



Department of
CITY PLANNING

Office of Buildings
55 Trinity Avenue, Suite 3900
Atlanta, Georgia 30303
Tel: 404.330.6150

Checklist for Plan Submission

**ADDITIONS - CONVERSION WITH ADDITION - MISCELLANEOUS SITE
WORK OF COMMERCIAL - MIXED-USE - MULTI-FAMILY**

GENERAL REQUIREMENTS

1. Cover sheet to include:

- ✓ Project Name
- ✓ Project Owner
- ✓ Project Address in title block for all proposed structures
- ✓ Scope of Work with Detailed project description
- ✓ Occupancy Classification per NFPA 101 (See "Applicable Codes")
- ✓ Sprinkled/Non-Sprinklered
- ✓ Occupancy Classification per NFPA 101 (See "Applicable Codes")
- ✓ Occupant Load Calculation (Space by Space) using Table 7.3.1.2 - Occupant Load Factor of the NFPA 101 (See "Applicable Codes")
- ✓ Egress Capacity of Stairways, Level Components & Ramps using Table 7.3.3.1 - Capacity Factors of the NFPA 101 (See "Applicable Codes")
- ✓ Type of Construction per Table 503 IBC (See "Applicable Codes")
- ✓ Square Footage of proposed structure(s) per IBC (See "Applicable Codes")
- ✓ Building Height(s) per IBC (See "Applicable Codes")
- ✓ Number of stories
- ✓ Index of drawings
- ✓ Basis of structural design per IBC Chapter 16 (See "Applicable Codes")
- ✓ Statement of special inspections per IBC Chapter 17 (See "Applicable Codes")
- ✓ Key Plan showing location of New Structure
- ✓ Zoning District
- ✓ Engineer and/or architect contact information

2. Applicable Codes for proposed project listed on cover sheet:

- ✓ (IBC) International Building Code, 2018 Edition, with 2020 Georgia Amendments
- ✓ (IFC) International Fire Code, 2018 Edition, with 2020 Georgia Amendments
- ✓ (IFGC) International Fuel Gas Code, 2018 Edition with 2020 Georgia Amendments
- ✓ (IMC) International Mechanical Code, 2018 Edition, with 2020 Georgia Amendments
- ✓ (IPC) International Plumbing Code, 2018 Edition, with 2020 Georgia Amendments
- ✓ (IECC) International Energy Conservation Code, 2015 Edition with 2020 Georgia Amendments
- ✓ (NEC) National Electrical Code, 2017 Edition with No Georgia Amendments

- ✓ (NFPA) National Fire Protection Association 101 Life Safety Code, 2018 Edition with 2020 Georgia Amendments
- ✓ Rules and Regulations of Safety Fire Commissioner for State Minimum Fire Safety Standards, Chapter 120-3-3 January 1,2020 (Georgia Safety Fire Law)
- ✓ Georgia State Handicapped Accessibility Law 120-3-20A / 2010 ADA Standards for Accessible Design

3. Civil and Architectural Plans

- ✓ Must be legible, to scale, signed and sealed by Georgia Registered architect or engineer on all pages (as appropriate).
- ✓ Buildings to be designed in compliance with current applicable codes and amendments.
- ✓ Must meet minimum industry-wide acceptable architectural and engineering standards.
- ✓ Labeled “Issued for Construction or “Released for Construction” on sheets.
- ✓ Plan Reviewers may require additional information for clarification of project.

4. Scope of Work or Plan Review Requirements

- ✓ Due to the scope and complexity of proposed projects, we recommend you carefully read the checklist to determine the requirements for plan submission.
- ✓ Contact the Office of Buildings at 404-330-6150 for additional information concerning the proposed project.

ZONING REVIEW REQUIREMENTS

1. Sealed survey signed by Georgia Registered Land Surveyor.
2. Survey and/or Site Plan must include:
 - ✓ Location of proposed structure(s), driveway(s), accessory structures, impervious surfaces, etc.
 - ✓ Location of existing structures, driveway(s), accessory structures, impervious surfaces, etc.
 - ✓ Location of existing/proposed retaining walls, indicate top and bottom heights.
 - ✓ Label building and unit identification for projects that include both Commercial and Multi Family uses (mixed use).
 - ✓ Provide Land Use Intensity Ration calculations for **all** mixed use and multi-family developments.
 - ✓ Show parking – provide parking analysis for required and proposed uses.
 - ✓ Indicate setbacks and/or existing easements with dimensions from property line.
 - ✓ Show complete boundaries and topography of property.
3. Two copies of variance and/or special exception letter granted by Board of Zoning Adjustments with Office of Planning stamp, if required.
4. Two copies of any pertinent ordinance (rezoning), special use permits, or special administrative permits or other documents needed for Zoning approval.
5. Two sets of proposed plans stamped by UDC and/or Office of Planning for certain Zoning and/or Beltline overlay districts.

BUILDING PLAN REVIEW REQUIREMENTS

Architectural Plans/Drawings:

- ✓ Existing floor plan(s), if applicable.
- ✓ Demolition floor plan(s), if applicable.
- ✓ Proposed floor plan(s).
- ✓ Finish grade at all building exterior elevations.
- ✓ Life Safety/Exit Plan(s) – showing paths of travel with dimensions.
- ✓ Calculated occupant loads based on use of spaces per NFPA 101 (See “Applicable Codes”)
- ✓ Exit widths per NFPA 101 (See “Applicable Codes”)
- ✓ Fixture & furniture layout plan.
- ✓ Show compliance with Means of Egress Requirements as per NFPA 101 (See “Applicable Codes”)
- ✓ Show compliance with Interior Finish Requirements as per NFPA 101 (See “Applicable Codes”); Manufacturer’s certificate of flame spread, smoke developed from fabric & vinyl interior finished and awning fabric coverings are required, if applicable.
- ✓ Show compliance with Plumbing Fixture Requirements as per International Plumbing Code (See “Applicable Codes”)
- ✓ Show compliance with Plumbing Fixture installation clearance illustrations as per Georgia Accessibility Code (120-3-20A/2010 ADA Standards).
- ✓ Show compliance with Accessibility requirements as per Georgia Accessibility Code (120-3-20A/2010 Standards).
- ✓ Show compliance with International Energy Conservation Code (See “Applicable Codes”)

Structural Plans:

- ✓ Foundation Plan – include footing, slab, or pier details.
- ✓ Floor Framing Plan.
- ✓ Ceiling Framing Plan.
- ✓ Roof Framing Plan.
- ✓ Fire Protection Assemblies.

FIRE ASSEMBLY REVIEW REQUIREMENTS

- Seating layout or floor plan if no seating is required.
- Full set of architectural plans.
- Life Safety Plan to include:
 - ✓ Occupant load, Egress capacities and Exit Remoteness calculations.
 - ✓ Travel distances, Common Path Travel, and Dead End limitations.
 - ✓ Exit discharge termination at a public way.
 - ✓ Exit signs, Emergency lighting, Pull Station locations.
 - ✓ Fire extinguisher locations and type.

- ✓ Fire rated walls.
- ✓ Furniture/Fixture/Equipment layouts.
- ✓ Symbols legend.
- ✓ Room identifications.
- ✓ Fire protection (sprinklered or non-sprinklered).
- ✓ Panic hardware (P/H).
- Set of electrical plans:
 - ✓ Show location of all exit and means of egress lighting.
 - ✓ Show seating and furniture layouts, if applicable.

FIRE SITE REVIEW REQUIREMENTS

Site and Utility Plans to include:

- Fire Department site access.
- *Roadway width(s) – 20 ft. minimum and 13ft. 6 in. vertical clearance.
- *Turning radius:
 - ✓ Structure with 3 stories or less – inside radius 28ft., outside radius 48 ft.
 - ✓ Structure more than 3 stories – inside radius, outside radius.
- *Gates – specify mode of operation.
- *Knox Box(s) equipment location(s) i.e. breezeways, gates, entrances.
- *location of all fire hydrants located within proximity of proposed project.
- *FDC (Fire Department Connection(s), Standpipe connection, Sprinkler Test Headers, PIV (Post Indicator Valves) locations.
- *Exit discharge from the proposed structure(s).
- *Transformer(s) location(s).
- Parking decks.
- *Generators.
- *ASTs/USTs.
- **Note: All items denoted by an asterisk are to be shown on both Site & Utility Plans.**

FIRE REVIEW FOR NEW/RELOCATION/REMOVAL OF ABOVE OR BELOW GROUND TANK OR FUEL DISPENSING UNIT

General Information:

Applicable codes:

- ✓ NFPA 30 Flammable and Combustible Liquids Code 2003 edition.
- ✓ NFPA 30A Automotive and Marine Service Station Code 2003 edition.
- ✓ NFPA 37 Standard for Installation and Use of Stationary Combustion Engines and Gas Turbines 1994 edition.
- ✓ NFPA 70 National Electrical Code 1996 edition.

Site Plan to include:

- ✓ Location of tank, drawn to scale.
- ✓ Distance from buildings, observation wells, vents, hazardous features such as

electrical equipment, incinerators.

- ✓ Distance from property lines, parking, and drives.

Structural Plans to include:

- ✓ Identify type of liquid being stored.
- ✓ Identify type of storage: above ground, underground, container, or portable tank.
- ✓ Specify volume of each tank in gallons.
- ✓ Section to scale through above ground tank and containment showing dimensions, calculation of containment volume, shape, dimensions, and construction of containment, tank base, fireproofing for metal tank supports, anchorage, and venting.
- ✓ Section through underground tank(s) and excavation showing depths, physical dimension of tanks, backfill, anchorage (if required), venting and cathodic protection.
- ✓ Details for fuel dispensing units designating solenoid valves, shear valves, hose breakaway valves and emergency power shut-off switch.
- ✓ Show location of all exit and means of egress lighting.
- ✓ Show seating and furniture layouts, if applicable.

ARBORIST REVIEW REQUIREMENTS

Site Plan to include:

- ✓ Location of proposed house, driveway, decks, pool, accessory structures, impervious surfaces, etc.
- ✓ Location of existing structures or impervious surfaces that remain.
- ✓ Location of existing/proposed retaining walls, indicate top and bottom elevations.
- ✓ Survey of all trees on property whose critical root zone is impacted by limits of land disturbance.
- ✓ Show the critical root zone (CRZ) of trees which extend into the limit of disturbance. Calculate the % of impact to CRZ.
- ✓ Tree inventory plan – label species (hardwood “hwd” or pine) of existing trees, indicate diameter at breast height.
- ✓ Place an X on the tree symbol for each tree to be destroyed.
- ✓ Tree Replacement Plan – minimum 2.5” caliper, shown and labeled as to species (from COA recommended tree list). Overstory and mid-canopy trees are required until tree density requirements, per zoning district are met. Spacing requirements are measured from existing and proposed trees and to be spaced as follows: Overstory-35ft., Mid Canopy-25ft., Ornamental, Understory, and Screening trees - 15ft.
- ✓ Show and label 4 ft. orange tree protection fences which must be located at the edge of critical root zone or work limits.
- ✓ Existing topography at 2ft contour intervals
- ✓ Proposed topography (cut and fill) at 2ft contour intervals
- ✓ Existing and Proposed underground utilities, i.e. water, gas, electric, sewerage, etc., must be shown from the main line connecting to the proposed house.
- ✓ Show and label construction material staging area
- ✓ Limit of land disturbance
- ✓ If lot is greater than one acre, wetlands, flood plains, streams, mature stands of trees, and other significant aspects of the natural environment to be shown on plan.

- ✓ If no trees are in or around the area of the proposed work provide two different photos of the site which clearly shows no trees will be impacted and “No Trees Impacted Statement”.
- ✓ If trees in the public right of way are impacted or destroyed, then approval from the Office of Parks Arborist is required. The approved plans should be submitted to the Office of Buildings, Arborist division. For additional information contact the Office of Parks at 404-546-6813.
- ✓ Go to Department of Planning and Community Development’s Arborist Division for the complete checklist of requirements.
<https://www.atlantaga.gov/government/departments/city-planning/office-of-buildings/arborist-division/arborist-forms-and-checklists>

SITE DEVELOPMENT REVIEW REQUIREMENTS

Site Plan to include:

- ✓ Complete grading and civil engineering plans with all appropriate details to be provided.
- ✓ Location of proposed structure(s), driveway(s), accessory structures, impervious surfaces, etc.
- ✓ Location of existing structures or impervious surfaces that remain.
- ✓ Location of existing/proposed retaining walls, indicate top and bottom heights.
- ✓ Silt Fence for erosion & sedimentation control.
- ✓ Soil & erosion control plan showing all required best management practices.
- ✓ Construction entrance and exit.
- ✓ Total area of site & disturbed acreage in acres.
- ✓ Show existing & proposed ground contours.
- ✓ List separately cut & fill earth quantities in cubic yards.
- ✓ Sanitary Sewer connection location.
- ✓ Clean-Out at property line.
- ✓ Show new & existing tie in connection location & size of City of Atlanta public sanitary sewer.
- ✓ Indicate 100 year flood plain limits, any water of state, drainage course, swales, wetlands, stream buffers, etc., if applicable.
- ✓ A comprehensive checklist is available at: <https://www.atlantawatershed.org/forms/>

SANITATION REVIEW REQUIREMENT

Site Plan to include:

- Location of dumpsters, trash compactors.
- Road width clearly marked.
- Stamped plans approved by Fulton County Health Department.
- Any documentation approved by the health department.

GREASE TRAP REVIEW REQUIREMENTS

- Sanitary sewer plumbing layout showing the location of all sewer plumbing fixtures and pipes, include existing and/or proposed grease waste pipes.
- Show location of grease traps and label as existing and/or proposed.
- Provide complete isometric or sanitary sewer riser plan of the sanitary sewer and/or grease waste piping.
- Prep sinks and mop sinks must be serviced by grease interceptors and shown on riser plans.
- Indicate the size (LxWxH) of multi-compartment, prep, and mop sinks.
- Note the capacity of the point of service grease interceptors (existing and/or proposed) on the plans and in the plan notes. Reference City of Atlanta Code of Ordinance for point of service grease interceptors, Section 1540297.
- Existing, undersized grease interceptors must be upgraded to meet specifications of the ordinance.
- 1500 gallon grease traps are required for facilities that include: dishwashers, fryers, food grinders or seating capacity of 100 seats or more.
- Seated capacity to be noted on plans.
- Provide 1500 grease trap detail for new grease traps or manufacturers detail for point of service grease interceptor.
- Existing grease traps or interceptors must be inspected by City of Atlanta Fats Oil & Grease (FOG) inspector. Inspector approval required prior to sign-off by Site Development. Contact Jacquelyn Anderson at 404-546-1402 or Kemneetta Pillette at 404-546-1413 to schedule an inspection.
- Separate permit is required for installation of exterior grease traps.
- Stamped plans approved by Fulton County Health Department.
- Any documentation approved by the health department.

SEWER CERTIFICATION

- Sewer capacity certification required on new construction.
- Complete form for submission: information required for existing and new structures - floor area, occupancy type, existing sewer or new connection.

TRAFFIC REVIEW

- Applicant to submit survey and/or site plan for review of all new and replacement aprons and curb cuts.
- Separate permit will be required from Department of Public Works, Office of Traffic for aprons and curb cuts.
- For additional information contact – Office of Traffic at 404-330-6501.

WATER SERVICES REVIEW REQUIREMENTS

Site Plan to include:

- Show water service with backflow prevention at meter.
- Show Right-of-Way line.
- Show all existing water appurtenances.
- Show street name.
- Plans must be stamped and signed by a Georgia Registered Engineer.
- Water meters within Right-of-Way line.
- Provide Vicinity Map.
- Provide contact information – name, phone number, and email.
- Easement required if proposed water meter box/vault or fire hydrant is not in right-of-way.
- Water meters within GDOT right-of-way must be set in an easement on the developers property.

MECHANICAL, ELECTRICAL, PLUMBING REVIEW REQUIREMENTS

General Requirements:

- ✓ Project name.
- ✓ Project address include suite/floor #, must match address on Building Permit.
- ✓ Contact information.
- ✓ Provide Building Permit #.
- ✓ Mechanical, Electrical, Plumbing plans to be submitted separately by discipline
- ✓ Equipment schedule/symbols.

Mechanical Review:

- ✓ Gas line plan to scale.
- ✓ Show total load.
- ✓ Kitchens with grease hoods require specific equipment.
- ✓ Include manufacturer specifications that match equipment schedule.

Electrical Review:

- ✓ Review not required for single phase 400 amps or less.
- ✓ Comcheck/recheck data sheets required when applicable.

Plumbing Review:

- ✓ Need isometric drawing.
- ✓ Show sizing

APPROVALS BY OUTSIDE REVIEW AGENCIES (if applicable for scope of work):

FULTON/ DEKALB COUNTY HEALTH KITCHEN REVIEW REQUIREMENTS FOR FACILITIES WITH FOOD AND/OR BAR SERVICE

- Floor plan with equipment list for facilities with food and/or bar service.
- Label all kitchen equipment on floor plan.
- Index of kitchen equipment.
- Applicant responsible for obtaining approvals from Health Departments.
- Approvals required before issuing building permit.
- For additional information contact:
Fulton County (404)613-7901 or DeKalb County Health Department 404-294-3700.

FULTON/ DEKALB COUNTY SOLID WASTE REVIEW REQUIREMENTS

Site Plan to include:

- Location of dumpsters and/or trash compactors.
- For additional information contact Fulton County Health Department at (404) 613-7901.

STATE FIRE MARSHAL

- Approved architectural plan stamped by the State Fire Marshal.

DEPARTMENT OF AGRICULTURE

- Approved architectural plan stamped by the Department of Agriculture.