

RESIDENTIAL PLAN REVIEW CHECK LIST

Information contained in the drawings and specifications shall be at least the following:

- A. Site plan drawn to scale showing the actual dimensions of the property, street address, lot number, property lines, building location(s), number of units, setbacks, easements, flood plains, buffers, retaining walls, and other information needed to determine if City Ordinances and Building codes are being observed. The Building Official may require a boundary line survey prepared by a qualified surveyor. If applicable the City will require:
 - 1) As built foundation drawings showing the distance from the face of the finished wall to the property line are required if the proposed structure is within one (1) foot of any building setback, easement, buffer, or other site feature that restricts the structure's location.
 - 2) Finish Floor Elevation certificates are required on any habitable structure built on a lot of record that includes or abuts any portion of a flood plain.
- B.
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- C. Applicant must submit at least two copies of the building plans, drawn at a legible scale. Such plans shall include legible details, drawings, and notes that sufficiently describe the work to be done and clearly show building codes compliance. The plans shall include at least the following:
 - 1) Address, lot number, owners name and contact information, designer's name(s) and contact information, list of plan pages in the set, and the square footage areas of each floor showing the area of porches, decks, garages, basements, etc.
 - 2) Dimensioned, detailed foundation plans showing footings, concrete walls, slabs with typical sections and elevations that show Residential Building Code compliance. These plans must include deck footing and foundations, as well as retaining walls.
 - 3) Dimensioned, detailed floor plan for each level. This plan must show the use of each room, size and location of doors and windows, and type and location of load bearing walls (including decks and patios).
 - 4) Locations of electric meters and panels, water heaters, HVAC units, plumbing fixtures, cabinets, major appliances, etc.
 - 5) Elevation views of all sides of the structure.
 - 6) One or more building sections showing typical structural details of the foundation, slab, floors, walls, roof, insulation etc. including the deck construction, deck stairs, guard rails, hand rails, and attachment to the house.
 - 7) Engineered floor, roof, or other structural systems. These drawings must be signed and sealed by the Georgia Registered Design Professional in charge.
 - 8) Georgia Energy Code Compliance report.