

## Building Services Division

### COMMERCIAL BUILDING PLAN SUBMITTAL CHECKLIST (2026) TOTAL BUILDING REVIEW STATEMENT

The Building Services Division conducts a comprehensive review for structural, life safety, accessibility, and building-to-site compliance. While other County departments review discipline-specific elements, Building Plan Examiners verify overall building code compliance for the structure.

#### **ELECTRONIC SUBMITTAL REQUIREMENTS**

- Plans must be uploaded electronically through the County permitting system.
- Drawings must be to scale and legible.
- All sheets must be combined into properly labeled PDF files.
- Design professional seal required when applicable under O.C.G.A. Title 43.
- Incomplete submittals may delay review.

#### **COVER SHEET REQUIREMENTS**

- Project address (include suite number).
- Scope of Work Narrative.
- Occupancy Classification (IBC Chapter 3 / NFPA 101 Chapter 6).
- Construction Type (IBC Chapter 6).
- Allowable vs. Proposed Building Area & Height (IBC Chapter 5).
- Occupant Load Calculations (NFPA 101 Chapter 7).
- Plumbing Fixture Calculations (IBC Chapter 29 / IPC Chapter 4).
- Building area calculations (existing and proposed).
- Fire protection systems provided (sprinkler, standpipe, alarm).
- Applicable code editions used for design.

#### **SITE PLAN REQUIREMENTS**

- Property lines and zoning setbacks.

- Location of building on site.
- Fire separation distances.
- Accessible parking spaces and accessible route to entrance.
- Fire department access roads.
- Utility locations (water, sewer, gas, electric).
- Fire hydrant locations.
- Parking counts and layout.

### **BUILDING CODE COMPLIANCE DOCUMENTS**

- Fully dimensioned floor plans.
- Life Safety Plan identifying means of egress.
- Roof plan showing drainage and rooftop equipment.
- Wall sections and building sections.
- Exterior elevations.
- Door, window, and finish schedules.
- Structural plans and calculations (when applicable).
- Mechanical, electrical, and plumbing plans (when applicable).
- Accessibility compliance details (ADA & GA Accessibility Code).

### **LIFE SAFETY PLAN REQUIREMENTS (NFPA 101 / IBC)**

Life Safety Plans must identify:

- Occupant load by space
- Exit locations and exit arrangement
- Exit travel distance
- Exit width and capacity
- Exit signage locations
- Emergency lighting locations
- Fire-resistance rated assemblies

### **FIRE PROTECTION SYSTEM REQUIREMENTS**

- Automatic sprinkler requirements per IBC Chapter 9 and NFPA 101.
- Fire alarm systems when required.
- Standpipe systems where applicable.

- Fire department connection (FDC) location.
- Special hazard suppression systems when applicable.

#### **FINAL (PRECISE) GRADING PLAN – REQUIRED WHEN APPLICABLE**

- Finished Floor Elevation (FFE).
- Finished pad elevations.
- Final contour lines (not rough grading only).
- Spot elevations at building corners.
- Slope away from foundation.
- Driveway tie-in elevations.
- Retaining wall elevations (if applicable).
- Drainage arrows adjacent to structure.

*Note: Rough (Mass) grading plans approved through Land Development do not substitute for the Final (Precise) Grading Plan required for building permit review.*

#### **SPECIAL INSPECTIONS (IBC CHAPTER 17)**

Construction documents must include:

- Statement of Special Inspections.
- List of required inspections.
- Special inspector qualifications.
- Approved fabricator documentation when applicable.

#### **ADDITIONAL REQUIREMENTS**

- Zoning approval required prior to building permit issuance.
- Food Service Establishments require FOG evaluation and Board of Health review.
- State Fire Marshal approval required for applicable occupancies.
- Construction valuation may be verified using ICC Building Valuation Data.
- State General Contractor license required.
- Trade licenses required for all trade permits.
- Permit fees calculated per adopted fee schedule.