

**COMMERCIAL PLAN REVIEW/ BUILDING PERMIT INSTRUCTIONS**  
**(08-01-04)** rev1

Please read prior to submitting plans for code review. Plans may be submitted, Monday through Friday 8:30 AM until 4:30 PM. A Land Disturbance Permit is not a prerequisite for the Building Plan Review.

1. Submit a minimum of three sets of plans (no spec books).
2. The following information should be on all plans:
  - a. Required information for all of the plan review and/or building permit applications.
    - Project address and occupancy type (per building code)
    - Floor, suite number and number of floors in the building
    - Owner's name, complete address and telephone number
    - Contact person name, telephone number #, fax number # and (e-mail address (optional)
    - All new work (including description of construction) and (Type of construction per building code).
  - b. All existing construction (including perimeter walls) and (Type of construction per building code).
  - c. All existing construction to be removed
  - d. All rated walls.
  - e. If movable partitions are to be used, these must be shown.
  - f. If the project consists of interior construction on more than one floor, or in two separate areas of the same floor, separate permits will be required for each area.
  - g. For tenant, remodel, interior, or exterior addition provide a "key plan" of the entire floor level or building. The key plan must show the location of the proposed space in relationship to the entire building and must clearly define exit access. Plans will not be reviewed if this not provided.
  - h. For exterior additions or new buildings submit 3 copies of civil site plans ( if possible with Land Disturbance Review approval)
3. **PLAN REVIEW FEE MUST BE APPLIED BEFORE ACTUAL REVIEW WILL BE CONDUCTED. SEE FEES AND CALCULATION OF FEES**
4. For applicable codes and revisions please visit the following websites:  
[www.dca.state.ga.us/planning/codes2.html](http://www.dca.state.ga.us/planning/codes2.html) and for applicable Georgia State Law [www.InsComm.state.ga.us](http://www.InsComm.state.ga.us), click on "FIRE MARSHAL" and use helpful links.

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5. The following structures as described in the Georgia Official Code 43-4 require the seal of a architect registered in the State of Georgia:

***Any building exceeding more than 5,000 square feet in area also any new or existing assembly occupancies, educational occupancies, health care occupancies, correctional or detention facilities, hotels, dormitories or lodging facilities, multifamily housing or apartment complexes, and care facilities;***

6. All projects receive a log-in number and plans are reviewed chronologically. One should allow at least ten working days (+or-) for review and re-reviews. Plans are forwarded to Permits Staff for completion.
7. If the project is a restaurant or food service Public Works commercial wastewater pre-treatment approval is required for all structures involved in food and drink service or production, automobile service and repair and car washing. For these type structures contact Paul Galbreath 770-640-3061, EXT 116, of the Public Works Department for criteria on submitting plans. If the project is a restaurant or food service an approval is also required from the Health Department which may contact @404-730-1301. Please note that this Department will require an approved set of plans from Public Works and Health Department for each set we approve. Be sure you provide enough sets to Public Works and Health Department to meet their needs plus those needed for this department.