COMMERCIAL PLAN SUBMITTAL GENERAL GUIDELINES

- All construction plan files shall be created from vector-based files to achieve the highest quality PDF with a minimum 300 dpi drawing. Construction plans shall be uploaded as a single combined multipage file. This will require that all architectural, structural, framing, electrical, plumbing, mechanical etc. pages be contained within this file.

- **Secure PDF files will not be accepted.**

- **Ensure pages display at the correct orientation and do not require rotation.**

- The cover sheet for the construction plans shall be indexed to correspond with the order of all pages submitted.

- If bookmarks are used, they shall clearly identify each sheet in the file. Bookmarks shall have the same name as the cover sheet index.

- All submitted plans must contain an electronic stamp and signature for the architect and / or engineer.

- **Only one (1) building plan file will be allowed by the system to be uploaded.**

- **If a project manual is part of submission, submit that pdf file separately under the Project Manual upload.**

- Plans shall be set to landscape view mode and oriented with each page North always at the top of the monitor.

- Plans shall be printed in black and white and not use any other colors for plans, drawings or notations and shall not be "shaded" or use different colored layers.

- Digitally submitted plans must be legible. Plans shall be generated to scale with the same Architectural scale used on each page.

- Leave a space 2" X 4" at the lower right side of each page for the Permits & Inspections Approval Stamp. This space must be in the same location on each page.

- Upon successful completion of the plan review process, the plans examiner will "stamp" the file electronically. This will create an image on each sheet of the plans that indicates the plans have been reviewed for compliance. These plans will be saved as a read-only and set to print with the stamp. ***It is the builder's responsibility to print the approved plans, documents, and any other required materials to be available on the project job site for inspections. Plans should be printed on a minimum of 11"x 17" paper or larger; whichever is most legible for construction and inspection reviewing.***

COMMERCIAL PLAN SUBMITTAL CHECKLIST

(For commercial structures, such as Groups A, B, E, F, H, I, M, large Group R and S occupancies.

Minimum Standards for Building Plans

Plans, specifications, and calculations submitted to the Building Official must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

1. Structural Integrity
2. Life Safety Assurance
3. Architectural Compliance
4. Building Code Compliance
5. Energy Code Compliance
6. Completeness

The minimum required drawings will depend greatly upon the size, nature, and complexity of the project. However, the following is the minimum recommended standard required before the Building Official shall begin the plan review process. Smaller or less complex projects such as small Additions, Remodels or Standalones may not require all of the following components for plan submittal and / or for a permit.

General Requirements

Plans, calculations, and accompanying documents must be presented in a clear, legible, and organized manner conducive for plan review. Plans shall be numbered, and a Table of Contents provided for reference with only the plan sheets listed. No applications, plans or documents will be accepted by mail. All plans, specifications and calculations prepared by a licensed professional shall be sealed, signed, and dated. Plans shall be in black on white format, maximum size of 36" in length, 30" in height and contain ***no added "changes" in red or green ink, nor pencil***. If pre-engineered trusses are to be used, engineering calculations must be included with each set of plans when submitted. Energy code compliance calculations must be included with each set of plans. All handicap compliance details shall be included on the plans.

Plan submittals shall include, but not necessarily be limited to:

1. Cover Sheet
   a. Project identification.
   b. Project address and a location map.
   c. All design professionals shall be identified.
   d. The principal design professional (that is the professional who is responsible for project coordination) shall be identified. All communications shall be directed. through this individual.
   e. Design Criteria List:
      (1) Occupancy group / classification
      (2) Occupant Loads

(3) Type of construction
(4) Location of property and location on property
(5) Seismic zone
(6) Square footage / Allowable area
(7) Fire sprinklers
(8) Height and number of stories
(9) Occupant load
(10) Land use zone
(11) Flood Zone

2. Site Plan:

Reflect proposed new structure and any existing buildings, or structures, all property lines with dimensions, all streets, easements, and setbacks. Indicate all water, sewer, gas, storm drain, and electrical points of connection, proposed service routes and existing utilities on the site. Indicate all required parking, drainage, and grading information (with reference to finished floor and adjacent streets and include the North arrow.

3. Architectural Details

Include on the plans any Architectural details as required to outline the building components and / or as necessary to satisfy Zoning Requirements.

4. Foundation Plan:

Reflect all foundations and footings. Indicate size, locations, thicknesses, materials and strengths and reinforcing. Include all embedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide soils report for the proposed structure at that site.

5. Floor Plan:

Reflect all floors including basements, all rooms labeled with their use, overall dimensions and locations of all structural elements. Indicate permanent equipment and opening, all doors and windows and door and window schedules. Indicate all fire assemblies, occupancy separations, fire and draft stops. Show location of furnaces, water heaters and electrical panels.

6. Framing Plans and Roof Framing Plans:

Reflect all structural members, their size, type, grade and o.c. spacing for floors and roofs. Indicate roof pitch on plans. If pre-engineered trusses are to be used, calculations must be submitted to include truss layout to and indicate their placement locations.

7. Exterior Elevations:

Reflect all views, elevations, vertical dimensions and heights. Indicate all openings and identify all materials. All elevations must be to scale.

8. Building Sections and Wall Sections:

Indicate on plans as many sections to the structure as may be necessary to properly identify the structure. Some structures require more than one section. Identify footings, their sizes, all reinforcement in the

footing, insulation on the stem walls or floors, and footings distances below grade. Reflect floor joist, mud sills, girders, studs, posts, and pier locations.

Reflect wall construction, siding, and interior walls, either bearing or nonbearing. Include framing details, top and bottom plates, blocking, rim joist, ceiling joist, roof rafters, or trusses. Indicate roof covering, floor and roof insulation, roof sheeting and roof pitch and overhangs.

Reflect attached decks, posts, piers and anchoring methods. Indicate lumber sizes, species, and spans of the materials used.

9. Mechanical System:

Reflect the entire mechanical system. Include all units, their sizes, mounting details, duct work and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. Submit energy conservation calculations per the International Energy Conservation Code or ASHRAE 90.1 2007. Provide size of equipment based on BTU's and horsepower. Provide structural calculations and details for all mechanical equipment over 100 lbs. operating weight. Indicate if any equipment will be part of a geothermal or solar design. Provide Engineering design and calculations indicating resistance against uplift for all exterior equipment.

10. Plumbing System:

Indicate location of all fixtures, piping, slopes, piping materials and sizes. Show point of connections to utilities, septic tanks, pretreatment sewer systems and water wells. Provide fixture count and indicate if water heaters will be gas or electric. Indicate if any equipment will be part of a geothermal or solar design.

11. Electrical System:

Indicate location of all electrical fixtures (interior, exterior and site), wiring sizes and circuiting, grounding, panel schedules, single line diagrams, load calculations and fixture schedules. Show point of connection to utility. Provide fault current study to include calculating the maximum available fault current for the entire electrical design.

12. Low Voltage:

Provide full low voltage and alarm plan. Reflect all cabling, termination points, exits etc.

13. Retaining Walls and other Structures:

All retaining walls shall be reflected on the plans including the lengths, height and elevations. Include engineering designs and calculations.

All other structures or equipment that are part of the project including generators, garbage bin storage structures etc. shall be part of the submission.

14. Signs:

Signs shall be submitted as a separate permit.

15. Structural Calculations:

Provide structural calculations for the entire structural system of the project, stamped, dated and signed by a Georgia registered architect or engineer.

16. Specifications:

Either on the drawings or in a separate pdf document, further define construction components, covering materials and methods of construction, wall finishes and all pertinent equipment.

17. Addenda and Changes:

It shall be the responsibility of the individual identified on the cover sheet as the principal design professional to notify the Building Official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents prior to actual construction as a Revision to the permit.

18. Revisions:

For clarity, all revisions shall be identified with a Delta symbol and clouded on the drawings. All revisions shall be inserted in the drawings by the principal design professional by removing the old sheets and replacing them with the new sheets. All plan sheets shall be submitted with the revision. All revisions to plans must be dated, noted, and described in the revision block on each drawing.

19. Standards:

It is the responsibility of the principal design professional to verify the work is complete, consistent, and competent. If the plans do not meet these criteria, the Building Official may take any of the following actions:

a. Provide a list of corrections.

b. Return plans unchecked.

This information is not to be construed as a final and/or complete list of requirements, but as a preliminary checklist for submittal of plans. *