



Planning and Development
 4303 Lawrenceville Road
 Loganville, GA 30052
 Tel: 770-466-2633

PROJECT PLAN REVIEW SUBMITTAL FORM - BUILDING

PROJECT INFORMATION	
Project Name:	Suite #
Submittal Date:	Submitted By:
Project Address:	Parcel(s):

Project Type <input checked="" type="checkbox"/>	Commercial	Residential Multi Family	Industrial
Zoning:	Rezoning/Special Use Case Number:		

Density:	Minimum Dwelling Size	One Story	Two Story
Buffer(s) Required? <input checked="" type="checkbox"/>	Yes	Minimum	No
Building/Suite Square Footage:	Estimated Cost of Construction: \$		

CONTACT INFORMATION	
Property Owner:	Contact Person:
Address:	
City:	State: Zip Code:
Phone Number:	Email:
Designer:	Contact Person:
Address:	
City:	State: Zip Code:
Phone Number:	Email:

OFFICE USE ONLY

PLANEN: _____
 PLANAD: _____
 FIREIN: _____
TOTAL: _____

RECEIPT #: _____
 TAKEN BY: _____
 DATE PAID: _____

When are Stamped Plans Required?

The Building Department is required by law to conduct plan reviews of public and commercial buildings. It conducts these reviews with the City Fire Marshal's Office. The following guidelines explain when stamped plans are, or are not, required. (Definition: "stamped" means plans prepared by a Georgia licensed architect or engineer.)

Section 107 of the Building Code requires plans to be prepared and designed by an engineer or architect licensed by the State to practice as such in the specific discipline. There are some exceptions.

Under specific written standards issued by the City Fire Marshal's Office and the Building Department, require stamped plans under Section 107 except as below.

Unstamped plans are only acceptable if plans meet the criteria outlined in the follows:

Plan will be a minimum of 11 ½ x 17 in size. Plans will be a minimum of computer drawn (no hand drawn plans will be accepted).

Plans will be required to meet minimum submittal standards of section 107 of the IBC code and include a title page listing jurisdiction, applicable codes, property owner, 24 hour contact and scope of work.

Alterations or repairs to a building that do not change or affect the structural system or the safety of the building, means of egress or that does not affect the public health, safety or welfare; the alteration or repair is uncomplicated; and the plans submitted are detailed enough to answer all key/essential items for the plan review and are complete enough so that a list of additional information or details is not required. As a guideline, if over 10 additional items are annotated, the plans are not complete enough for review.

Buildings which require an area separation wall, fire protection system or is a mixed occupancy, are to be considered complicated and stamped plans are required.

While the above criteria offers a guide to the circumstances under which we may accept unstamped plans, the City Fire Marshal's Office and the Building Department still has the authority to order stamped plans on any building where drawings submitted are not, in our estimation, sufficient for review

NOTE: "Uncomplicated" shall mean: Plans will not involve area separation walls, change of occupancy, and/or does not require changes to the means of egress.

If we receive plans that do not meet the criteria in the paragraph above the procedure is to write a letter back to the applicant and notify them that the plans are insufficient for review and a set of stamped plans are required. The Building Department will not normally provide list of over 10 items that still need to be included or detailed.

If the plans are stamped the same procedure applies except that our letter back to architect or engineer will state that we have started a plan review however there are too many problems with the plans to conduct a review. The letter may make a recommendation that they review specific sections of the IBC/IFC.