



Commercial Plans Submittal Checklist

- Y N
- General Contractor must be approved as a "Registered Commercial Contractor".
 - Water and Sewer tap fees must be paid (Water Department 706-868-6928).
 - Septic tank and well permit (Health Department 706-868-3330).
 - Plan review fees (Building) paid in advance
 - o \$100.00 if valuation is \$36,000 and lower, \$250.00 if valuation is over \$36,000.
 - Plan review fees (Fire Marshal) paid in advance
 - o \$150.00 if 0-5,000 sq.ft., \$250.00 if 5,001-10,000 sq.ft., \$.03 per sq.ft. if 10,001 sq.ft. and larger
 - Completed Architectural plan review application.
 - Street addressing (G.I.S. 706-868-4225).
 - Value of work (complete cost)
 - Electrician, Plumber, Mechanical and other subcontractors to be approved as registered with Columbia County.
 - One set of approved civil site plans attached with architectural plans if new structure.
 - Three complete sets of Architectural/Engineered drawings. Four if food related.**
 - o **Architect's stamp required for any multi-story structure or building, assembly, educational, institutional, residential R-1 and R-2. Architect's stamp required for single story buildings and structures with floor area greater than 5,000 square feet (O.C.G.A. 43-4-14, GA Board of Architects Rule 50-2A-.01).**
 - o **Engineer's stamp required for structural, mechanical, electrical, and plumbing drawings when the total project cost is \$100,000.00 or greater. (O.C.G.A. 43-15-24, GA board of Professional Engineers Rule 180-12-.02).**
 - Project information - **Projects not required to be designed by a GA professional Architect or Engineer are subject to the minimum requirements below if applicable.**
 - o Scope of work and Code Summary using the Code Reference Guide and Applicable Codes from GA DCA and 120-3-3
 - Building plans**
 - o Floor plans (Room identification, occupant loads, exits, egress, door swings etc.)
 - o Elevations (N, S, E, W, grade, outside landings, steps, handrails, ramps etc.)
 - o Layout of floor and ceiling joists , Walls
 - o ADA (Americans with disabilities act)
 - Foundation plans**
 - o Soil boring report IBC 1803.1
 - o Piers
 - o Slab (foundation to include plumbing)
 - Mechanical plans**
 - o HVAC Calculations and duct locations etc.
 - o Gas pipe sizing
 - o Total BTU for all equipment
 - Plumbing plans**
 - o DFU calculations
 - o Diagrams and/or isometrics
 - Electrical plans**
 - o Service diagram (bonding, grounding)
 - o Wiring diagram
 - o Panel schedule and load calculations
 - COMCHECKS**
 - o Building envelope, Mechanical, Interior and Exterior lighting.

Additional information may be required to complete review. All projects are subject to field inspection

Applicant Signature _____ **Date** _____



CODES REFERENCE GUIDE

AREA	PRIMARY	SECONDARY
Occupancy Classification	LSC	IBC
Building Construction Types including allowable height, building areas and the requirements for sprinkler protection related to minimum building construction types	IBC	LSC
Means of Egress	LSC	NONE
Standpipes	IBC	IFC
Interior Finish	LSC	NONE
HVAC Systems	IMC	NONE
Vertical Openings	LSC	NONE
Sprinkler Systems minimum construction standard	LSC	NONE
Fire Alarm Systems	LSC	NONE
Smoke Alarm and Detection Systems	State/LSC	NONE
Portable Fire Extinguishers	IFC	NONE
Cooking Equipment	LSC/NFPA 96	NONE
Fuel Fire Appliances	IFGC	NFPA 54
Liquid Petroleum Gas	NFPA 58	NFPA 54
Compressed Natural Gas	NFPA 52	None



CODE SUMMARY EXAMPLE

PROJECT DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH:

1) International Building Code	2012 W/GA DCA Amendments
2) International Plumbing Code	2012 W/GA DCA Amendments
3) International Mechanical Code	2012 W/GA DCA Amendments
4) International Fuel Gas Code	2012 W/GA DCA Amendments
5) NFPA 101 Life Safety Code	2012 W/GA 120-3-3 Amendments
6) International Fire Code	2012 W/GA DCA and 120-3-3 Amendments
7) National Electric Code	2014
8) International Energy Conservation Code	2009 W/GA DCA Amendments
9) Americans With Disabilities Act	2010
10) Georgia Accessibility Code	GA 120-3-20

BASIC REVIEW INFORMATION

1) Primary Occupancy Classification (LSC Chapter 6)	Business
2) Occupant Load (LSC Table 7.3.1.2)	60
3) Type of Construction (IBC Chapter 6)	VB
4) Fire Alarm (LSC)	YES- Existing
5) Fire Sprinkler Required(LSC/IBC)	NO
6) Fire Sprinkler Existing	YES
7) Building Floor Area Allowed (IBC Table 503)	9,000 sq.ft.
8) Building Floor Area (Actual)	4,000 sq. ft.
9) Building Height Allowed (IBC Table 503)	2 Story 55' H
10) Building Height (Actual)	1 Story 24'H
11) Fire Resistance	
A) Building Elements (IBC Table 601)	NO
B) Exterior Wall Fire Separation IBC Table 602)	NO
C) Incidental Uses (IBC Table 509)	NO
D) Egress Corridor (LSC)	NO
E) Stairs (LSC)	N/A
F) Draft Stopping (IBC 717)	YES
G) Occupancy Separation (IBC Table 508.4)	1HR-Assembly

SCOPE OF WORK

- 1) Demolition of non-loadbearing interior walls in existing business. Renovation to add 8'H interior non-loadbearing walls for offices, change out HVAC and relocate vents, add electrical receptacles in offices and lobby, replace all light fixtures, toilets and carpet.