



420 10th Street
 Post Office Box 1340
 Columbus, Georgia 31902-1340

Telephone (706) 225-4126
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Ryan Pruett
 Director

REQUIRED ITEMS FOR BUILDING PERMIT REVIEWS
COMMERCIAL CONSTRUCTION – NEW & ADDITIONS
 ➤ **PLAN REVIEW FEE applies to all commercial construction.**

Address: _____

Signature: _____

ITEM	X
A. COMPLETED PERMIT APPLICATION MEETS ALL REQUIREMENTS BELOW	
B. ONE [1] COPY OF COVER SHEET FROM APPROVED SITE DEVELOPMENT DRAWINGS SHOWING ENGINEERING APPROVAL	
C. TWO [2] COPIES OF SITE PLAN Requirements for the site plan: <ol style="list-style-type: none"> 1. Actual address of the project (suite and floor number if applicable) 2. Show the size and shape of the lot 3. Identify the property lines with dimensions 4. Show all buildings and structures 5. Provide dimensions between the buildings/structures and to the property lines 6. Show the streets and alleys 7. Indicate the North direction 8. Show the location of the electric service entrance section(s) (if applicable) 9. Provide accessibility routes including ramps as required 10. Provide project scope to include manufacturing description (if applicable) 11. Identify existing structures (if applicable) 	
D. TWO [2] COPIES OF THE CONSTRUCTION DRAWINGS Requirements for the construction drawings: <p><u>I. ARCHITECTURAL PLAN</u></p> <ol style="list-style-type: none"> 1. Provide complete architectural floor plans, roof plans and reflected ceiling plans: <ol style="list-style-type: none"> a. Show complete floor layout including equipment. b. Identify the use of each room c. Identify the complete exiting system, including the occupant load of each room. d. Provide a wall schedule to identifying walls to be demolished, new/existing, bearing/non-bearing, and different height walls e. Provide dimensions of rooms, corridors, doors, etc. f. State the occupancy classification of the adjoining suites g. Provide four sides building elevations h. Provide building cross-sectional views 	



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<u>I. ARCHITECTURAL PLAN (Continued)</u> i. Provide general architectural details j. Provide wall details (top and bottom connection details with approved listed anchors) k. Provide window schedule, door schedule and hardware schedule l. Provide floor/wall finish schedule m. Provide one copy of Special Architectural Inspection Certificate (if having adhered veneer, spray applied fireproofing, intumescent coating, etc.) n. Identify fire rated assemblies (if applicable) o. Provide architectural details, referred UL/Gypsum Board Association number and standard details.	
<u>II. ACCESSIBILITY</u> 1. Show accessibility information to include: a. the location and dimensions of the accessible restroom facilities b. the location and dimensions of elevators (if applicable) 2. For remodels and alterations: if accessible route is not being made fully accessible provide documentation showing cost of upgrades to the accessible route is at least 20% of the total alteration.	
<u>III. LIFE SAFETY PLAN</u>	
<u>IV. CODE SUMMARY</u> 1. Occupancy 2. Separated use or non-separated use 3. Type of construction 4. Square footage (of each building/ tenant space) 5. Allowable area calculation 6. Sprinklers / Yes or No 7. Fire alarms / Yes or No 8. Emergency lighting / Yes or No 9. Number of exits required 10. Exits provided 11. Number of floors in the building 12. Floor number on which work is being performed Governing Codes as follows:	



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<u>VI. STRUCTURAL</u> 1. General Structural Notes a. Design Dead Loads b. Design Live Loads c. Wind Design Data d. Seismic Design Data e. Special Loads (if applicable) that are specified by the code f. Identify all Deferred Submittal Items g. Identify all Special Inspection and Structural Observation requirements h. Material Specifications i. Geotechnical Information, i.e. Soils Class, Allowable 2. Foundation Plan a. Indicate shear wall and hold down locations b. Include separate sheets for “mirrored” plans c. Footing bearing or top of footing elevations d. Anchor size and placements 3. Floor Framing Plan a. Indicate shear wall and hold down locations b. Include separate sheets for “mirrored” plans c. Framing floor layout and sizes d. Section and detail cuts 4. Roof Framing Plan a. Framing roof layout and sizes b. Section and detail cuts 5. General Structural Notes a. Design Dead Loads b. Design Live Loads c. Wind Design Data d. Seismic Design Data e. Special Loads (if applicable) that are specified by the code f. Identify all Deferred Submittal Items g. Identify all Special Inspection and Structural Observation requirements h. Material Specifications i. Geotechnical Information, i.e. Soils Class, Allowable Bearing Pressure, Reference to Geotechnical Investigation Report or IBC Table 1804.2, other information pertaining to the design 6. Wall Framing Information and Details	



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<p><u>VI. STRUCTURAL (Continued)</u></p> <p>7. Structural Details</p> <p> a. General structural details, connection details and all cut structural details called out from structural foundation/framing plans</p> <p>8. Calculations</p> <p> a. One copy of Structural calcs that includes vertical and lateral structural analysis</p> <p> i. Computer Calculations shall include design input load summary, output summary and explicit cross references to supplemental calcs as well as the plans.</p> <p> ii. Sketched detailed layout of Lateral Force Resistance System members</p> <p> iii. Hand calculations to validate design input loads, output data, connection details, etc</p> <p>9. Prefabricated Metal Building:</p> <p> a. Provide separate manufacturer's construction drawings and calculations that are sealed by the structural engineer of record for the prefabricated metal building.</p>	
<p><u>VII. MECHANICAL</u></p> <p>1. Complete Mechanical floor plan for the entire project area</p> <p>2. Mechanical layout (ductwork, A/C units, air-handlers, diffusers, etc.)</p> <p>3. Mechanical equipment listings, specifications and weight</p> <p>4. Outside air ventilation calculations</p> <p>5. Air-balance schedule</p> <p>6. Air-balance report note</p> <p>7. HVAC equipment specifications</p> <p>8. HVAC duct detector automatic shutoffs</p> <p>9. HVAC duct detector audible/visual alarms and trouble lights</p> <p>10. HVAC automatic shutoff test report note</p> <p>11. Restroom exhaust ventilation systems</p> <p>12. Hazardous exhaust ventilation systems (if applicable)</p> <p>13. Make-up air openings [sizes and locations] (if applicable)</p> <p>14. Combustion-air openings [sizes and locations] (if applicable)</p> <p>15. Identify any special inspection items.</p>	

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<p><u>VIII. PLUMBING</u></p> <ol style="list-style-type: none"> 1. Complete on-site water & sewer plans 2. Complete Plumbing floor plan and roof drainage systems for the entire project area 3. Minimum plumbing fixture analysis 4. Plumbing fixture specifications 5. Plumbing fixture connection schedule 6. Drain, waste, and vent sizing isometrics 7. Water pipe and meter sizing calculations 8. Backflow Devices Type(s) and Location(s) [as required] 9. Expansion Tanks Types(s) and Location(s) [as required] 	
<p><u>IX. GAS PIPING</u></p> <ol style="list-style-type: none"> 1. Gas pipe sizing calculations and isometric (if applicable) <ol style="list-style-type: none"> a. Provide a floor/roof plan documenting ALL appliance types and locations b. Provide a one-line gas pipe, sizing diagram c. Identify ALL second stage regulators (if applicable) d. Identify ALL appliance locations and Btu/hr input ratings e. Identify on the one-line, ALL branch pipe lengths and sizes f. Identify the total developed length of piping from the gas meter, or LPG tank, to the most remote appliance on the entire system g. State the UPC table number used to size the piping system h. Identify ALL gas pipe materials and locations, i.e., underground, building wall, roof, etc. i. Specify gas pipe support method and spacing j. Address gas venting and combustion air 	
<p><u>X. ELECTRICAL</u></p> <ol style="list-style-type: none"> 1. Provide a symbol schedule of all symbols and abbreviations used 2. Provide complete electrical site plans showing utility transformer(s), electrical service location(s) and all exterior lighting or other wiring. 3. Provide a one-line drawing of the complete electrical system showing: <ol style="list-style-type: none"> a. System voltage, phase configuration, and available fault current b. All subpanels and feeders with conductor sizes and types c. Fault current calculations from SES to lowest rated overcurrent device or equipment d. Ampere rating of all overcurrent devices e. Grounding detail(s) 	

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<p>X. ELECTRICAL (Continued)</p> <ol style="list-style-type: none"> 4. Provide a lighting floor plan including fixture types & wattage 5. Provide a power floor plan showing receptacles, switches, outlets, etc. (identify if new, existing, relocated) 6. Label all rooms/areas on all floorplans 7. Provide electrical service riser diagram 8. Provide nameplate ratings of all motors, elevators, AC units, and equipment 9. Provide a schedule for each panel showing: <ol style="list-style-type: none"> a. Voltage, phase configuration, and interrupting rating b. NEMA enclosure type c. Ampere rating of all overcurrent devices 10. Load calculations for the electrical service and all panels 11. Identify any hazardous or classified areas by NEC type 12. Provide lighting power calculations and controls per IECC or ASHRAE 90.1 13. Provide a copy of Special Electrical Inspection Certificate (if applicable) 	
<p>E. ENERGY CODE COMPLIANCE AFFIDAVIT</p> <ol style="list-style-type: none"> 1. Building envelope energy conservation code compliance 2. Mechanical energy conservation code compliance 3. Electrical energy conservation code compliance 	
<p>F. FIRE PREVENTION</p> <ol style="list-style-type: none"> 1. Fire Hydrant Certificate 2. Fire Sprinkler Approval (If applicable) 3. Fire Alarm Approval (If applicable) 	
<p>G. SPECIAL INSPECTIONS</p> <ol style="list-style-type: none"> 1. One copy of Special Structural Inspection Certificate and Special Geotechnical Inspection Certificate (If applicable) 	
<p>H. HAZARDOUS MATERIAL AFFIDAVIT</p>	
<p>I. All [A] assembly, [E] educational, [I] institutional Occupancy or buildings over 5,000 sq. ft. Must be stamped by a licensed architect or engineer</p>	
<p>J. Digital plan authentication affidavit and approved plans in digital format (PDF)</p>	
<p>K. Verification of Columbus Health Department approval for hotels, motels, campgrounds, bed & breakfast, food service establishments (restaurants) and/or public swimming pools required before a building permit can be issued (IF APPLICABLE)</p>	



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L. BHAR APPROVAL (IF REQUIRED)	
M. FAÇADE BOARD APPROVAL (IF REQUIRED)	
Received By: _____	