



GWINNETT COUNTY
Department of Planning & Development
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BUILDING PLANS SUBMITTAL REQUIREMENTS for COMMERCIAL & MULTI-FAMILY CONSTRUCTION PROJECTS- Checklist

The following checklist contains the minimum standard information required on all building plans for commercial construction projects submitted for review for the purpose of obtaining a building permit. **Additional documentation may be required depending upon the nature and complexity of the project.**

The scope of "building plan review" by Gwinnett County is the examination of building construction documents for compliance with the requirements of the official Georgia State Minimum Standard Codes and all corresponding Amendments most recently adopted by the Department of Community Affairs.

Prior to acceptance of building plans for formal review, Building Plan Review staff will screen the plans for general completeness and for compliance with the minimum submittal checklist requirements. Information required for each checklist item shall be clearly documented on the plans as applicable to the project to accurately describe the scope of proposed construction.



Indicates required information which has not been included on the submitted plans.

Submitted plans cannot be accepted for review until all required information contained in the checklist is clearly shown on the plans.

Six (6) complete sets of building plans along with a completed "Building Construction (BLD) Plan Review Application" form are required for submittal for plan review. Building permit fees are to be paid at the time of permit issuance following review and approval of the plans. No plan review fee is required.

ALERT: This checklist does not address the requirements of other agencies that must be fulfilled in addition to the process of review and approval of the building plans by Gwinnett County prior to issuance of a building permit including but not limited to issuance of site development permits, compliance with overlay district requirements, conditions of special use permits, rezoning cases, zoning waivers, zoning variances, buffer reductions, change in conditions, and administrative zoning variances. For specific requirements, contact Development Review at 678.518.6010 and Building Plan Review at 678.518.6040.

General Information

- _____ Building Construction (BLD) Plan Review Application form must be completed in its entirety.
- _____ Indicate project name and address on each sheet of plans.
- _____ Indicate (*on cover sheet of plans*) name, title, address, and phone number of designer(s)-of-record and a complete index of all submitted plans.
- _____ Project criteria information shall be provided on the cover sheet of plans including but not limited to applicable codes and amendments, occupancy group, type of construction, gross floor area for each level, number of stories, and building height.
- _____ Each sheet of plans shall be a minimum size of 11"x17" drawn to scale in U.S. units to ensure legibility with sufficient detail to clearly document the nature and scope of proposed construction.
- _____ Each sheet of plans shall be sealed and signed by a professional designer as required by state law. (Consult with Building Plan Review staff for projects which require professional engineers and registered architects.)

Architectural Plans

- _____ Provide complete and clearly dimensioned floor layout at each level which identifies the use for each room and the type and location of each wall (*including fire-rated*).
- _____ Provide complete and clearly dimensioned roof plan which indicates all roof slopes and size and location of the primary and secondary (if applicable) drainage systems.
- _____ Provide complete reflected ceiling plan for each level and clearly specify required location and extent for each type of ceiling.
- _____ Provide exterior elevation for each side of building which contains clearly dimensioned overall building height and floor-to-floor heights, indicates the location of all doors and glazed openings, and identifies all finish materials.
- _____ Provide building and wall sections which clearly identify the required type and location of all materials for construction of beams, columns, floors, walls, ceilings, and roofs and the corresponding fire-resistance rating if applicable.
- _____ Clearly detail all required means of egress and exits for each floor level including but not limited to corridors, stairs, doors, and ramps.
- _____ Provide details for construction of interior and exterior walls and partitions which includes the type, size, and location of all required materials and applicable fire-resistance-ratings.
- _____ Provide door schedule which clearly references doors labeled on the floor plans, indicates the type and size of each door, and specifies the applicable fire-resistance rating.
- _____ Specify required type, size, and location of glass panels corresponding to each glazed opening indicated on the plans.
- _____ Provide approved tested details and corresponding rating for all fire-resistance-rated elements and assemblies including but not limited to beams, columns, floors, walls, ceilings, and roofs.
- _____ All sections, details, and elevations shall be clearly referenced on the floor and roof plans.

Structural Plans

- _____ Provide complete and clearly dimensioned foundation plan which indicates the types, sizes, and locations of all concrete structural elements.
- _____ Provide complete and clearly dimensioned floor framing plan for each level and roof framing plan which indicates the materials, types, sizes, and locations for all structural elements.
- _____ Clearly identify on the foundation, floor, and roof framing plans the lateral load-resisting system along two (2) orthogonal directions including but not limited to shear walls, braced frames, and moment resisting frames.
- _____ Provide complete structural details which clearly indicate the required connections between all wall, floor, and roof framing components including anchorage to foundation.
- _____ All sections, details, and elevations shall be clearly referenced on the foundation, floor, and roof framing plans.
- _____ Provide complete structural design criteria including but not limited to required design loads, material specifications, and structural construction requirements.
- _____ Provide complete structural calculations for each structure which exceeds two floor levels.

Electrical Plans

- _____ Provide complete power and lighting plan for each floor level which indicates the type and location of all receptacles, fixtures, switches, transformers, and panels.
- _____ Provide complete riser diagram including but not limited to service entrance and feeder conductors, meters, service equipment, sub-feed disconnects, and panels.
- _____ Identify on power and lighting plan each branch circuit including the location of all receptacle, fixtures, and switches.
- _____ Provide complete panel schedules and electrical load calculations.

Mechanical Plans

- _____ Provide complete plan for each floor level and roof which indicates the type, size, location of equipment (*including air conditioning units, furnaces, air handler, exhaust fans*), ductwork (*including supply and return branches*), piping, and fire dampers for each air distribution system.
- _____ Provide equipment schedule which includes ratings for air flow (cfm), BTU, and energy efficiency.
- _____ Provide complete calculations for outdoor air ventilation based on the corresponding occupancy classification and occupant content.
- _____ Provide complete details for exhaust ventilation for toilet rooms and showers.
- _____ Provide layout of gas piping on each floor plan with a corresponding riser diagram which indicates the type, size, and location of pipe, and a schedule of connected equipment which indicates BTUH demand.
- _____ Provide complete details for exhaust hoods and associated duct systems and indicate method of supplying makeup air.

Plumbing Plans

- _____ Provide complete plan for each floor level and roof which indicates the type, size, material, and location of each pipe for all systems including but not limited to water distribution, drain waste-vent, roof drainage, and gas distribution.
- _____ Provide complete schematic or isometric riser diagrams for each drain waste-vent system which indicates the type and size of each pipe.
- _____ Provide complete fixture and equipment schedule and identify each item on floor plans and riser diagrams including but not limited to water closets, urinals, lavatories, drinking fountains, and water heaters.

**FOR QUESTIONS REGARDING THIS CHECKLIST,
PLEASE CONTACT BUILDING PLAN REVIEW AT 678.518.6040**

Building Plan Review Staff Use Only

Submittal Date _____

Project Name _____

Project Address _____

Name of Staff _____ **Phone #** (678) 518 - _____

Note to Staff: Make copy of this document for dept. file and give original to customer.