

# DRAWING FILE FACT SHEET

A FACT SHEET WITH TYPICAL CONTENT FOR REQUIRED DRAWING AND FILES FOR PLAN REVIEW

## DRAWING TYPES AND MANDATORY FILES

The below files are mandatory uploads with many projects and are to be submitted individually. The content to the right shows typical information to be provided but is not exhaustive of the requirements.

### ARCHITECTURAL PLAN

Existing, demolished, and proposed floor plans, fixture and furniture layout, life safety plan, reflected ceiling plan, interior and exterior elevations, building sections and wall types, occupant loads and associated construction type, building data tables.

### CIVIL PLAN

Site survey and existing conditions, proposed site plan with zoning calculations, demolition site plan, grading, utilities, erosion control, stormwater and sanitary sewer profiles, landscape plans, tree survey with assessment, tree protection, removal, and replacement plan with calculations, road profiles, streetlight layout.

### MECHANICAL PLAN

Info about heating, ventilating, air conditioning and transportation. Details can include: size, type, and layout of ducting, diffusers, heat registers, return air grilles, dampers, turning vanes, ductwork insulation, HVAC unit, thermostats, electrical, water, and/or gas connections, ventilation, exhaust fans, load summary, smoke detector and firestat re-ducting, thermostat programming, and heat loss/gain calculations.

### ELECTRICAL PLAN

Plans should include the building's location and outside electrical wiring, floor plans showing the location of electrical systems, power-riser diagrams showing panel boards, single-line diagrams, general arrangement diagrams, control wiring diagrams, and schedules and other information in combination with construction drawings.

### PLUMBING PLAN

Drawings consist of water supply system drawings, drainage system drawings, irrigation system drawings, storm water system drawings with plans, riser diagrams, installation details, legends, and notes. Often included is fuel gas drawings, isometric drawings and sizing details.

### STRUCTURAL PLAN

Drawings are primarily concerned with the load-carrying members of a structure and outline the size and types of materials to be used, as well as the general demands for connections. Include foundation plan, roof, floor and ceiling framing plans, fire protection assemblies, structural notes and details, and elevations and sections.

## SUPPLEMENTAL FILES

These files are often optional uploads with many projects. These should not be included in the drawing package itself rather uploaded individually. Staff may also request these files throughout the plan review process using the File Request tool.

Air Test Documentation  
Approved legislation  
Arboricultural Prescription  
Board of Zoning Adjustment Approval  
Boundary Tree Agreement  
Change of Contractor Form  
COE permit  
ComCheck/ReCheck  
Compaction Test Results  
Concept Review Committee Log  
Contractor Agent Authorization Form  
Contractor License Affidavit  
Contractor License Exception Affidavit  
DeKalb County Health Approval  
Department of Agriculture Letter  
Engineer's Certificate – Green Infrastructure

Erosion Control Performance bond  
Fire Flow Certification  
Fulton County Health Approval  
GA Dept of Community Affairs Letter  
GASWCC Certification  
Geo-technical Report  
Hazardous Material Inventory Sheet  
Historic Preservation Studio Approval  
Homeowner's Affidavit  
Hydrology Report  
Inclusionary Zoning Documentation  
Infiltration rate documentation  
Inspection and Maintenance Agreements  
Maintenance Bond  
MARTA Proximity Letter  
Metropolitan River Protection Act Certificate

Notification of Asbestos Renovation, Encapsulation, or Demolition  
OES Service Fee Receipt  
Operation and Maintenance Plan  
Pre-Design Consultation Meeting Documentation  
Riparian Buffer Authorized Encroachment  
Riparian Buffer Authorized Encroachment Certification of Public Notice  
Rodent Inspection Letter  
Sewer Capacity Certification App  
Sewer Capacity Certification  
Sewer Plug Permit  
Special Administrative Permit Approval  
Special Use Permit Approval  
Specifications  
Specifications: Signed off and Sealed by Design Professional

Sprinkler System Certification Form  
State Fire Marshal Letter of Approval  
State Fire Marshall Plan  
State of Georgia Stormwater permits  
Statement of Special Inspections  
Storage and Industrial Occupancy  
Commodity Affidavit  
Stormwater Mgmt Facility Agreement  
Stormwater Mgmt Facility Inspection and Maintenance – Indemnification Agreement  
Subdivision Approval  
Tree Impact Statement  
Tree Photos  
Urban Design Commission Approval  
Yellow Sign Posting Request  
Zoning Review Board Approval

