



CITY OF AMERICUS PLAN REVIEW CHECKLIST

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WHAT WE DO IN PLAN REVIEW COMMERCIAL

- Reviews plans for structural, mechanical, gas, plumbing, electrical plans and associated permitting documents for completeness, accuracy and code compliance.
- Calculates building, electrical, mechanical, plumbing and surcharge fees.
- Maintains file and log of appropriate records.
- Works with permit processors and records management.
- Works closely with general public, contractors, engineers, etc., to answer questions related to the International Building Code and for questions about their specific projects.
- Access and manage permit applications and specific projects through computerized tracking system.
- Verify type of commercial application submitted.
- New construction, alteration, addition, repair, roofing, electrical, swimming pool or miscellaneous.

HOW WE DO PLAN REVIEW

1. Log into computer tracking system.
2. Check for proper parcel identification number, address, flood zone, and zoning on project.
3. Verify submission of all required construction documents
 - a. Flood certificate
 - b. Energy efficiency form and BTU/H load calculations
 - c. Permitted use verification
 - d. Two complete sets of plans including but not limited to:
 - (1) Site plan, foundation plan, floor plan, life safety plan, roof framing plan,
 - (2) Mechanical plan with equipment and appliance schedules,
 - (3) Gas piping plan and gas appliance and equipment submittal documents,
 - (4) Plumbing plan with risers, electrical plans with panel schedules and load calculations,
 - (5) Steel building plans (if applicable) truss layout, accessibility plans and details,
 - (6) Wall section details, fire wall details, schedules page including door, window and interior finish schedules.
4. Verify occupancy type for structure
 - a. Assembly - A1, A2, A3, A4, A5
 - b. Business
 - c. Education
 - d. Factory/Industrial - F1, F2
 - e. Hazardous – H1, H2, H3, H4
 - f. Institutional – I1, I2, I3, I4
 - g. Mercantile
 - h. Residential – R1, R2, R3, R4,

- i. Storage – S1, S2
- j. Utility and Miscellaneous

5. Check building height and compare with allowable maximums.
6. Check number of stories and compare with allowable maximums.
7. Check detailed construction requirements for:
 - a. Fire protection of structural members.
 - b. Fire protection of nonstructural components and assemblies.
 - c. Fire protection requirements for general construction, opening protections, penetrations, and draft stopping.
 - d. Egress components and assemblies for life safety.
 - e. Accessibility standards for individuals with disabilities.
 - f. Interior environments for light, ventilation, and sanitation.
 - g. Roof coverings and roof top structures such as towers and antennas.
 - h. Concrete, steel, and masonry construction standards.
 - i. Glass, glazing, and gypsum plaster construction methods.
 - j. Sprinkler requirements, standpipes and alarm systems.
 - k. Construction in the public right of way considerations.
 - l. Requirements for renovation of existing buildings.
 - m. Site work, demolition safety requirements.
 - n. Electrical, Structural, Mechanical, Fuel Gas, and Plumbing review.
8. Check contractor license.
 - a. Verify if license qualifies contractor to build structure
 - b. Verify Contractor insurance requirements

FLOOD LETTER

- a. Check flood letter for engineer's signature, seal, date and appropriate disclosure information.
- b. Check flood letter for required minimum finish floor elevation.
- c. Check flood letter for special conditions that affect minimum finish floor elevation.
- d. Check flood letter to verify if the parcel is within or outside the 100 year flood plain.
- e. Check flood letter for correct address and property identification number.

ENERGY FORM

- a. Verify energy form for correct version of computer program used.
- b. Check energy form for correct address
- c. Check energy form for correct occupancy of structure
- d. Check energy form for type of construction.
 - (1) New construction
 - (2) Addition
 - (3) Alteration
 - (4) Conditioned floor area.

LAND USE APPROVAL

- a. Verify parcel number with other application documents.
- b. Check zoning districts.
- c. Check for the type of development.
 - a. Site built
 - b. Modular
 - c. Other

SITE PLAN

- a. Check site plan for consistency with approved subdivision file.
- b. Record perimeter information on back of application
 - (1) Property size
 - (2) Front, sides and rear setbacks
- c. Verify setbacks to other vertical construction on the same lot or adjacent properties.
- d. Verify structures orientation on site.
- e. Check for fill requirements and if fill is allowed outside impervious areas.
- f. Verify structures location on site to ensure consistency with environmental approvals.
 - (1) Near wet lands
 - (2) Near ponds
 - (3) Near streams
 - (4) Near drainage easements
- g. Check site plan for structures potential infringement upon buffer zones.
- h. Check site plan for structures potential infringement into protected areas.
- i. Check site plan to ensure all accessible site components have been met.
 - (1) Accessible parking and route from parking to building entrances.
 - (2) Ground surfaces along accessible routes comply with appropriate code sections.

FLOOR PLAN

- a. Check floor plan to ensure room dimensions meet minimum requirements
- b. Check floor plan for room designations.
- c. Check floor plan for means of ingress and egress.
 - (1) Egress doors. a. minimum size, location
 - (2) Emergency escape windows if required.
- d. Check floor plan for handicap bathroom accessibility and route to bathrooms.
- e. Check floor plan for hazardous window locations.
 - (1) Glazing in ingress or egress doors
 - (2) Fixed or sliding panels in door assemblies
 - (3) Glazing in doors or enclosures for hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers.
 - (4) nearest vertical edge of window within a 24 inch arc of a door and whose bottom edge is less than 60 inches above the finish floor.
 - (5) Less than 18 inches above finish floor, greater than 9 square feet of glass area, top edge greater than 36 inches above the finish floor, one or more walking surfaces within 36 inches horizontally.
 - (6) Bottom edge less than 60 inches above a tub or shower drain inlet.
- f. Check floor plan for water heater and air handler locations.

- g. Verify electrical panel location
 - a. prohibited locations.
 - (1) Closets
 - (2) Storage rooms containing combustible materials
- h. Check floor plan for SPA motor access door.
- i. Check floor plan electrical outlet locations.
- j. Check floor plan for ground fault circuit interrupter at required locations.
 - (1) All exterior outlets
 - (2) Kitchen areas
 - (3) Bathroom areas
 - (4) Adjacent laundry sinks
 - (5) Garage receptaclesWithin 25 foot of AC compressor
- k. Check floor plan for lighting locations.
- l. Check floor plan for required fan sizes.
- m. Check floor plan for light and ventilation requirements.
 - (1) Bathroom windows
 - a. 3 sq. ft. minimum opening (if no mechanical ventilation)
 - (2) Bathroom exhaust fans
 - (3) Range hoods
 - (4) Dryer vents
 - a. 25 feet maximum duct length
 - b. 5 foot reduction in length for 90 degree turns
 - c. 2.5 foot reduction in length for 45 degree turns
- n. Check floor plan for location and size of all load carrying beams.
- o. Check floor plan for floor joist and floor truss verification.
 - (1) Size
 - (2) Spans
 - (3) Spacing
- p. Check floor plan for stairs.
 - (1) Type
 - (2) Width
 - (3) Number of stringers
 - (4) Size of landings
 - (5) Doors opening into landing area
 - (6) Handrail height
 - (7) Minimum tread width
 - (8) Maximum riser height
 - (9) Baluster openings
 - (10) Headroom height
- q. Check floor plan for required bathroom.
- r. Check floor plan for hallway width.
- s. Check floor plan for fire walls as appropriate.
- t. Check floor plan for travel distances.
- u. Check floor plan for location and size of attic access.
- v. Check floor plan for smoke detector adjacent to each sleeping area.

- w. Check floor plan for fireplace requirements.
 - (1) No combustible within 6 inches of fire box side
 - (2) No combustible within 6 inches of fire box top
 - (3) Hearth requirements
 - a. firebox with less than 6 sq. ft shall be 8 inches on side, 16 inches on front
 - b. firebox with 6 sq. ft. or more shall be 12 inches on side, 20 inches on front
- x. Check floor plan for knee wall insulation.
 - (1) R-19 minimum required
- y. Check floor plan for location of return air intake.
 - (1) Not within closed area with gas appliances
 - (2) Not within closed area with floor drain

ELEVATIONS

- a. Check elevations for roof slope and type.
- b. Check elevations for type of siding.
- c. Check elevations for window size and locations (verify with floor plan).
- d. Check elevations for porches.
 - (1) If over 30 inches above grade
 - a. guardrail is required
 - b. 36 inches minimum
 - c. baluster spacing less than 4 inches in clear
- e. Check elevations for attic and foundation vents.
- f. Check elevations for chimney heights.
 - (1) 36 inches minimum clearance above roof penetration
 - (2) 24 inches minimum clearance above roof at a distance of 10 feet from chimney

FOUNDATION PLAN

- a. Check foundation plan for type of foundation system.
 - (1) Monolithic
 - a. size of footing
 - b. size of reinforcing steel
 - c. size of interior grade beams
 - (2) Spread footing with stem wall
 - a. size of footing
 - b. size of reinforcing steel
 - c. comers poured and reinforced with I #5 diameter reinforcing bar.
 - d. protection of wood floor system
 - e. size of interior grade beams
 - f. lintel with vertical reinforcing at perimeter
- b. Check foundation plan for floor type.
 - (1) Concrete slab on grade
 - a. 4 inches minimum thickness
 - b. reinforcing wire size or certification of fiber mesh in concrete
 - c. anchor bolt location and size
 - d. interior grade beam suns and locations, with regard to load bearing partitions.
 - e. step downs at porches and garages (as necessary)

- f. vapor barrier
 - g. location of spot piers
- (2) Girder sizes
- (3) Girder spans
- (4) Joist sizes
- (5) Joist spans
- (6) Joist spacing
- (7) Approved wood type or protection for wood in contact with masonry
- (8) Crawl space ventilation
- (9) Crawl space access

COMMON FRAMING PLAN

- a. Check second floor framing plan.
 - (1) Joist size
 - (2) Joist spacing
 - (3) Joist spans
 - (4) Truss
- b. Check ceiling plan.
 - (1) Joist size
 - (2) Joist spacing
 - (3) Joist spans
- c. Check roof framing plan.
 - (1) Rafter sizes
 - (2) Rafter spans
 - (3) Rafter spacing

WALL SECTION

- a. Check wall section for reinforcing steel location and size.
- b. Check wall section for footing depth.
- c. Check wall section for sole plate.
 - (1) Type of wood used.
- d. Check wall section for anchor bolt length and spacing.
- e. Check wall section for wall height
- f. Check wall section for exterior cladding.
 - (1) Vinyl lap siding
 - a. must have solid backing of structural sheathing
 - (2) Brick veneer
 - a. 1 inch air space
 - b. wall ties @ 18 inches vertically and 32 inches horizontally
 - c. perimeter flashing
 - d. weep holes @ 4 foot centers maximum spacing
- g. Check wall section for double top plates.
- h. Check wall section for stud spacing.
- i. Check wall section for continuous loading path.
- j. Check wall section for truss / rafter anchors.
- k. Check wall section for soffit ventilation.

- l. Check wall section for truss bracing.
- m. Check wall section for sheathing.
 - (1) Type
 - a. structural
 - b. nonstructural
 - (2) Thickness

FEE CALCULATIONS

- a. Calculate square footage for building permit fees.
- b. Calculate plumbing permit fees.
- c. Calculate electrical permit fees.
- d. Calculate mechanical permit fees.
- e. Calculate gas fees.
- f. Calculate plan review fees.

FINAL REVIEW AND APPROVALS

- a. Stamp approvals and code requirements on plans.
- b. Initial and date application and plans.
- c. Record fees on application.
- d. Notify contractor or owner if additional information is needed
 - (1) Special engineered foundation
 - (2) Revised energy form
 - (3) Revised BTU/H load calculations
 - (4) Revised flood letter
- e. Record special conditions on application.
 - (1) Engineered foundation needed
 - (2) Minimum finish floor elevation required