

## **BUILDING AND FIRE COMMERCIAL PLANS SUBMITTAL CHECKLIST**

For construction of new buildings, additions, alterations, and repairs of existing and as-built floor plans involving structural changes, occupancy changes, impact upon egress, and impact on fire-resistive construction, or work equal to or greater than \$3000, submit three (3) sets of plans in person to:

DeKalb County Department of Planning and Sustainability Plans Review Division, 2nd 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. Plans shall conform with the requirements in this checklist that pertain to the design or as-built condition of the project or space. All plan sets must include a cover sheet, floor plans, life safety plan, site plan, and key plan. Listed below are the items required for commercial plan review.

### **DRAWING SCALE**

- A. All plans shall be drawn to an indicated scale (1/8" or 1/4" = 1' preferred) on sheets of suitable and uniform size (minimum 11" x 17").

### **COVER SHEET**

- A. Name of commercial tenant  
B. Project address (include building and suite number)  
C. Scope of Work Narrative  
D. State of Georgia Registered Architect/Engineer/Design Professional Signed, Sealed and Dated Stamp with registration number on all sheets (see requirements in the Registered Architect/Engineer section below), O.C.G.A. Title 43  
E. Occupancy Classification per NFPA 101 Life Safety Code (LSC), Chapter 6  
F. Occupancy Classification per International Building Code (IBC), Chapter 3  
G. Occupancy Fire-Rated Separation, including rated design assemblies used for structural fire resistance and fire-resistance rated construction separation of adjacent spaces  
H. Type of Construction  
I. If an automatic sprinkler system is provided, and whether the sprinkler system is required  
J. Allowable Building Area and Height, Proposed Building Area and Height, and actual building area and height, IBC Chapter 5  
K. Calculations for Area Modifications, if applicable, IBC Chapter 5  
L. Occupant Load Calculations per Life Safety Code: Occupancy, Total Occupant Load, include calculations, NFPA 101 Chapter 7  
M. Plumbing Fixture Requirements, Proposed Plumbing Fixture Count, IBC Chapter 29, IPC Chapter 4, including calculations  
N. List the following codes and 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 Residential Code (IRC) - 2012 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

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- U.S. Department of Justice A.D.A. Standards for Accessible Design (ADA) - 2010 edition
- Chapter 120-3-3 Rules and Regulations for the State Minimum Fire Standards in Georgia

### MEP PLANS

- A. Mechanical, Electrical, and/or Plumbing Plans may be required depending on the scope of work.

### KEY PLAN

- A. Show proposed space within a building  
B. Show adjoining tenants and identify them by occupancy  
C. Show and identify complete outline of area within the scope of work

### SITE PLAN

- A. Location of project in relation to property lines  
B. Location of project in relation to other buildings onsite, if applicable  
C. Identify parking spaces  
D. Show relative elevations and illustrating driveways, fire department access roads, parking, handicap parking, proximity of structure to other structures, distance of structure from other structures, walkways, ramps, stairs, fences, passenger loading zones, location of electric transformer pads, heat and air conditioning units outside of the facility.

### BUILDING CODE COMPLIANCE REVIEW

- A. Existing vs. new construction  
B. Rated walls  
C. Existing walls / demo walls  
D. Sections and applicable details  
E. Floor/reflected ceiling plans, label and dimension of all spaces  
F. Cross sections, wall sections and applicable details  
G. Door, window, and finish schedules  
H. Structural plans and fastening schedule, if applicable  
I. Exits  
J. Room use designation  
K. Door Sizes, Corridors, Stairs, Plumbing Fixtures, and Storage Rooms  
L. Total area of work  
M. Use of adjacent spaces

### PRE-ENGINEERED COMPONENTS

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

### FIRE & LIFE SAFETY REVIEW

- A. Plan set must include a Life Safety Plan  
B. Show all means of egress  
C. Construction Type, with specified reference to 2012 IBC and 2012 NFPA 220 (as modified on GAC 120-3-20, NFPA 101 Table 8.2.1.1). Note construction materials and components of the structure on the plans (i.e. load bearing walls, interior walls, columns, etc.).  
D. Capacity (as identified by the authorities having jurisdiction, such as the DeKalb County School Board).  
E. Dimensions of all bathrooms. New construction MUST COMPLY with GA Accessibility Code, 1997, GAC 120-3-20 requirements and ADA Standards for Accessible Design, 2010 edition. Show clearances, turning circles, elevations all fixtures.
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- F. Indicate class/rating for doors and windows, with UL listing. Indicate door swings, length of halls and corridors, and travel distances to exits.
- G. Location of fire alarm components to include pull stations, horn/strobe units and fire alarm control panel, battery calculations and strobe intensity levels. Fire Alarm Plans MUST be submitted by GEORGIA licensed low-voltage contractor.
- H. Location and power sources for ALL smoke detectors.
- I. Locations of ALL exit signs.
- J. Location of all emergency lighting.
- K. Locations of fire extinguishers (Note size, type and rating).
- L. Location of furnaces and water heaters. If unit is in attic/penthouse, note the location. Note BTU input rating of hot water heaters, and note CFM and BTU of furnace.
- M. Location and type of stove (residential or commercial appliance).
- N. Location of ALL stairs (inside and outside), ramps, and slope of ramps (Ex: 1:12)
- O. Show building cross section with elevation(s) related to grade.
- P. Location and size of laundry room (number, type residential or commercial appliance).
- Q. Note location of storage room, with type/commodity and height of contents. For high- piled combustible storage, plans MUST contain ALL information required in IFC Chapter 32 (3201.3 Construction Documents).
- R. Indicate location of any powered industrial material handling equipment (Ex: LP Gas or Electric powered forklift trucks, inside or outside)
- S. Location of fixed fire protection devices (Ex: kitchen hood suppression or Sprinkler systems). System design must be done and submitted by GEORGIA licensed fire suppression or sprinkler contractor. Fire systems permits for hoods, sprinklers, and alarms require separate permits.

### SPECIFICATIONS

Plans shall be accompanied by two copies of specifications

### REGISTERED ARCHITECT/ENGINEER

Submit plans with Architect/Engineer/Design Professional seal, as required for all plans that meet any of the following criteria:

- A. Over 5,000 square feet,
- B. Buildings greater than one story, or
- C. All Assembly, Educational, Institutional and Residential occupancies (i.e. Healthcare and Adult and Child Daycare facilities)

All plumbing, mechanical, and electrical plans must be stamped by a design professional. Plans marked "Not for Construction" will NOT be accepted for permit review.

### SUBMITTALS

Submit three (3) sets of the plans and any associated calculations along with one copy of the permit application to Plans Review. Incomplete plans/submissions will not be reviewed. You will be notified when the review is complete, approved or disapproved. To expedite the permit process, please be prepared to provide your plan-tracking file number (also called an AP number) via email, call, or in person when requesting information about your project. You can also check the status of your project on our website at [dekalbcountyga.gov/permit-status](http://dekalbcountyga.gov/permit-status).

### 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.

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### FOOD SERVICE INDUSTRY

All food service establishments, (FSEs) where food or beverages are prepared and/or packaged for consumption, on or off site are required to install, operate and maintain a grease interceptor properly sized by a FOG Evaluation. FSEs include: restaurants, carry out, catering businesses, cafeteria, bakery, ice cream/ smoothies establishments, liquor establishments, schools, night clubs and bars, hospitals, clubs/ organizations, churches, hotels, nursing home/assisted living, daycares, grocery stores and business offices with dishwashers.

Change of ownership, Change of name and grease trap replacement requires a FOG evaluation on-site FOG

Evaluation Plan Review Requirements for New Constructions and Remodeling:

- A. Large scale utility, floor, mechanicals and plumbing plans with a clear separation between the sewer line and the grease line. All the fresh air fixtures from the food preparation area MUST be directed to the grease line. All the restroom plumbing must be directed to the sewer line. Exterior interceptors must be connected to the FSE's lateral sewer line.
- B. Seating /Serving capacity noted on plans.
- C. Hours of operation per day noted on plans.

For more information call FOG Main Line (404)687-7150 or visit

[www.dekalbwatershed.com/departments/fog/permit\\_information.htm](http://www.dekalbwatershed.com/departments/fog/permit_information.htm)

Food Service Establishments also must provide the following:

- A. Kitchen plans must also be reviewed by the DeKalb County Board of Health with copies of the Health Department Checklists attached before a building permit can be issued.
- B. Plans must be accompanied by a DeKalb County Letter of Entertainment form. This document is signed and notarized by the owner of the building and by the tenant. It identifies the hours of operation, it identifies whether alcoholic beverages will be served, and it identifies whether entertainment will be provided and what types of entertainment.

### ADDRESSING

All projects must have a unique address/suite assigned in DeKalb's Geographic Information Systems database for each business. For more information, contact the Department of GIS at 404- 371-2257

### STATE FIRE MARSHAL

All plans for hospitals, detention facilities, state owned/operated/occupied facilities, and any building constituting a special hazard per O.C.G.A §25-2-13 must be approved by the Georgia State Safety Fire Commissioners Office prior to submittal of those plans to DeKalb County. To contact the State Fire Marshal, call 404-656-2064.

### CONTRACTOR LICENSE

A State General Contractor license is required to obtain building permit. In addition, a State Trade license is required for all trade permits. (Electrical, HVAC, Plumbing, Low voltage, Sprinkler, Fire suppression hoods and systems, and Fire alarm systems)

### FEES

Building permits fees for alterations, general repairs, demolition and interior tenant finish are based on \$6.50 per thousand of construction cost, plus \$50.00 for Certificate of Occupancy (CO) and \$20.00 for Technology Fee. For new construction and additions, the fees are calculated using the ICC Building Valuation Data, August 2014 Edition, plus the \$50.00 CO and \$20.00 Technology Fees, and fire fees. The minimum fee for any commercial project is \$445. These fees are due at time of plan submission.

### ADDITIONAL RESOURCES

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To access all required forms, additional checklists, and permit guides that explain the building permit process and related requirements, go to [PlanningDeKalb.net/forms](http://PlanningDeKalb.net/forms).