All documents required by the City of Milton Building Department will be reviewed for code compliance. Required documents must be sealed and signed by an architect or professional engineer licensed in Georgia.

Prior to our office performing the plan review the following fees must be paid at the time of plan submittal, the following fees must be paid: $25.00 administration fee and plan review fee = ½ of the building permit fee. Any remaining fees for permit issuance must be paid prior to the building permit being issued.

After the first review if you resubmit plans with minor changes there is no charge. However, if re-submitted with major changes from the original submittal the plan review will be considered a new review and plan review fees must be paid at the same amount.

The plan review fee is ½ off the building permit fee which is based upon the value of construction (labor and material).

ALL PERMITS ARE REQUIRED TO GO BEFORE THE DESIGN REVIEW BOARD PRIOR TO ISSUANCE OF PERMIT.
The following is **Required** in order for or office to perform a code compliance plan review.

<table>
<thead>
<tr>
<th>Incomplete plans cannot be processed, and all documents submitted will be returned to applicant.</th>
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- Project must have address including location map
- Provide a statement to identify the Design Professional of record. Include *seal and signature (originals)*.
- (3) sets of site plans must be *original seals and signatures* (if applicable)
- (3) sets of architectural plans must be original seals and signatures - *Section 106.1*
- (3) sets of plumbing plans must be *original seals and signatures*
- (3) sets of mechanical plans must be *original seals and signatures*
- (3) sets of electrical plans *original seals and signatures Based on 2008 N.E.C*
- (3) Sets per 2006 International Energy Conservation Code – certification of compliance with applicable sections have been met.
  - New buildings
  - Additions for existing buildings
  - Alterations
  - Alterations – heating, ventilating, and air conditioning
  - **COMcheck certification must be submitted prior to final inspection.**
- (3) sets of engineered truss diagrams must be *original seals and signatures* – if applicable
- (3) sets of permanent lateral truss bracing details
- (2) sets of specifications must be *original seals and signatures* – if applicable
- (2) sets of Structural Calculations must be *original seals and signatures Section 1603* – if applicable

5/17/2013
(3) sets of Soil Investigation reports must be original seals and signatures Section 1802.1 – if applicable

Statement of Special Inspection must be prepared by registered design professional in responsible charge (of record) must be original seals and signatures - Sections 1704.1.1, 1704.1.1, 1704.1.2 {See tables 1704.3, 1704.4, 1704.5.1, 1704.5.3, 1704.7, 1704.8 and 1704.9 for list of reference standards} – if applicable

Cover letter from the owner or tenant clearly describing the nature of their business and its operations

Commercial buildings with tenant build out, must have owner or management company representatives signature on plans for approval of tenant space

Title block which includes:

- Type of Construction Section 602.1
- Use Group and Occupancy Classification Section 302.1
- List of all installed fire protection Section 901.1 (List all reference standards per Chapter 35)
- List of mixed use occupancies, separated, and non-separated Section 302.1
- List of accessory use Section 302.1
- List of incidental use Section 302.1
- Building Use Group Section 302.1
- Tenant Use Group Section 302.1
- Occupant loads for all areas (actual and calculated) Section 1004.1
- Statement indicating shop drawings will be submitted for all fire protection systems

Complete building plans showing use of all areas

Provide all appropriate wall and floor sections

Provide additional foundation details

Provide door hardware schedule

Provide door, window, and glazing schedule

Provide interior finish schedule including flame spread and smoke developed indexes and testing criteria for applicable wall, ceiling, and floor finishes. Section 803.1
  - Provide manufacturer cut sheets Sections 803.1, 803.2, 803.2.1, 803.6.1, 804.2, and 804.5
- Decorations and trim Section 805.1 (Groups A, E, I, R-1, and dormitories in R-2)
- Plastics utilized in the design shall provide documentation in accordance with Section 2601.1

☐ Provide details showing all barrier-free requirements per ICC/ANSI A117.1 2003 Edition*
  - Maneuvering clearances for doors Section 404.2.4*
  - Service counters Section 904.1*
  - Work surfaces Section 902.1*
  - Kitchens Section 804.1*
  - Toilet and bathing rooms Section 603.1*
  - Reach limitations Section 308.1*
  - Changing rooms Sections 803.1, 903.1*
  - Clear floor spaces Section 304.1*
  - Knee to toe clearances Section 305.3, 306, and 606.2*
  - Accessible routes (ramps) Section 405.1*
  - Barrier free parking spaces Section 501.1* and 1106.1
  - Other  

☐ Existing buildings – additional barrier free verifications
  - Note change in use group or occupancy load or alteration and floor area
  - Note if the change in use group or occupancy load or alteration involves more than 50% of the floor area

☐ Provide additional information on general means of egress requirements Section 1003.1
  - Emergency lighting Section 1006.1
  - Exit signs Section 1011.1
  - Location of exit doors Section 1018.1
  - Other  

☐ Verify zoning compliance with Planning and Zoning – 678-242-2500
  - Zoning
  - Façade
  - Planning
  - Other  

☐ Projects that utilize hazardous materials as defined by Section 307.1 shall provide the following information formatted in accordance with:
  - Table 307.7(1)
  - Table 307.7(2)
Commercial Building Plan Review Checklist

- *Table 414.2.2*
- *Table 414.2.5(1)*
- *International Fire Code 2006 – Chapter 28*
- Other ________________________________

☐ Provide C.A.S. (Chemical Abstract Service) numbers

☐ Provide a list of all fire-resistance rated assemblies. Also, provide a diagram of the actual testing agency design and include the approved tested design number. *Section 703.2*
  - Firewall *Section 705.1*
  - Fire barriers *Section 706.1*
  - Fire partitions *Section 708.1*
  - Horizontal assemblies *Section 711.1* (include the tested design numbers for construction of the assembly *Section 703.1*)
  - Joint system *Section 713.1* (include installation and fire test criteria and provide manufacturer cut sheet)
  - Other ________________________________

☐ Verify structural loading per *Sections 1603.1 and 1604.1*
  - Floor and roof live loads – dead loads and concentrated loads
  - Ground snow load – snow drift surcharge – snow exposure
  - Basic wind speed (3 second gust), 90 miles per hour (km/hr)
  - Seismic Design Category and Site Class
  - Wind exposure category
  - Flood resistant design
  - Building category importance factor
  - Other ________________________________

☐ Submit details to show “through-penetration firestop systems” *Section 712.1*

☐ List locations of all fire dampers and provide manufacture cut sheets for their installation, showing testing in accordance with *UL 555* and hourly ratings of *Table 716.3.1*

Please note – The section numbers referenced in this document are from the International Building Code 2006.

*ICC/ANSI A117.1 2003 Edition*

**Georgia Amendments to the State Minimum Standard Codes**

**International Building Code (IBC), 2006 Edition**
- 2007 Amendments
- 2009 Amendments
- 2010 Amendments

International Fire Code (IFC), 2006 Edition
- 2007 Amendments
- 2010 Amendments

International Plumbing Code (IPC), 2006 Edition
- 2007 Amendments
- 2008 Amendments
- 2009 Amendments
- 2010 Amendments

International Mechanical Code (IMC), 2006 Edition
- 2007 Amendments
- Errata to 2007 Amendments
- 2008 Amendments
- 2010 Amendments

International Fuel Gas Code (IFGC), 2006 Edition
- 2007 Amendments
- 2008 Amendments
- 2009 Amendments
- 2010 Amendments

National Electrical Code (NEC), 2008 Edition
- 2009 Amendments

- 2008 Supplements and Amendments
- 2009 Supplements and Amendments