



New Building Plan Submittal Requirements (with Codes)

General

- [Building Permit Application](#) – complete ALL sections applicable with plans/documentation together
- [Route Sheet](#) -obtain all necessary Gwinnett County approvals (Gwinnett fire, water, sewer, DOT, planning, Environmental Health) and State DOT approval as applicable, prior to submitting to City.
- New Buildings, Additions and Major Renovation/Alteration drawings/plans, with or without trades, shall demonstrate minimum compliance with applicable City of Lilburn Codes, including but not limited to [Chapter 105 Buildings and Building Regulations](#).
- Provide **two (2) sets of stamped/approved and bound** construction documents if applicable:
 - ◆ Architectural drawing(s) shall bear the seal of a professional architect registered in Georgia with corresponding signature and date for non-residential structures, for Assembly, Educational and Institutional, or Residential (R-1, R-2) where floor area greater than 5,000 square feet or multi-floor construction,
 - ◆ Engineering drawing(s) shall bear the seal of a professional engineer registered in Georgia with corresponding signature and date for any project with a construction cost of \$100,000 or more or construction on three (3) or more floors of a residential building, and for walls 4' or more in height.
- Include Aerial, Site Plan or Survey if exceeding original building footprint or disturbing >250 s.f.
- Plans shall be aligned in a landscape/horizontal format with North facing up, bound on the left/short side and include designer contact information and Gwinnett Co. approval on right side of each sheet.

COVER/TITLE SHEET shall include:

- Tenant and Owner name and 24 hr contact name, phone and email
- Parcel Identification Number (District #6 Land Lot # and Parcel #), and street address w/suite
- Project Name, Intended use according to zoning district (i.e. CB, IA) and existing use/occupancy, SUP
- Details of proposed use (i.e. Restaurant, Interior Finish, Storage-unoccupied) and Type Building construction (per ICC)
- Description of Scope of Work, including demolition, trade work and total square footage impacted
- Index of ALL sheets being submitted with corresponding sheet number
- Gwinnett County permit number
- Statement: ***"All construction shall conform to the latest edition of applicable GA DCA adopted and amended Construction Codes and Locally adopted municipal plumbing code:"***
- Total Disturbed Land Area (if >2,000 sf, additional checklists apply).
- Residential Energy Compliance (ResCheck) or Commercial Energy Compliance Certificates (ComCheck) for new building construction and each applicable trade

PLAN(S):

- Architectural**
 - "Key Plan" of entire building or floor level to verify fire protection and means of exit. Egress Plan and Exit requirements
 - Floor plan to show dimensions, partitions, doors, glazing (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 determined by tests (fire resistance design publication), calculations, or prescriptive design.
 - Details for installation of suspended ceilings to accommodate seismic design forces by code.
- Structural**
 - All interior partition details indicating -size, gauge, spacing, and height of studs.
 - Details for construction of mezzanines and guards including required materials/sizes/locations of structural elements and connections.



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- Engineering documentation to substantiate 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.
- Mechanical
 - Supply and return duct layout indicating ventilation rates (CFM) and/or return air plenum.
 - Equipment schedule: cooling/heating capacity (BTUH), SEER, AFUE, equipment operating weight, programmable thermostat, with smoke detector in supply air stream for auto shutdown.
 - 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.
 - Mechanical energy code compliance statements "ComCheck or ResCheck"
- Electrical
 - Location of receptacles, fixtures, meter, and panelboard.
 - Panelboard schedule, panelboard size, load calculations, and riser diagram.
 - Electrical Lighting energy code compliance statement (ComCheck/ResCheck)
- Plumbing -design SHALL meet local plumbing/water efficiency code (Ch.105, Section 105-3-4, 2024
 - 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 in locations that are directly accessible to the public.
 - Sewer or septic approval, and Gwinnett County grease trap details as applicable.

CODES:

- ◆ International Building Code, 2018 Edition with Georgia Amendments (2020)
- ◆ International Residential Code for One and Two-Family Dwellings, 2018 Edition with Georgia Amendments (2020)
- ◆ International Fire Code, 2018 Edition (No Georgia Amendments)
- ◆ International Fuel Gas Code, 2018 Edition with Georgia Amendments (2020)
- ◆ International Mechanical Code, 2018 Edition with Georgia Amendments (2020)
- ◆ National Electrical Code, 2020 Edition (No Georgia Amendments)
- ◆ International Plumbing Code, 2018 Edition with Georgia Amendments (2020) AND City of Lilburn Plumbing/Water efficiency Code (2024)
- ◆ City of Lilburn Building Regulations, Chapter 105, Plumbing/Water Efficiency Code, adopted 2024
- ◆ International Energy Conservation Code, 2015 Edition with Georgia Supplements and Amendments (2020)
- ◆ International Swimming Pool and Spa Code, 2018 Edition with Georgia Amendments (2020)
- ◆ International Existing Building Code; and
- ◆ International Property maintenance Code

One (1) set of approved plans shall be kept on site and 1 set and digital (PDF) shall be on file with building permit at City Hall. If amended, a revised digital (pdf) set shall be provided to City Planner prior to requests for Certificates of Approval or Occupancy.