

PICKENS COUNTY PLANNING AND DEVELOPMENT

COMMERCIAL PLAN CHECKLIST (May not be comprehensive)

1. **Applicable codes noted on the cover sheet.**
2. **Type of construction noted on the cover sheet.**
3. **Occupancy type listed on the cover sheet.**
4. **Occupancy load(s) noted on the cover sheet.**
5. **Separated or non-separated use noted on the cover sheet**
6. **Sprinkled or not, Alarmed or not noted on the cover sheet (NFPA 13, 13R, 72)**
7. **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, draft stops, equipment access, etc.)
8. **Adequate life safety information for scope of work.** (Sprinklers, alarms (detection), adequate number of egress & illumination, exits, portable fire extinguishers (NFPA 10), handrails & guards, smoke detection, interior finishes, and vertical openings)
9. **Structural design systems identified for scope of work.** (Floor loads, roof live loads, roof snow loads, wind loads, seismic loads, engineered mezzanines)
10. **Accessibility requirements complied with.** (Accessible route, signage, elevator, ramp, stairs (no open risers), toilet facilities, doors, alarms, detectable warnings)
11. **International Energy Conservation Code compliance** (Mechanical, lighted, envelope)
12. **Plans to scale and dimensioned.**
13. **Mechanical Plans complete.** (Ventilation-exhaust-supply-return rates, equipment schedule, return air plenums, outdoor air, (NFPA 96 dampers, detection)
14. **Electrical Plans complete.** (Risers, panel schedules, circuitry, service and pane calculations and location of all, wiring raceway method specified)
15. **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)
16. **Architectural Plans complete.** (All systems not in an engineering scope)
17. **Structural Plans complete.** (Any structural system not in the architects scope)
18. **Plans stamped by Registered Architect/Engineer/Interior Design Professional.** (OCGA 43-4-14 & 43-15-24 and Pickens County 16-63(b)(3))
19. **One page Civil/Site Plan (Boundary Line Survey) must be submitted with plans for all new structures, shells & additions showing location of building relative to property lines and other buildings.** (Must also show required buffers, landscape strips, parking, driveways, parking lot trees, etc.) (See Pickens County Ordinance Chapter 67)
20. **All required approvals and forms completed.** (Land Disturbing, Septic Tank, Access Encroachment, Plan Submittal form)

NOTICE TO ALL APPLICANTS. All items on this sheet within the scope of the work must be submitted at the same time as a package in order to be reviewed for a permit. You must submit three (3) complete packages for each review by Planning & Development.