



**Commercial Plans Submittal Checklist**

Y   N   N/A

- 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., \$.03 per sq.ft. if 5,001 sq.ft. and larger
  - o If the plans are not designed by an Architect or Engineer, the review fee will be \$.09 per sq.ft.
- 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. Drawings to be scaled for review.**
  - 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 Specifications for all equipment, including MOP/MCA.
  - o Kitchen hood drawings
- 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.

Y N N/A

**Fire Suppression**

- Fire sprinkler drawings
- Fire alarm drawings
- Hood fire suppression drawings

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

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE: Plans cannot be entered into review until a fully completed Commercial Permit Application, Commercial Plans Submittal Checklist and Plan Review Fees have been paid.**