

<b>Staff Use Only:</b> Resubmittal(s): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> One-Stop Allowed: <input type="checkbox"/>
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**Paulding County Board of Commissioners**  
**Community Development Department - Building & Permitting Division**  
 Watson Government Complex, Administration Building 1st Floor  
 240 Constitution Boulevard  
 Dallas, GA 30132  
 Phone: 770-443-7571 \*commdevpermits@paulding.gov \* [www.paulding.gov](http://www.paulding.gov)

**NON-RESIDENTIAL & MULTIFAMILY BUILDING PLAN REVIEW APPLICATION**

<b>Date of Submittal:</b>
<b>Owner:</b>
<b>Contact Name/Number/E-mail:</b>
<b>Project Name:</b>
<b>Project Address:</b>
<b>Project Valuation:</b>

<b>Occupancy Classification</b>
Occupancy Group:
Calculated Occupant Load:
<b>Building Area</b>
New Floor Area (sq. ft.):
Basement Floor Area (sq. ft.):
Mezzanine Floor Area (sq. ft.):
Canopy-Porch Area (sq. ft.):
<b>Total New Building Area (sq. ft.):</b>
Existing Building Area (sq. ft.):
<b>Total Building Area (New + Existing) sq. ft.:</b>
<b>Construction Classification</b>
Type of Construction:
Sprinkled (Yes or No)
<b>Building Height</b>
Number of Stories:
Building Height (ft.):
Building Code Height Limit (ft.):
<b>Design Loads</b>
Minimum Floor Live Loads (psf):
Minimum Roof Live Loads (psf):

**Scope of Building Permit – Check Applicable Box**

- Shell Only** (Building with no interior finish construction)
- Complete** (Single tenant building with interior finish construction or other misc. structure)
- Multi-Tenant** (Includes one Building Permit per unit)

\_\_\_\_\_  
SIGNATURE OF OWNER, CONTRACTOR OR AUTHORIZED AGENT

\_\_\_\_\_  
DATE



# Paulding County Board of Commissioners

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## *Community Development Department*

Watson Government Complex

240 Constitution Boulevard, Dallas, Georgia 30132

770-443-7601 • www.paulding.gov

## **Non-Residential & Multifamily Building Plan Review Process**

Before issuance of a building permit for construction of a non-residential or multifamily building project in Paulding County, plans must be submitted, reviewed, and approved. The purpose of the review is to ensure all requirements for construction are being met.

1. Activities Subject To Plan Review – The following activities are required to follow the plan review process before work can begin on the project:
  - a. Construction of new non-residential or multifamily building or structures, above or below grade. (New industrial, commercial and multifamily development)
  - b. Expansion of existing non-residential or multifamily buildings or structures, above or below grade. (Additions to industrial, commercial and multifamily development)
  - c. Conversion of existing residential building to a non-residential or multifamily use. (Converting a house into an industrial, commercial or multifamily use)
  
2. Activities Subject To State Environmental Health Office Approval Prior To Plan Review – The following activities are required to receive approval by the State Environmental Health Office prior to plan submittal to the Building & Permitting Division:
  - a. All non-residential or multifamily building projects with septic systems
  - b. Food service establishments
  - c. Public pools
  - d. Tourist accommodations or hotels
  - e. Body art studios

The State Environmental Health Office can be contacted at (770) 443-7877

3. Building Plan Review Board (BPRB) – The Building Plan Review Board<sup>1</sup> is composed of representatives from Building & Permitting Division, Fire Department, and Planning & Zoning Division. The BPRB meets every Thursday afternoon to review all plans scheduled for review and provide comments or corrections needed to the applicant.
  
4. Plan Review Application Is Filed – To begin the plan review process, the applicant shall submit the following to the Building & Permitting Division:
  - a. A complete Plan Review Application signed by the applicant (Plan review fee will be paid at time of building permit application submittal).
  - b. Five (5) complete sets of plans to include the following:<sup>2</sup>

- i. Architectural floor plan drawings stamped and signed by the architect, with cover sheet, detailing type, size, current codes<sup>3</sup>, protection, height, use and occupancy of the structure.
- ii. Engineered plans for the structure stamped and signed by the engineer (footing, steel, trusses, etc).
- iii. Elevation Plans, including type of exterior covering and colors.
- iv. Electrical, plumbing and mechanical plans stamped and signed by the engineers.
- v. Approved and stamped site plans.
- c. Two (2) sets of project specifications.
- d. Construction activities with valuations of \$50,000 and less qualify for expedited plan review. This process involves the applicant contacting the BPRB members<sup>1</sup> and scheduling individual appointments for approval of plans and sign-off of the commercial routing sheet. Applicant must have the plan review application completed prior to meeting.

**Incomplete submittals will be returned to the applicant.**

5. Plan Review Schedule – The weekly plan submittal deadline is Wednesday 1:30 pm. Plans submitted by this deadline will be scheduled for the BPRB meeting the following Thursday. However, larger projects may require two weeks prior to scheduled review by the BPRB. Any issues, comments or corrections noted on the plans will be provided to the applicant or the architect or the engineer of record at the scheduled meeting (Applicants are asked to provide on the application, a phone number, fax or e-mail address where they can be contacted). If the corrections are minor, as determined by the BPRB, the applicant can be approved for a one-stop the following Thursday. Projects not identified for one-stop will be resubmitted and subject to the associated fee.

All corrections and areas of non-compliance will need to be addressed and resubmitted to the Building & Permitting Division; five sets of corrected drawings will be needed. Corrected copies will be reviewed for compliance. When all members of the BPRB have approved, stamped, and signed off on all plans, the applicant can move forward with the completion of the Non-Residential & Multifamily Building Permit Approval form in order for the building permit to be issued.

6. Building Permit –After the plan review process is finished, the general contractor will need to complete the Non-Residential & Multifamily Building Permit Approval form and pay all of the necessary fees; the general contractor will be given two (2) sets of approved, stamped plans to build by. One of these sets shall be kept on the job site at all times for the duration of the construction. The permit card issued shall be posted in a conspicuous location visible from the street at the entrance of the project. The Building & Permitting Division will keep two (2) set of plans for department records with the Fire Department retaining the remaining copy. After the general contractor has obtained the building permit the subcontractors shall be able to obtain their respective permits. A digital set (PDF) of the approved plan is required to be submitted prior to issuance of the Certificate of Occupancy.
7. Plan Revisions after Approval – Submitted revisions for previously approved plans will be treated as a resubmittal and will be subject to the associated fee.

<sup>1</sup>Building Plan Review Board Contacts:

Jimmy Wages	Building & Permitting	(770) 443-7571
Wayne Barron	Fire Department	(770) 222-1160
Chris Robinson	Planning & Zoning	(770) 443-7601

<sup>2</sup> The design professional shall be an architect or engineer legally registered under state law that regulate the practice of architecture or engineering and shall affix his official seal to such drawings, specifications and accompanying data, for the following:

- (1) All Group A, E and I occupancies;
- (2) Buildings and structures three stories or more high;
- (3) Buildings and structures 5,000 square feet (465m<sup>2</sup>) or more in area.

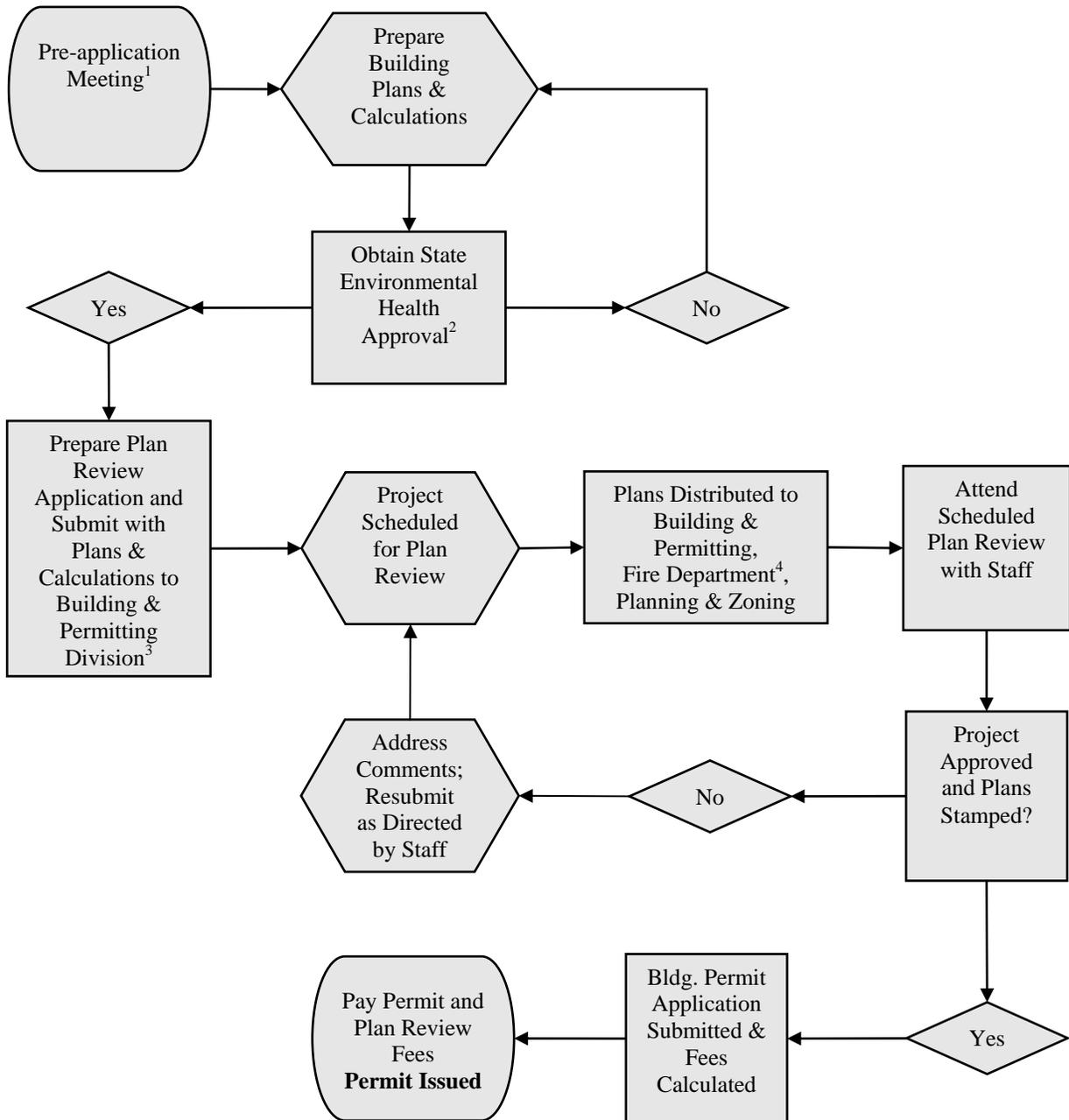
For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.

Additional rules for design professionals are outlined in O.C.G.A. 43-4-14 and 43-15-24.

<sup>3</sup>As of January 2012, Paulding County will be under the following codes as adopted and amended by the State of Georgia;

International Building Code	2006 Edition
International Fuel Gas Code	2006 Edition
International Mechanical Code	2006 Edition
International Plumbing Code	2006 Edition
National Electrical Code	2011 Edition
International Fire Code	2006 Edition
International Energy Conservation Code	2009 Edition
International Residential Code	2006 Edition
International Property Maintenance Code	2006 Edition
International Existing Building Code	2006 Edition
Current NFPA Codes adopted by State of Ga. Fire Marshals Office with Ga. Amendments	

## Building Plan Review Flow Chart



**Building Plan Review Flow Chart Notes:**

<sup>1</sup>Pre-application meeting is recommended, but not mandatory

<sup>2</sup>State Environmental Health approval required for all non-residential or multifamily building projects with septic systems, food service establishments, public pools, tourist accommodations or hotels, and body art studios

<sup>3</sup>Construction activities with valuations of \$50,000 and less qualify for expedited plan review

<sup>4</sup>State of Georgia Fire Marshal review, if applicable, not part of County process



# Paulding County Board of Commissioners

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## Non-Residential & Multifamily Building Plan Review

### General Checklist

- Applicable codes noted on cover sheet
- Type of construction noted on cover sheet.
- Occupancy type listed on cover sheet.
- Occupancy load(s) noted on cover sheet.
- Separated or non-separated use noted on cover sheet.
- Sprinkled or not, Alarmed or not noted on cover sheet (NFPA 13, 13r, 72)
- Adequate building information for scope of work. (Height, area, listed fire barrier design, partition wall design, floor ceiling assembly, area increase, perimeter increase, stories, corridor walls, safety glass, concrete, masonry, steel, wood, foundation, mezzanines, listed penetration designs, firewalls, roof coverings, interior finish, stair construction, draftstops, equip. access)
- Adequate life safety information for scope of work. (sprinklers, alarms(detection),adequate# egress & illumination, exits, portable fire extinguishers –NFPA 10, handrails & guards, smoke detection, interior finishes, and vertical openings)
- Structural design systems identified for scope of work. (Floor loads, roof live loads, roof snow loads, wind loads, seismic loads, dead loads, engineered mezzanines)
- Compliance with accessibility requirements. (Accessible route, signage, elevator, ramp, stairs (no open risers), toilet facilities, doors, alarms, detectable warnings)
- International Energy Conservation Code Compliance. (COMcheck™ output)
- Plans to scale or dimension.
- Mechanical plans complete. (Ventilation-exhaust-supply-return rates, equipment schedule, return air plenums, outdoor air, NFPA 96, dampers, detection)
- Electrical plans complete. (Risers, panel schedules, circuitry, service and panel calculations and location of all, wiring-raceway method specified)
- Plumbing plans complete. (Backflow, accessibility requirements, equipment schedule, fixture types, safe waste, supply and waste risers, minimum# toilet facilities, gas piping compliance, water heater detail)
- Architectural plans complete. (All systems not in an engineering scope)
- Structural plans complete. (Any structural system not in the architect's scope)
- Plans stamped by Architect/Engineer/Interior Design Professional. (OCGA 43-4-14 & 43-15-24)
- Key plan of building must be submitted if multi-tenant building.
- One page civil/site plan must be submitted with plans for all new structures, shells & additions showing scaled location of building relative to property lines and other buildings.

*Disclaimer: This checklist is a general list of items for review of the architectural plans. It is not meant to reveal every code violation. Paulding County is not responsible for any oversights or violations that arise during the inspection process.*

2011 NEC  
EFFECTIVE JANUARY 1, 2012 (REVISED 1/12/12)

- 1) 110.24(A) – MUST HAVE AVAILABLE FAULT CURRENT CALCULATED AND PUT ON SERVICE EQUIPMENT WITH DATE. DOES NOT APPLY TO SINGLE FAMILY DWELLINGS.
- 2) 200.7(C) (1) – WHITE CONDUCTORS MUST BE USED AS HOT FEED TO SWITCHES.
- 3) 210.8 – ALL GFCI DEVICES MUST BE INSTALLED IN A READILY ACCESSIBLE LOCATION.
- 4) 210.8(A) – NO GA. AMENDMENTS: WHICH MEANS EVERYTHING IN GARAGES MUST BE GFCI PROTECTED.
- 5) 210.8(A) (7) – DWELLING UNIT SINKS: RECEPTACLES WITHIN 6 FEET OF ALL SINKS MUST BE GFCI PROTECTED IN AREAS OTHER THAN KITCHENS.
- 6) 210.12(B) – EXTENSION, MODIFICATIONS OR REPLACEMENT OF EXISTING DWELLING WIRING WILL REQUIRE COMBO AFCI.
- 7) 210.52(E) (3) – BALCONIES: ALL BALCONIES, DECKS AND PORCHES ACCESSIBLE FROM THE INSIDE OF A DWELLING UNIT SHALL HAVE GFCI RECEPTACLES ADDED.
- 8) 210.52(I) FOYERS: FOYERS NOT PART OF A HALLWAY, 60 SQ. FT. OR MORE ARE REQUIRED TO HAVE A RECEPTACLE IN EACH WALL SPACE 3 FT. OR MORE IN WIDTH.
- 9) 230.24(A) EXCP. #5 CLEARANCES ABOVE ROOFS: 3 FT. OVER ROOFS IS PERMITTED WHERE ROOF AREA IS GUARDED OR ISOLATED.
- 10) 240.15(B) UNDERGROUNDED CONDUCTORS BREAKERS: BREAKER TIES CAN BE USED FOR 120-VOLT TO GROUND AND 277-VOLT TO GROUND (SHARED NEUTRAL MULTI WIRE BRANCH CIRCUIT) (WHERE YOU USE TO USE A SINGLE POLE BREAKER).
- 11) 250.53(A) ROD, PIPE AND PLATE ELECTRODES: MUST BE SUPPLEMENTED OR TESTED FOR 25 OHMS OR LESS.
- 12) 310.15(B) (16) TABLE FORMERLY 310.16: CAPACITY CHANGES 14 AWG ONLY GOOD FOR 15 AMPS AND 12 AWG IS GOOD FOR 20 AMPS.
- 13) 338.10(B) (4) (A) USES TYPE SE CABLE: ONCE AGAIN THIS CHANGED 60 DEGREE CAPACITY WHEN IT PASSES THRU INSULATION.
- 14) 404.2(C) SWITCH CONNECTIONS: MUST HAVE NEUTRALS AT SWITCHES. (SEE EXCEPTIONS)
- 15) 406.4(D) (5) RECEPT. REPLACEMENT: MUST USE TAMPER RESISTANT.
- 16) 406.4(D) (6) RECEPT. REPLACEMENT: MUST USE WEATHER RESISTANT.
- 17) 406.12 EXCEP: WHERE TAMPER RESISTANT IS NOT REQUIRED.
- 18) 408.4(B) IDENTIFICATION OF SOURCE OF SUPPLY: ALL NON-DWELLING ELECTRICAL EQUIP. SUPPLIED BY A FEEDER MUST BE MARKED TO INDICATE WHERE THE POWER SUPPLY SOURCE IS LOCATED.
- 19) 450.14 TRANSFORMER DISCONNECTING MEANS: NEEDS A DISC. OR IF REMOTE A LOCKABLE BREAKER AND TRANSFORMER LABELED AS TO DISC. LOCATION.
- 20) 680.73 HYDROMASSAGE BATHTUBS: RECEPTACLES FACE IS WITHIN DIRECT VIEW FROM ACCESS AND LOCATED NOT MORE THAN 1 FT. FROM OPENING.