



Building Permit Submittal Requirements

- General.
 - [Building Permit Application](#)
 - Provide at least two (2) complete original sets of stamped/approved construction documents
 - Each architectural drawing shall bear the seal of a professional architect registered in the state of Georgia with corresponding signature and date thereon for each of the following: Assembly, Educational, Institutional, Residential (R-1, R-2) where **floor area greater than 5,000 square feet or** multi-floor construction.
 - (1) Set of plans shall be stamped appropriately by Fire Marshall and kept on "JOB SITE" for inspection review. One (1) set will remain with the building permit at the Department of Planning & Economic Development. You may provide additional sets to be stamped for use by owner and contractors.
 - Each engineering drawing shall bear the seal of a professional engineer registered in the state of Georgia with corresponding signature and date thereon for each project with a construction cost of \$100,000 or greater and for construction work on three (3) or more floors of a residential building.
 - Tenant name
 - Project street address
 - Parcel Identification Number District 6 Land Lot #### Parcel ###
 - Intended use of space
 - Type of construction of existing building according to current ICC codes.
 - Egress Plan
 - Exit requirements
 - Residential and/or Commercial Energy Compliance report (ResCheck/ComCheck) must be on file prior to requesting final C.O.
 - [Route Sheet](#) (if applicable)
- Architectural
 - "Key Plan" of entire building or floor level to verify requirements for fire protection and means of exit.
 - Unit floor plan of space with overall dimensions, partitions, doors, glazing (with tempered glass details), and restrooms.
 - Fire design details for all fire partitions, fire barriers (fire-resistance-rated wall, floor, and roof assemblies), columns, and through-penetration firestop systems as determined either by tests (fire resistance design publication), by calculations, or by prescriptive design.
 - Details for installation of suspended ceilings to accommodate seismic design forces as required by the building code.
- Structural
 - Details indicating the required construction of all interior partitions including but not limited to size, gauge, spacing, and height of studs.
 - Details for construction of mezzanines and guards including required materials/sizes/locations of structural elements and connections.
 - Engineering documentation to substantiate structural adequacy of existing structure to support new mechanical equipment.
 - Details for installation of mechanical and electrical components to accommodate seismic design forces including but not limited to mechanical equipment, HVAC ductwork, electrical conduits, plumbing supply and waste piping, gas piping, and sprinkler piping.



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- Mechanical
 - Supply and return duct layout indicating ventilation rates (CFM) and/or return air plenum.
 - Equipment schedule including cooling/heating capacity (BTUH), SEER, AFUE, equipment operating weight, programmable thermostat, with smoke detector in supply air stream for automatic shutdown of system.
 - Outdoor air ventilation documentation to include CFM per person and estimated occupant load based on the occupancy classification.
 - Designated smoking areas separate from non-smoking areas each with a separate dedicated air handling and exhaust system.

- Electrical
 - Location of receptacles, fixtures, meter, and panelboard.
 - Panelboard schedule, panelboard size, load calculations, and riser diagram.

- Plumbing
 - Equipment schedule, fixture types and locations, supply and waste vent riser diagrams with safe waste system required for all food service businesses.
 - Restrooms and drinking fountains shall be placed in locations that are directly accessible to the public.

- All construction documents shall conform to the latest edition, as adopted and amended by GA DCA, of the following codes (include all building code references on plans):
 - International Building Code- with Georgia State Amendments
 - International Residential Building Code- with Georgia State Amendments
 - International Mechanical Code-with Georgia State Amendments
 - NFPA National Electrical Code- with Georgia State Amendments
 - International Plumbing Code- with Georgia State Amendments
 - NFPA 101 Life Safety Code
 - International Fire Code (ICC): with Georgia State Amendments (see Gwinnett County Fire Marshal's webpage at www.gwinnettfiremarshal.com)
 - International Fuel Gas Code- with Georgia State Amendments
 - International Energy Conservation Code- with Georgia State Supplements and Amendments
 - International Swimming Pool and Spa Code- with Georgia State Amendments