

COMMERICAL PLAN REVIEW/BUILDING PERMIT INSTRUCTIONS

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Please read this entire document and the references made herein PRIOR to submitting plans for code review. Plans may be submitted Monday through Friday, 8:30 am to 4:30 pm. A Land Disturbance Permit is not a prerequisite for the Building Plan Review. However, the permit will not be issued until the LDP has been drawn.

1. Complete, in its entirety, a Building Permit application form. If the contractor for the job has not yet been selected, please add "TBA" on that line so we will know that you did not just accidentally leave it blank. Along with the application, a site plan, showing the entire property upon which this improvement will sit upon, with the information required on the attached Site Plan Check list. This plan can be no larger than 11"X17" in size. Three copies are required for the final permit. A Key Sheet is not a Site Plan.

2. Submit a minimum of three sets of architectural or structural plans (no spec books). Three approved sets of plans are required for most projects; however, for swimming pools an additional set (a total of four) is required. One set will be distributed to the Health and Wellness Department for review.

3. The following information should be on all plans:

a. Required information for all of the plan review and/or building permit applications:

- Project address and occupancy type (per building code)
- Floor, suite number and number of floors in the building
- Owner's name, complete address and telephone number
- Contact person name, telephone number, fax number and email address (optional)
- All new work (including description of construction) and Type of construction (per building code)

b. All existing construction (including perimeter walls) and Type of construction (per building)

c. All existing construction to be removed

d. All rated walls

e. If movable partitions are to be used, these must be shown

f. If the project consists of interior construction on more than one floor, or in two separate areas of the same floor, separate permits will be required for each area.

g. For tenant, remodel, interior, or exterior addition, provide a "key plan" of the entire floor level or building. The key plan must show the location of the proposed space in relationship to the entire building and must clearly define exit access. Plans will not be reviewed if this is not provided.

h. For exterior additions or new building, submit 3 copies of civil site plans (if possible with the Land Disturbance Review approval).

4. A PLAN REVIEW FEE MUST BE PAID BEFORE ACTUAL REVIEW WILL BE CONDUCTED. SEE FEE AND CALCULATIONS OF FEES AT WWW.FULTONECD.ORG, DEVELOPMENT PAGE, LEFT COLUMN, NEAR BOTTOM

5. For applicable codes and revisions, please visit the following websites:

www.dca.state.ga.us/planning/codes2.html **and**

for applicable Georgia State Law www.InsComm.state.ga.us .

Click on "Fire Marshal" and use helpful links.

6. The following, from Georgia Official Code 43-4, provides a description of those structures that require the seal of an architect registered in the State of Georgia:

All building exceeding more than 5,000 square feet in area also any new or existing assembly occupancies, educational occupancies, health care occupancies, correctional or detention facilities, hotels, dormitories or lodging facilities, multifamily housing or apartment complexes, and care facilities.

7. All projects receive a log-in or Permit Number and plans are reviewed chronologically. One should allow at least ten working days (+/-) for review and re-reviews. Plans are forwarded to the Permits Section for completion once the review is closed. A contractor with name, address and business license number

MUST be provided to the Permitting staff to proceed with the processing of the permit. Until you hear from the Cashier, your permit will not be ready for pickup. This may take up to five (5) days, depending on additional information needed.

8. Conferences/meetings are not generally required; however, for larger more complicated projects; staff strongly suggests a preliminary review with the designer. To arrange a meeting, or to receive guidance on plan review issues, contact (04 730-7855 or 404 730-0011.

9. If the project is a restaurant or food service, Public Works commercial wastewater pre-treatment approval is required for all structures involved in food and drink service or production, automobile service and repair and car washing. For these type structures, contact 770 640-3061 X 116. They will provide you more details on what is required to be submitted for approval. PLEASE NOTE: A set of approved plans from the Public Works department for each set that ECD approves is required. Be sure to supply them with enough sets of permits to fulfill their needs, one record set to keep in your files and at least three more for our processing.

10. If the project is a restaurant or food service, The Department of Health and Wellness must also be contacted for approval. For these type structures, contact 404 730-1301. They will provide you more details on what is required to be submitted for approval. PLEASE NOTE: A set of approved plans from the Health department for each set that ECD approves is required. Be sure to supply them with enough sets of permits to fulfill their needs, one record set to keep in your files and at least three more for our processing.



**FULTON COUNTY ENVIRONMENT AND COMMUNITY DEVELOPMENT DEPARTMENT
COMMERCIAL
SITE PLAN/BUILDING PERMIT CHECKLIST**

Permit Number: _____
LAST REVISED: 03/10/2006

GENERAL SITE PLAN REQUIREMENTS:

1. ____ Provide a minimum of three (3) site plans, a maximum size of 11" X 17" or a diskette, CD or DVD of the plan in **pdf** or **tif** format, showing all dimensions as required and legibly shown as no less than .08". Site plans do not have to be "to scale". The following must be shown, as applicable:

- a. ____ Provide North Arrow
- b. ____ Provide Land Lot and District
- c. ____ Provide name and phase of project, if applicable
- d. ____ Provide building number, suite number, if applicable
- e. ____ Show all lot lines and complete lot dimensions with lengths and bearings labeled
- f. ____ Show all set back lines and label with distances
- g. ____ Provide street name(s) and right-of-way width
- h. ____ Provide address (if known)
- i. ____ Show structure(s) location(s) with dimensions from lot all lines to structure. It is suggested that the distances from each corner of the structure be annotated with a minimum of two directional distances to the lot lines.
- j. ____ For permit applications for accessory structures, or additions; show distances from the existing structure(s) as well as the distance to the new feature from two lot lines, at minimum.
- k. ____ Show existing topography and proposed topography with arrows to indicate the flow of storm water/drainage after construction. (NOTE: all storm water/drainage should be directed toward a drainage easement or drainage structure on-site or toward the street. No water flow from the developed property can be directed toward another lot, showing consistency with the LDP for the project.)
- l. ____ Provide the location and dimensions of the driveway. Show and label the distance of the driveway from any improvements; i.e., catch basins, fire hydrants, etc. The driveway apron must be a minimum of ten (10) feet from a catch basin. The driveway apron must also be a minimum of five (5) feet from any lot line.
- m. ____ Provide finished floor elevation, basement elevation and/or lowest floor elevation.
- n. ____ Show state waters, if applicable.
- o. ____ Show location and limits of construction/disturbance activity on the site.
- p. ____ Show location and protection limits of any special trees and all tree save areas
- q. ____ Show all buffers of any types, access easements, drainage and sanitary sewer easements with structures and features, and landscape strips and/or other natural features.
- r. ____ If the lot has a detention pond, then an elevation certificate must be submitted establishing that the lowest floor of the structure is a minimum of three (3) feet above the 100 year water surface elevation of the pond.
- s. ____ Provide the location and type of temporary and permanent soil stabilization measures to control sediment migration.

t. ____ Provide proofs of septic tank permit, if applicable, when submitting permit application and site plan. For additions, renovations, fences, walls, or pools, you must first contact the Health (Septic) Staff to obtain a letter of renovation approval. Call 404 730-7577 for more information.

u. ____ Retaining wall(s) must be permitted separately. See retaining wall check list. If the wall is Cast-In-Place Concrete, structural plans, calculations and detailed drawings are mandatory.

v. ____ ARC River Corridor approval is required, if applicable. Submit two (2) additional plans if the subject property is located within 2000 feet of the Chattahoochee River. Contact 404 730-7545 for more information.

w. ____ Provide the following certifications and/or indemnifications on the plat, as may be applicable:

i. ____ Provide a flood plain note/certification, if applicable. If property has special flood hazard area crossing its boundary line, a certificate of occupancy hold will be place on the building permit until an elevation certification is submitted certifying that the lowest floor elevation of the structure is a minimum of three (3) feet above the special flood hazard are elevation.

“Flood Hazard Note:

This property is/is not located in a flood hazard area according to FIRM Panel # _____ last revised on June 22, 1998.”

Note: If the special flood hazard area has established elevations, then a surveyor or architect can certify this statement. If elevations have not been established, then a registered engineer must provide calculations to establish the horizontal location and the elevation of the flood hazard area.

iii. ____ Provide a driveway indemnification note for all driveways that cross any easements {Applicant is to provide an agreement that has been drafted by an attorney at law which will indemnify the County against any and all damages and harm caused by the failure of the easement and associated features or structures to perform as designed. Note: Fulton County personnel and/or agents shall have free and total access to, across, and under driveways, that will be installed on this recorded lot, for the purposes of inspections, repair and/or construction, and shall have no responsibility for damages to, or the repair of, improvements within said easement.)

2. Provide a completed application; front and back or two sheets of information, including a signature bearing a current date for the submittal of materials.

a. *All contractors must have a current business license number or be on file with Fulton County; otherwise a copy of the most current license must be submitted along with the application. **No permit will be issued until the contractor information is complete.***

b Provide Owner’s name, complete address (including the zip code), a twenty-four (24) hour contact person and a telephone number at which that person can be reached in case of emergency.

3. If the property is to be served by a septic system, rather than public sewer, the approval of the Septic Site plan bearing the seal of the design profession of responsible charge is required to be submitted along with this application.

IMPORTANT ADDITIONAL INFORMATION:

The review process **normally** requires a minimum of three (3) to ten (10) days. You will be notified within ten (10) days whether your permit review is complete or if a revised site plan is required for re-submittal. The more closely the design professional adheres to and shows compliance with the above checklist requirements, the more likely the review will occur within this timeframe. If the design professional fails to provide any of the required information, the review can be delayed for an undetermined amount of time.