before submission to the County for compliance with:
 - Building Code
 - Structural Code
 - Life Safety Code
 - Accessibility Code

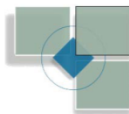


What Projects are Eligible?

- Unincorporated Areas
 - All Commercial Building Permits
- City Reviews
 - Building Permits Routed for Fire Review



DeKalb County, Georgia
Department of Planning & Sustainability



BUILDING PERMIT APPLICATION

Date: _____

- Check Applicable Type
- Residential
 - Non-Residential
 - Apartment
 - Condo Stack Flats
 - Condo Townhouse
 - Townhouse Fee Simple

(Shaded area for office use only)

Permit #:	Date Processed:
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Job Address	City	State	Zip
Building No.	Floor No.	Apt/Lot#	Unit/Suite#

Owner of Job Address	Applicant/Tenant Name
Owner Name	Business Name
Address	Type of Business



DEKALB COUNTY FIRE RESCUE DEPARTMENT

Edward A. O'Brien, Fire Chief
Fire Marshal Division-Chief Antonio Burden, Fire Marshal
330 West Ponce De Leon Ave., Decatur, Georgia 30030



CITY/COUNTY REVIEW APPLICATION

Date: _____

(Shaded area for office use only)

Permit AP Number	Date Permit Processed
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Municipality/City	Permit Number
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Project Name			
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Permit Address	Suite/Unit#	City	Zip
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Applicant Name	Phone Number
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Address	City	State	Zip
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PEER REVIEW



What is the Process?

- Owner/Applicant hires Peer Reviewers from Approved List
 - County has no involvement in contract or fees
- Peer Reviewer(s) review plans for all required disciplines
 - Create Deficiency Report with all comments
 - All comments addressed
 - Peer Review verifies all corrections
 - No Additional deficiencies discovered
- Peer Reviewer(s) Stamp all sets to be submitted
 - 3 Full Sets of Plans

What is the Process?

- Application submitted to County with all required documents and fees
 - 3 Sets of Peer Review Stamped Drawings
 - Copies of all Deficiency Letters and Responses
 - Final Report from all Peer Reviewers
 - Completed Review Checklists



What is the Process?

- Plans Reviewed by County within 10 days
 - Any comments sent to Applicant and Peer Reviewers
 - Responses reviewed by Peer Reviewers and stamped prior to resubmission to County
- All Reviews Approved – Permit Issued





Peer Reviewer's Responsibilities

- Completely Review Plans per Checklists
- Assist Applicants with Process
- Coordinate with other Reviewers as needed

PEER REVIEW CHECKLIST FOR NON-STRUCTURAL PLAN REVIEW

Project Name: _____ Project Address: _____
Each item on the checklist must be addressed as applicable to the project. (If not applicable, denote as N/A)

BUILDING PLANNING (Chapters 3, 5, 6)

Occupancy Classification

_____ Single Occupancy _____ Incidental Uses
 _____ Mixed Occupancy _____ Accessory Occupancies

General Building Limitations

Area Modifications Provided on Plans

Allowable Area _____ sf.
 Actual Building Area _____ sf.
 Adjusted Building Area _____ sf.
 Allowable Height _____ sty.
 Actual Building Height _____ sty.
 Adjusted Building Height _____ sty.
 Permitted Type(s) of Construction type: _____

Mezzanines

PEER REVIEW CHECKLIST FOR FIRE AND LIFE SAFETY PLAN REVIEW

Project Name: _____ Project Address: _____
Each item on the checklist must be addressed as applicable to the project. (If not applicable, denote as N/A)

OCCUPANCY CLASSIFICATION

Occupancy Type

_____	New	Existing	Sprinkler Req. Y/N	Alarm Req. Y/N
_____	New	Existing	Sprinkler Req. Y/N	Alarm Req. Y/N
_____	New	Existing	Sprinkler Req. Y/N	Alarm Req. Y/N
_____	New	Existing	Sprinkler Req. Y/N	Alarm Req. Y/N
_____	New	Existing	Sprinkler Req. Y/N	Alarm Req. Y/N
_____	New	Existing	Sprinkler Req. Y/N	Alarm Req. Y/N
_____	New	Existing	Sprinkler Req. Y/N	Alarm Req. Y/N
_____	New	Existing	Sprinkler Req. Y/N	Alarm Req. Y/N
_____	New	Existing	Sprinkler Req. Y/N	Alarm Req. Y/N

OCCUPANCY SEPARATION

Separation - General Requirements

_____ Area of Refuge (3.3.14)
 _____ Separation of exit from other parts of building (7.1.3.2.1)
 _____ 1-hr for three stories or less
 _____ 2-hr for four stories or more
 _____ Separation - Exposures at stairs (7.2.2.5.2)
 _____ Separation - Outside stairs (7.2.2.6.3)

County's Responsibilities

- Provide Point of Contact for Reviewers
- Expedite Reviews for Projects in Program
- Monitor Program and Reviewers for Effectiveness



Peer Review Portal

www.planningdekalb.net/expeditedplans



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[Home](#) - Expedited Plans

Expedited Plans

expedited
Plans Review

approved
Peer Reviewers

peer reviewer
Materials

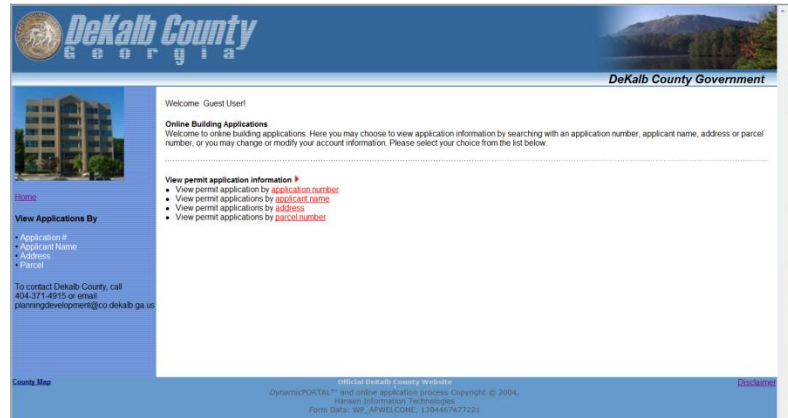
Peer Review
Policy Manual



Online Portal

www.dekalbcountyga.gov/permitstatus

- Permit Status
- Inspection Status
- If Permit was Pulled



Application Information Online: View Application information by Application #.

- ▶ To view Application information:
 - 1) Enter the Application #.
 - 2) Click "Search"

Application Number

A/P #:

Search

View permit application information ▶

- View permit application by [application number](#)
- View permit applications by [applicant name](#)
- View permit applications by [address](#)
- View permit applications by [parcel number](#)

Questions?

**Any Questions...
Just Ask!**

