



# Building Permit Submittal Requirements

- General.
  - [Building Permit Application](#)
  - [Route Sheet](#) demonstrating compliance/approval from other departments/agencies as applicable.
  - Provide at least two (2) complete original sets of stamped/approved construction documents
    - Each architectural drawing shall bear the seal of a professional architect registered in the state of Georgia with corresponding signature and date thereon for: Assembly, Educational, Institutional, or Residential (R-1, R-2) where **floor area greater than 5,000 square feet or** multi-floor construction.
    - Each engineering drawing shall bear the seal of a professional engineer registered in Georgia with corresponding signature and date thereon for each project with a construction cost of \$100,000 or greater and for construction on three (3) or more floors of a residential building.
    - (1) Set of plans approved by Fire Marshall shall be kept on "JOB SITE" for inspections. 1 set will remain with building permit at City Hall. Additional sets will be stamped as needed.
- Cover/Title Sheet shall include:
  - Tenant and Owner name
  - Project street address
  - Parcel Identification Number (District 6 Land Lot ### and if app. Parcel ###)
  - Intended use of space
  - Type and description of building construction - existing and proposed –ICC codes.Plans shall demonstrate:
  - Gwinnett County approval as may be appropriate (Fire, Water/Sewer, DOT, Env Health)
  - Egress Plan and Exit requirements
  - Residential and/or Commercial Energy Compliance (ResCheck/ComCheck) for final C.O.
- Architectural
  - "Key Plan" of entire building or floor level to verify fire protection and means of exit.
  - Unit floor plan to show dimensions, partitions, doors, glazing (tempered glass details), and restrooms.
  - Fire design details for all fire partitions, fire barriers (fire-resistance-rated wall, floor, and roof assemblies), columns, and through-penetration firestop systems as determined either by tests (fire resistance design publication), by calculations, or by prescriptive design.
  - Details for installation of suspended ceilings to accommodate seismic design forces by code.
- Structural
  - Details indicating all interior partitions including but not limited to size, gauge, spacing, and height of studs.
  - Details for construction of mezzanines and guards including required materials/sizes/locations of structural elements and connections.
  - Engineering documentation to substantiate adequacy of existing structure to support new mechanical equipment.
  - Details for installation of mechanical and electrical components to accommodate seismic design forces including but not limited to mechanical equipment, HVAC ductwork, electrical conduits, plumbing supply and waste piping, gas piping, and sprinkler piping.
- Mechanical
  - Supply and return duct layout indicating ventilation rates (CFM) and/or return air plenum.
  - Equipment schedule including cooling/heating capacity (BTUH), SEER, AFUE, equipment operating weight, programmable thermostat, with smoke detector in supply air stream for automatic shutdown of system.



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- Outdoor air ventilation documentation to include CFM per person and estimated occupant load based on the occupancy classification.
- Designated smoking areas separate from non-smoking areas each with a separate dedicated air handling and exhaust system.
- Mechanical energy code compliance statements "ComCheck or ResCheck"
- Electrical
  - Location of receptacles, fixtures, meter, and panelboard.
  - Panelboard schedule, panelboard size, load calculations, and riser diagram.
  - Electrical Lighting energy code compliance statement (ComCheck/ResCheck)
- Plumbing
  - Equipment schedule, fixture types and locations, supply and waste vent riser diagrams with safe waste system required for all food service businesses.
  - Restrooms and drinking fountains shall be placed in locations that are directly accessible to the public.

All construction documents shall conform to the latest edition, as adopted and amended by GA DCA, of the following codes (include all building code references on plans):

- International Building Code, 2018 Edition, with Georgia Amendments (2020)
- International Residential Code, 2018 Edition, with Georgia Amendments (2020)
- International Fire Code, 2018 Edition (No Georgia Amendments)
- International Plumbing Code, 2018 Edition, with Georgia Amendments (2020)
- International Mechanical Code, 2018 Edition, with Georgia Amendments (2020)
- International Fuel Gas Code, 2018 Edition, with Georgia Amendments (2020)
- National Electrical Code, 2017 Edition (No Georgia Amendments)
- International Energy Conservation Code, 2015 Edition, with Georgia Supplements and Amendments (2020)
- International Swimming Pool and Spa Code, 2018 Edition, with Georgia Amendments (2020)