

Building Plan Submittal Checklist

Project Address: _____ Date: _____

Project Description: _____
(New or Remodel) (SFD, Outbuilding, or Duplex)

Applicant: _____ Phone#: _____

Required	Documents	Provided	Missing	Required	Documents	Provided	Missing
----------	-----------	----------	---------	----------	-----------	----------	---------

Drawings Required

(2) FULL SETS OF PRINTS DRAWN TO SCALE

COVER SHEET

- Construction must meet the GEORGIA STATE MINIMUM STANDARD BUILDING CODE.
- Floor Square Footage: New, Existing, Addition
- Owner's Name, Address, & Phone
- Designer's Name, Address, & Phone

EXTERIOR ELEVATIONS

- All Four Views Required for New Const.
- All Views Effected by Addition or Remodel
- Building Height Dimensions
- All Openings & Finishes
- Roof Slopes
- Grades Along Building Perimeter

FOUNDATION PLAN

- Footings, Hold downs, piers, steel
- Joists, Girders, Columns, & Foundation walls

EXISTING/DEMO FLOOR PLAN

- Existing Walls to Remain & Walls to be Removed
- Door/Window Locations & Sizes

FLOOR PLAN FOR EACH BUILDING/STORY

- Wall Legend
- Rooms & Uses Labeled
- Door/Window Locations & Sizes
- FAU, WH, & Gas Locations

FLOOR FRAMING PLAN

- Shear walls or Braced Walls
- Floor joists, Bridging, Stair Openings, etc.

ROOF FRAMING PLAN

- Shear walls or Braced Walls
- Floor joists, Bridging, Stair Openings, etc.
- Ridges, Direction of Slope
- Pitches labeled

Drawings Required Continued

SITE PLAN

- Dimensioned and Drawn to Scale
- All Structures, Setbacks, Easements, & Other Defining Features

SOIL & EROSION PLAN

(If Disturbing More than one Acre)

- (1) Hard Copy & (1) Electronic Copy
- Dimensioned and Drawn to Scale
- All Structures, Setbacks, Easements, & Other Defining Features

TRUSS PACKAGE PLANS

(If trusses are engineered)

BUILDING CROSS SECTIONS

- Building Height Dimensions
- Relationship of All Structural Elements
- Insulation Ratings
- Typical Wall Sections

ELECTRICAL PLANS FOR EACH STORY

- Switches, Outlets, & Light Fixtures
- Electrical Meter & Panels

Supporting Documentation Required

COMPLETED BUILDING PERMIT APPLICATION

SOIL & EROSION PERMIT APPLICATION

(If Disturbing More than one Acre)

COPY OF SEPTIC PERMIT FROM THE ENVIRONMENTAL HEALTH DEPARTMENT

SIGNED COPY OF THE HOMEOWNER ACTING AS A CONTRACTOR AGREEMENT

(Only if the homeowner will be the general contractor)

FLOOD CERTIFICATE

(If building in a flood zone)

FOR OFFICE USE ONLY

	<u>Date</u>	<u>Initial</u>	TOTAL sf: _____
ALL DOCUMENTS RECEIVED: _____	_____	_____	BUILDING PERMIT FEE: _____
PLANS APPROVED: _____	_____	_____	LAND DISTURBANCE FEE: _____