

**MACON-BIBB COUNTY
BUSINESS DEVELOPMENT SERVICES
SUITE 500, 682 CHERRY STREET
MACON, GEORGIA
(478) 751-7280 Fax (478) 751-7268**

COMMERCIAL PROJECTS PLAN SUBMITTAL REQUIREMENTS

Construction documents maybe mailed to the above address accompanied by the department's plan submittal application and submittal fee. Construction documents require review prior to a permit being issued. . Additional Construction Review Document Fees will be required for those occupied structures exceeding 10,000 square feet in total building area. Any additional plan review fees will be determined at time of review and payment of such additional fees will be required at time plans are picked up.

NEW CONSTRUCTION/ADDITIONS/EXTENSIVE RENOVATIONS

- A. **Submit two sets of complete construction documents** sealed by an architect or engineer currently registered in the state of Georgia.
- B. Construction documents shall include the following:
1. **Site plan** shall indicate all buildings existing and new located on same property
Type of construction of all buildings and distance between buildings
 2. **General Notes**
 - Occupancy Classification
 - Occupant Load
 - Type of Construction based on Standard Building Code / IBC & NFPA 220
 - Building Sprinkled or Non Sprinkled
 3. **Structural**
 - Foundation / Slab Details
 - Structural framing Details
 - Design Loads live and dead loads for roof and floor systems
 - Wind Loads
 - Seismic (earthquake) Loads
 4. **Elevations**
 - Front, rear and side elevations
 - Elevations indicating height of building
 - Elevations indicating floor to ceiling heights
 5. **Architectural**
 - Floor plans identifying use of each room or space
 - Seating design for assembly occupancies
 - Display of merchandise and aisle arrangement in mercantile occupancies
 - Door & Window schedules
 - Finish Schedule
 - Handicap Accessibility
 - Fire Rated Assemblies with legend identifying all rated and non-rated walls
 - Fire Rated Penetration Assemblies
 - Details for stairs, ramps, handrails and guardrails
 6. **Life Safety Plan** indicating means of egress, and exits (exit lighting, illumination of egress, emergency lighting, fire alarm, smoke detectors)

7. **Energy summary sheet and affidavits**
8. **Electrical** riser diagram, panel schedule, electrical calculation of connected loads
9. **Plumbing** riser diagram and fixture schedule
10. **Mechanical** line diagram, schedule & mechanical legend
11. **Fire Sprinkler Systems**
 - Underground piping**
 - Materials
 - Backflow Device (approved by Macon Water Authority)
 - Aboveground**
 - Flow Test by Macon Water Authority
 - Calculations
 - Riser Detail
 - Sprinkler plans showing building coverage
 - Specifications and cut sheets on sprinkler system components

The information contained in the plan submittal list is general in nature and does not preclude additional information being required on a project. Also, small renovations or tenant development in existing structures may not require this extensive a plan submittal as contained in the items listed above.

A Design Professional is required to affix his signature and seal to drawings, specifications and accompanying data and submit the following for review:

- Assembly Occupancies (50 or more persons)
- Educational, day-care, head-start and kindergarten programs (public or private)
- Institutional (hospitals, nursing homes, custodial care, ambulatory, jails, penal, correctional and detention occupancies) Plans are also required to be submitted to the State Fire Marshall's Office in Atlanta, Georgia for review and approval prior to permits being issued from our office.
- Building and structures three (3) or more stories in height
- Building or structures 5,000 sq. ft. or more in total gross floor of all floors
- All new structures, additions, alterations or renovations having a construction value of \$100,000 or more exclusive of land cost and site development outside the building
- Out door advertising signs, and other signs and structures exceeding 25 feet in height including communication towers
- Pre-engineered structures and systems
- All new and existing structures defined in Title 25, Chapter 2, Section 25-2.13(b) of the Official Code of Georgia Annotated
- Electrical engineer required to seal drawings where electrical contract exceeds \$100,000.00, electrical service equipment having a total rating capacity exceeding 200 KVA and electrical services exceeding 600 volts
- Personal Care Homes / Residential Board and Care, Assisted Living Facilities, Hotels, Motels, Dormitories and Apartments
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EXCEPTION: Single Family Dwellings and their accessory use buildings are exempt from plan review and sealed construction drawings unless otherwise required by the Building Official.

MACON-BIBB COUNTY
BUSINESS & DEVELOPMENT SERVICES
682 Cherry Street – Suite 500 Macon, Georgia
(478) 803-0470

Office Use Only:
Date Received: _____
Project Number: _____

PLAN SUBMITTAL APPLICATION

Submit two sets of construction documents to the above address along with application and submittal fees.

\$150.00 for all plans except signs, towers and fire sprinkler systems

\$ 35.00 for signs, towers, boat docks, fire sprinkler systems and DCA buildings

Additional Construction Review Document Fees may be required for those structures defined in Title 25, Chapter 2, Section 25-2-13(b) of the Official Code of Georgia Annotated. Any additional fees will be determined at time of review and payment of such additional fees will be required at the time plans are picked up.

Check one of the following for type of plans being submitted:

- Architectural Building Plans DCA Sign Boat-Dock
 Tower Sprinkler System Other _____

Please type or print application clearly:

Date _____

Address of Project _____
(Complete address with street number required to process application)

Project Name _____ Space# _____
(If applicable)

Name of Contact Person _____

Phone _____ Fax _____ Email _____

Check appropriate Information

Separated Use Building Yes / No Non Separated Use Building Yes / No

Existing Building Sprinkled Yes / No New Building Sprinkled Yes / No

TOTAL COST OF CONSTRUCTION FOR THIS PROJECT \$ _____