



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 included with architectural plans if new structure.
- One complete set of digital drawings emailed to CommercialBuildingPlanReview@columbiacountyga.gov.**
 - 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.



Instructions: Complete entire application and submit along with required plans and payment. Incomplete applications and plans will be returned to the applicant.

- Applicable Codes: 2018 IBC • 2018 IMC • 2018 IPC • 2018 IFC • 2010 ADA • 2017 NEC • 2018 Life Safety Code 2015 IECC • All Codes Include Georgia Amendments

1. The application must include:

- 1 digital complete sealed copy of the plans and 1 digital copy of the specification book if required. Email the plans and submittal documents to CommercialBuildingPlanReview@columbiacountyga.gov.
- A non-refundable plan review fee made payable to Columbia County. The fee is \$100.00 for valuation below \$36,000.00 or \$250.00 for valuation \$36,000.00 and above.
- If applicable, a non-refundable Fire Marshal review fee made payable to Columbia County. The fee is \$150.00 for under 5,000 square feet; or \$0.03 per square foot for over 5,000 square feet. If the drawings are not designed by an Architect or Engineer, the fee will be \$0.09 per sq. ft.
- 1 digital copy of the structural calculations including seismic class determination and seismic design category (include all seismic calculations and soil tests). A Com Check must be submitted.
- 1 digital copy of the approved site plan to be attached if new construction

2. Project Owner: _____ Phone: _____

E-mail address _____

3. Project Location: _____

4. Project Valuation _____ Total Square Footage: _____

5. Architect: _____ Phone: _____

E-mail address _____

Plans must have seal of all design professionals if building is:

- a. Over 5,000 square feet (any building)
- b. Educational Occupancy (any size)
- c. Institutional Occupancy (any size)
- d. Assembly Occupancy (any size)

6. Engineers: (If not applicable indicate N/A on the line provided.)

Structural: _____

Email: _____ Phone: _____

Mechanical: _____

Email: _____ Phone: _____

Electrical: _____

Email: _____ Phone: _____

7. Project Description: _____

8. Scope of Drawings: Building • Plumbing • Electrical • HVAC • Fire Sprinkler

9. Building Uses: New _____

Existing _____

10. Type of Construction: (check all that apply)

New: I-A • I-B • II-A • II-B • III-A • III-B • IV • V-A • V-B

Existing: I-A • I-B • II-A • II-B • III-A • III-B • IV • V-A • V-B

11. Applicant: _____ Date: _____

12. Contractor: _____ State of Georgia License # _____