

## **JOBSITE TRAILER PLANS SUBMITTAL CHECKLIST**

For temporary jobsite, office trailers, and manufactured buildings, **submit three (3) sets of plans in person to:**

DeKalb County Department of Planning and Sustainability  
Plans Review Division, 2<sup>nd</sup> floor  
330 W. Ponce de Leon Avenue  
Atlanta, GA 30030

**Plans submitted must provide clear and sufficient information applicable to the requirements of the project in order for the plans examiner to conduct a complete review. Listed below are the items required to meet the criteria for a commercial plan review.**

### **PLANS**

#### **COVER SHEET**

##### **Project Criteria/Code Analysis**

- A. Name of project
- B. Project address (include building and suite number)
- C. Scope of Work Narrative
- D. State of Georgia Registered Architect/Engineer Signed, Sealed and Dated Stamp with registration number on all sheets (see requirements in the Registered Architect/Engineer section below)
- E. Occupancy Classification per NFPA 101 Life Safety Code (LSC)
- F. Occupancy Classification per International Building Code (IBC)
- G. Type of Construction
- H. Sprinkler System Requirements/Provisions
- I. Building Area and Height
- J. Occupant Load

##### **List the following Applicable Codes/Editions**

International Building Code (IBC) - 2012 edition with Georgia Amendments  
National Electric Code (NEC) - 2017 edition  
International Fuel Gas Code (IFGC) - 2012 edition with Georgia Amendments  
International Mechanical Code (IMC) - 2012 edition with Georgia Amendments  
International Plumbing Code (IPC) - 2012 edition with Georgia Amendments  
International Energy Conservation Code (IECC) - 2009 edition with Georgia Amendments  
International Fire Code (IFC) - 2012 edition with Georgia Fire Marshal Amendments  
Georgia Accessibility Code - GAC 120-3-20 - 1997 edition  
National Fire Protection Association 101 Life Safety Code (LSC) - 2012 Edition

#### **SITE PLAN**

- A. Location of trailer in relation to property lines
- B. Location of trailer in relation to other buildings on site, as applicable
- C. Identify parking spaces or state *Not Applicable (N/A)*
- D. Location of nearest fire hydrant.

#### **FLOOR PLANS**

## DEPARTMENT OF PLANNING & SUSTAINABILITY

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Scaled drawings must be to an architectural scale, such as 1/4 inch equals one foot, 1/8 inch equals one foot, etc.

1. Site plan showing location of trailer. Show water, sewer, and electrical lines on site plan.
2. Manufacturers Specifications and/or Shop Drawings for modular units will be accepted provided current applicable codes are referenced
3. Floor plan, label (room name & numbers) and dimensions of all spaces.
4. Building Elevations must show skirted sides
5. Mechanical, Electrical, and Plumbing plans may be required at time of inspection

### **Pre-engineered components**

If pre-engineered building structural components were used, technical specification will be required with additional detail for verification of code compliance.

### **SUBMITTALS**

Submit two (3) sets of the plans and any associated calculations along with the permit application to Plans Review. Incomplete plans/submissions will not be reviewed. The review process takes 4 to 6 weeks. You will be notified when the review is complete, approved or disapproved. To expedite the permit process, please have your plan-tracking file number (also called an AP number) with you when you come to the review counter for the permitting process. You can also check the status of your project on our website.

### **ZONING**

All plans submitted to Structural Plans Review must also be reviewed for zoning compliance. If plans are for new construction, a Site Development permit must be issued before a building permit is issued.