



**City of Atlanta**

55 Trinity Avenue, Suite 3900

Atlanta, Georgia 30303

Phone: 404-330-6150

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*Checklist for Plan Submission*

***ALTERATIONS/CONVERSION OF COMMERCIAL, MIXED-USE, OR  
MULTI-FAMILY***

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*Please Note: No Site Work*

**GENERAL REQUIREMENTS**

**1. Cover sheet to include:**

- ✓ Project Name – include floor, suite and/or space numbers.
- ✓ Project Owner.
- ✓ Project Address in title block for all proposed structures
- ✓ Scope of Work with Detailed project description
- ✓ Occupancy Classification per NFPA 101 (See “Applicable Codes”)
- ✓ Occupant Load Calculation (Space by Space) using Table 7.3.1.2 - Occupant Load Factor of the NFPA 101 (See “Applicable Codes”)
- ✓ Egress Capacity of Stairways, Level Components & Ramps using Table 7.3.3.1 - Capacity Factors of the NFPA 101 (See “Applicable Codes”)
- ✓ Sprinkled/Non-Sprinklered
- ✓ Type of Construction per Table 503 IBC (See “Applicable Codes”)
- ✓ Square Footage of proposed structure(s) per IBC (See “Applicable Codes”)
- ✓ Building Height(s) per IBC (See “Applicable Codes”)
- ✓ Number of stories
- ✓ Index of drawings
- ✓ Basis of structural design per IBC Chapter 16 (See “Applicable Codes”)
- ✓ Statement of special inspections per IBC Chapter 17 (See “Applicable Codes”)
- ✓ Key plan showing location of New or Existing Tenant
- ✓ Zoning District
- ✓ Engineer and/or architect contact information

**2. Applicable Codes for proposed project listed on cover sheet:**

- ✓ (IBC) International Building Code, 2012 Edition, with 2014 Georgia Amendments
- ✓ (IFC) International Fire Code, 2012 Edition with Georgia Amendments
- ✓ (IFGC) International Fuel Gas Code, 2012 Edition with Georgia Amendments
- ✓ (IMC) International Mechanical Code, 2012 Edition with Georgia Amendments
- ✓ (IPC) International Plumbing Code, 2012 Edition with Georgia Amendments
- ✓ (IECC) International Energy Conservation Code, 2009 Edition with Georgia Supplements and Amendments
- ✓ (NEC) National Electrical Code, 2014 Edition with No Amendments
- ✓ (NFPA) National Fire Protection Association 101 Life Safety Code, 2012 Edition with Georgia Amendments
- ✓ Rules and Regulations of Safety Fire Commissioner for State Minimum Fire Safety Standards, Chapter 120-3-3 January 15,2014 (Georgia Safety Fire Law)
- ✓ Georgia State Handicapped Accessibility Law 120-3-20A / 2010 ADA Standards
- ✓ for Accessible Design

**3. Architectural & Structural Plans**

- ✓ Must be legible, to scale, signed and sealed by Georgia Registered architect or engineer on all pages (as appropriate).
- ✓ Buildings to be designed in compliance with current applicable codes and amendments.
- ✓ Labeled “Issued for Construction or “Released for Construction” on all sheets.
- ✓ Plan Reviewers may require additional information for clarification of project.

**4. Scope of Work or Plan Review Requirements**

- ✓ Due to the scope and complexity of proposed projects, we recommend you carefully read the checklist to determine the requirements for plan submission.
- ✓ Contact the Office of Buildings at 404-330-6150 for additional information concerning the proposed project.

**5. Forms**

- ✓ The forms referenced on the checklist are available on the website at :  
<http://www.atlantaga.gov/index.aspx?page=342>

## **ZONING REVIEW REQUIREMENTS**

1. Sealed survey signed by Georgia Registered Land Surveyor, if applicable.
2. Survey and/or Site Plan (if applicable) must include:
  - ✓ Location of existing structures, driveway(s), accessory structures, retaining walls, impervious surfaces, etc.
  - ✓ Label building and unit identification for projects that include both Commercial and Multi Family uses (mixed use).
  - ✓ Provide Land Use Intensity Ratio calculations for **all** mixed use and multi-family developments.
  - ✓ Show parking – provide parking analysis for required and proposed uses.
  - ✓ Indicate setbacks and/or existing easements with dimensions from property line.
  - ✓ Show complete boundaries and topography of property.
3. Two copies of variance and/or special exception letter granted by Board of Zoning Adjustments with Office of Planning stamp, if required.
4. Two copies of any pertinent ordinance (rezoning), special use permits, or special administrative permits or other documents needed for Zoning approval.
5. Two sets of proposed plans stamped by Urban Design Commission and/or Office of Planning for certain Zoning and/or Beltline overlay districts.

## **BUILDING PLAN REVIEW REQUIREMENTS**

### **Architectural Plans/Drawings:**

- ✓ Existing floor plan(s), if applicable.
- ✓ Demolition floor plan(s), if applicable.
- ✓ Proposed floor plan(s).
- ✓ Finish grade at all building exterior elevations.
- ✓ Life Safety/Exit Plan(s) – showing paths of travel with dimensions.
- ✓ Calculated occupant loads based on use of spaces per NFPA 101 (See “Applicable Codes”)
- ✓ Exit widths per NFPA 101 (See “Applicable Codes”)
- ✓ Fixture & furniture layout plan.
- ✓ Show compliance with Means of Egress Requirements as per NFPA 101 (See “Applicable Codes”)
- ✓ Show compliance with Interior Finish Requirements as per NFPA 101 (See “Applicable Codes”); Manufacturer’s certificate of flame spread, smoke developed from fabric & vinyl interior finished and awning fabric coverings are required, if applicable.

- ✓ Show compliance with Plumbing Fixture Requirements as per International Plumbing Code (See “Applicable Codes”)
- ✓ Show compliance with Plumbing Fixture installation clearance illustrations as per Georgia Accessibility Code (120-3-20A/2010 ADA Standards).
- ✓ Show compliance with Accessibility requirements as per Georgia Accessibility Code (120-3-20A/ 2010 Standards).
- ✓ Show compliance with International Energy Conservation Code (See “Applicable Codes”)

**Structural Plans:**

- ✓ Foundation Plan – include footing, slab, or pier details.
- ✓ Floor Framing Plan.
- ✓ Ceiling Framing Plan.
- ✓ Roof Framing Plan.
- ✓ Fire Protection Assemblies.

**FIRE ASSEMBLY REVIEW REQUIREMENTS**

- ✓ Seating layout or floor plan if no seating is required.
- ✓ Full set of architectural plans.
- ✓ Life Safety Plan to include:
  - ✓ Occupant load, Egress capacities and Exit Remoteness calculations.
  - ✓ Travel distances, Common Path Travel, and Dead End limitations.
  - ✓ Exit discharge termination at a public way.
  - ✓ Exit signs, Emergency lighting, Pull Station locations.
  - ✓ Fire extinguisher locations and type.
  - ✓ Fire rated walls.
  - ✓ Furniture/Fixture/Equipment layouts.
  - ✓ Symbols legend.
  - ✓ Room identifications.
  - ✓ Fire protection (sprinkled or non- sprinkled).
  - ✓ Panic hardware (P/H).
- ✓ Set of electrical plans:
  - Show location of all exit and means of egress lighting.
  - Show seating and furniture layouts, if applicable.
- ✓ Contact Michael Fridie, Fire Protection Engineer at mfridie@atlantaga.gov.

**SANITATION REVIEW REQUIREMENTS**

**Site Plan to include:**

- Location of dumpsters, trash compactors.
- Road width clearly marked.

- Stamped plans approved by Fulton County Health Department.
- Any documentation approved by the health department.

### **GREASE TRAP REVIEW REQUIREMENTS**

- Sanitary sewer plumbing layout showing the location of all sewer plumbing fixtures and pipes, include existing and/or proposed grease waste pipes.
- Show location of grease traps and label as existing and/or proposed.
- Provide complete isometric or sanitary sewer riser plan of the sanitary sewer and/or grease waste piping.
- Prep sinks and mop sinks must be serviced by grease interceptors and shown on riser plans.
- Indicate the size (LxWxH) of multi-compartment, prep, and mop sinks.
- Note the capacity of the point of service grease interceptors (existing and/or proposed) on the plans and in the plan notes. Reference City of Atlanta Code of Ordinance for point of service grease interceptors, Section 1540297.
- Existing, undersized grease interceptors must be upgraded to meet specifications of the ordinance.
- 1500 gallon grease traps are required for facilities that include: dishwashers, fryers, food grinders or seating capacity of 100 seats or more.
- Seated capacity to be noted on plans.
- Provide 1500 grease trap detail for new grease traps or manufacturers detail for point of service grease interceptor.
- Existing grease traps or interceptors must be inspected by City of Atlanta FOG inspector. Inspector approval required prior to sign-off by Site Development. Contact Jacquelyn Anderson at 404-546-1402 or Kemneetta Pillette at 404-546-1413 to schedule an inspection.
- Separate permit is required for installation of exterior grease traps.
- Stamped plans approved by Fulton County Health Department.
- Any documentation approved by the health department.

### **SEWER CERTIFICATION**

- Sewer capacity certification required on new construction.
- Complete form for submission: information
- Required for existing and new structures - floor area, occupancy type, existing sewer or new connection.

### **MECHANICAL, ELECTRICAL PLUMBING, FIRE ALARM REVIEW REQUIREMENTS**

#### **General Requirements:**

- Project name.
- Project address include suite/floor #, must match address on Building Permit.
- Contact information.

- Provide Building Permit #.
- Mechanical, Electrical, Plumbing plans to be submitted separately by discipline.
- Equipment schedule/symbols.

**Mechanical Review:**

- ✓ Gas line plan to scale.
- ✓ Show total load.
- ✓ Kitchens with grease hoods require specific equipment.
- ✓ Include manufacturer specifications that match equipment schedule.

**Electrical Review:**

- ✓ Review not required for single phase 400 amps or less.
- ✓ Comcheck/recheck data sheets required when applicable.

**Plumbing Review:**

- ✓ Need isometric drawing.
- ✓ Show sizing

**APPROVALS BY OUTSIDE REVIEW AGENCIES (if applicable for scope of work):**

**FULTON / DEKALB COUNTY HEALTH KITCHEN REVIEW REQUIREMENTS FOR FACILITIES WITH FOOD AND/OR BAR SERVICE**

- Floor plan of kitchen.
- Label all kitchen equipment on floor plan.
- Index of kitchen equipment.
- For additional information contact Fulton County

**FULTON / DEKALB COUNTY SOLID WASTE REVIEW REQUIREMENTS**

**Site Plan to include:**

- Location of dumpsters and/or trash compactors.
- For additional information contact Fulton County Health Department at 404-613-7901 or Dekalb County Health Department at 404-294-3700.

**STATE FIRE MARSHAL**

- Approved architectural plan stamped by the State Fire Marshal.

**DEPARTMENT OF AGRICULTURE**

- Approved architectural plan stamped by the Department of Agriculture.