



SUBMITTAL FOR COMMERCIAL PLAN REVIEW

1. Three sets of plans. Plans must have seal of all design professionals if the buildings are:
 - Over 5000 square feet
 - Assembly Occupancy
 - Educational Occupancy
 - Institutional Occupancy
2. Special Inspections Forms are required to be completed by the Architect per Chapter 17 (*International Building Code, 2018 Edition*) if the plans are required to be sealed by a design professional. (Plans will not be reviewed without the completed special inspection form).
3. One set of the approved civil site plan: site plan shall be stamped and signed by the Augusta Planning & Development Department – 706.821.1796. Approved civil drawings are not required to be submitted with the construction plans for review but are required before a building permit will be issued. (Approved civil drawings are not required for interior alterations.)
4. Projects located in the flood plan are required to receive approval from the Planning and Development Department prior to any permit being issued - 706.821.1796.
5. Projects located in any of the Historic Districts require approval from the Historic Preservation Commission – 706.821.1796.
6. Submitted plans shall include a code analysis containing, but not limited to:
 - Occupancy Classification
 - Type of Construction
 - Mixed Occupancy – separated or non-separated use
 - Height and area (Chapter 5)
 - Fire Resistance Ratings (Table 601)
 - Fire Resistance for exterior walls (Table 602)
 - Occupant load (Table 7.3.1.2 of the 2018 Life Safety Code)
 - Minimum number of plumbing fixtures (Table 403.1 of the 2018 I.P.C.)
 - List fire rated assemblies for shafts, stairways, mechanical rooms, fire partitions, fire walls, floor assemblies, etc.
 - Penetration schedule for all penetrations through fire rated assembly
 - Number of exits required and provide for
 - Seismic, snow, and wind load

7. Fire Sprinklers and Fire Alarm Plans require a separate submittal. Three sets of each are required to be sent to:

**ATTN: Fire Prevention
3117 Deans Bridge Road
Augusta GA 30906**

For all alteration / addition / demolition projects, Georgia EPD requests require that a thorough asbestos inspection by an accredited asbestos inspector be conducted prior to the disturbance of any materials, and if the ACM (asbestos containing materials) or RACM (regulated) is 10 linear feet / 1- square feet or greater, the EPD is notified ten (10) working days prior to beginning the abatement. All Regulated Asbestos Containing Materials must be abated by the Georgia licensed abatement contractor and properly disposed of. The CAB recommended that a courtesy notification be submitted to the EPD on all projects. You may be required to provide this information upon request. For more information, please contact the Georgia Environmental Protection Lead Based Paint and Asbestos Program - 404.363.7026- www.ganet.org/dnr/environ.

This form is to be used as a guide only. Specific projects may require additional information.