Commercial
<u>Interior Finish Plan Requirements</u>

This document provides guidance regarding the information required on drawings submitted for plan review for Interior Finish Building Permits. Please provide **<u>two (2) complete sets of construction documents</u>** when initiating the plan review process.

1. **General:**

    a. The City requires all commercial building plans submitted for review to be prepared by a professional designer. The design professional shall be a professional designer, architect, or professional engineer registered under Georgia laws regulating the practice of building design, architecture, or engineering and shall affix his official seal and signature to said drawings and specifications for the following:

    b. All Occupancies -- All occupancies, except detached 1&2 Family Dwellings and townhouses and their associated out-buildings, regardless to new construction, addition, alteration, or renovation to existing buildings or structures or their mechanical, electrical, plumbing, fuel gas, or fire protection systems shall bear the official seal and signature of a Georgia licensed design professional making the plan.

    c. Building plans and specifications for work excepted above shall be prepared and submitted by any competent building or space designer or other such responsible person approved by the property owner and shall contain all information as required and listed above. Submitted plans for excepted work shall bear the printed name, street address, and legible signature of the designer and any professional seals held. Professional seals may be either “wet” or computer generated, but at least one submitted set must have a “wet” signature and date.

    d. Interior renovations, which are those that do not change the location of exterior walls or roof lines, do not require a site plan but do require a Location or Key Plan of sufficient clarity to show the location of the proposed work area in relation to the overall building, spaces, or floors and shall include sufficient detail to ascertain compliance to fire egress requirements.
    An example of this type of key plan would normally be a scaled footprint of the entire building or floor where the workspace is located, with the workspace shaded to distinguish it from the remaining building or floor. Include locations of all egress stairways to grade and exit ways to the building exterior. This is required to complete building and fire plan review.

    e. **TITLE PAGE**. -Information listed on this required page is mandatory for processing plan reviews. No plan will be reviewed without a Title Page being included with the plan submittal. This plan page requires a professional seal by a Georgia licensed designer. This plan page is where all designers summarize the project.

Summary information on this page must include at least the following;

1. Project Street Address & Suite Number. –Example – 123 East Street, Suite 100, Peachtree Corners, Ga. 30092
2. Project Name. (List Building & Tenant name, as applicable) –Example – Best Office Supply Company.
4. Brief Use Description: -Example - Retail office supplies sales with separated merchandise storage and general offices.
5. Listing of Occupancy Use Groups: (IBC Chapter 3) –Example - Mixed, with Mercantile being principal. Occupancy Sub-classifications present: Business, Storage, Educational, and Assembly.
6. Room by Room Egress Occupant Load Calculations: (LSC Table 7.3.1.2) Note that Georgia Amendments to the 2012 International Building Code require that occupancy load be calculated from the Life Safety Code, not the International Building Code. The Life Safety Code considers the use of each individual space for load calculations.

END OF TITLE PAGE

f. Provide written list of Special Inspections, if required by IBC Chapter 17. Applies to new construction, additions, and structural changes to existing structures. This mandatory special inspections package, approved by the building official, may be downloaded at: http://seaog.org/Inspections.html.

g. Drawings shall be drawn to scale and be of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that it will conform to the listing of building and fire codes herein and related City, county, state, and federal laws, ordinances, or rules and regulations relating to building construction in effect at the time of permitting.

h. Drawings and specifications shall contain information in a form of notes, schedules or otherwise, as to specific materials or equipment, where such information is essential to determine code compliance.

i. All information, drawings, specifications and accompanying data submitted shall bear the name and signature of the professional responsible for the submittal. Each page of each drawing set shall be sealed by a professional designer licensed in Georgia.

j. Each complete set of plans shall be bound together and must include all drawings applicable to the work to be done. Loose sheets will not be accepted. City building officials do not accept partial submittals nor start any plan review prior to receiving two (2) complete sets of drawings for the work to be done. For example, architectural plans will not be reviewed unless the set includes mechanical, electrical, and plumbing plans, as required.

k. Plan submittals for **Fire Plan Review** shall be submitted separate to Gwinnett County Department of Planning & Development Fire Plan Review Division at 446 West Crogan St. Suite 150 Lawrenceville, GA 30046. www.gwinnettfiremarshal.com

l. Some plans require pre-approval by other authority or department before a permit can be issued. Typical examples include, but are not restricted to:

Restaurants – Gwinnett Environmental Health Department – 770-963-5132
Groceries, convenience stores, bakery's – Georgia Department of Agriculture – 404-656-3621
Grease traps & oil separators - Gwinnett County Water / Sewer Div. – 678-518-6240
Industrial Waste Pre-treatment: - Gwinnett County Water / Sewer Div. – 678-376-6944

Ambulatory Surgical Treatment Centers – Georgia Dept. of Community Health – 404-656-0457

2. **Architectural:**
    a. Unit floor plan of space with overall dimensions, partitions, doors, glazing and restrooms.
    b. Fire design details for all fire partitions, fire barriers (fire-resistance-rated wall, floor, and roof assemblies), columns, and through-penetration fire stop systems as determined either by tests (fire resistance design publication), by calculations, or by prescriptive design.

3. **Structural:**
    a. Details indicating the required construction of all interior partitions including but not limited to size, gauge, spacing, and height of studs.
    b. Complete detail for construction of mezzanines and guards including required materials/sizes/location of structural elements and connections.
    c. Engineering documentation to substantiate structural adequacy of existing structure to support new mechanical equipment.

4. **Mechanical:**
    a. Supply and return layout indicating ventilation rates (CFM) and/or return air plenum.
    b. Equipment schedule including cooling/heating capacity (BTUH), SEER, AFUE, equipment operating weight, programmable thermostat, with smoke detector in supply air stream for automatic shutdown of system.
    c. Outdoor air ventilation documentation to include CFM per person and estimated occupant load based on the occupancy classification.

5. **Electrical:**
    a. Location of receptacles, fixtures, meter, and panel board.
    b. Panel board schedule, panel board size, load calculations and riser diagram.

6. **Plumbing:**
    a. Equipment schedule, fixture types and locations, supply and waste vent riser diagrams with safe way system required for all food service businesses.
    b. Restroom and drinking fountains shall be placed in locations that are directly accessible to the public.

Additional information pertinent to obtaining an Interior Finish Building Permit:

1. Refer to document called "**Commercial Plan Review Checklist"** prepared by the Building Official for more information regarding documentation required on plans (items 1 thru 6, above, are not comprehensive).
2. At the time of submitting plans for review, obtain a **"Building Permit Application"** form from the City of Peachtree Corners Community Development Department.
3. The building owner or representative shall provide a total cost of construction letter signed and notarized.
4. Building Permit fees are based on the value of construction.