



DEPARTMENT OF PUBLIC DEVELOPMENT

Building Inspections Division

Building Plan Review Application

Project Title: _____
Project Address: _____ Bldg/Ste #: _____
Project Owner: _____ Phone #: _____
24hr Contact: _____ Phone #: _____
Contact email: _____ Fax #: _____

Check Where Applicable

- o New Building Construction Square footage of new building _____
o Building addition Square footage of addition _____
o Exterior shell only
o Interior build-out of shell space
o Building renovation
o Other project type (describe) _____

Minimum submittals:

New construction of buildings to be occupied: site, ESC, architectural, plumbing, HVAC, gas, accessibility, life/safety, fire suppression

Shell construction: site, ESC, architectural, structure, minimal plumbing, minimal electrical

Change of use: scaled floor plan, HVAC, electrical, plumbing, accessibility, life, safety

Plan submittal checklist:

- 1. Cover sheet including project data, criteria, notes, and legends
2. Site plan including grading and ESC
3. Is the project located within 200 feet of a stream, river, lake, or other body of water?
4. Floor plan?
5. Foundation plan?
6. Change to or addition of partition walls? (If 'yes' plans need wall composition details)
7. Electrical plan? (If 'yes', plans need architect/engineer seal or electricians license number)
8. Plumbing plan? (If 'yes', plans need architect/engineer seal or electricians license number)
9. HVAC Gas Plan? (If 'yes', plans need architect/engineer seal or electricians license number)
10. Gas Plan? (If 'yes', plans need architect/engineer seal or electricians license number)
11. Pre-engineered or pre-manufactured building certification by DCA or ICC?
12. Are plans sealed by a Georgia registered professional per OCGA sec 43-4-14?
13. Does the building have sprinklers for fire protection?
14. Use of public water? Show proposed water locations on a site plan.
If 'no', what is the means of potable water?
If new services, what is the estimated domestic water demand?
Minimum GPMs _____ Maximum GPS _____
15. Use of public sewer? Show all proposed sewer locations on a site plan. () yes () no
If 'no' what is the means of sewage treatment? _____ () yes () no
16. Use of dumpster for handling solid waste? If answer 'yes', site plan must show dumpster location,
17. pad and screening. () yes () no
18. Are all plan sheets dated sheets dated with dates no older than one year? () yes () no
19. Has the design professional reviewed all of the plans submitted
for the project? () yes () no
20. Non metric scales on each applicable sheet? () yes () no
21. Project name and address on each sheet? () yes () no
22. Are all sets collated and bound? () yes () no



DEPARTMENT OF PUBLIC DEVELOPMENT

Building Inspections Division

Plans will not be scheduled for review until all applicable submittal requirements are met

Four sets of full-sized and one set of half-sized construction plans must be submitted with this application along with the appropriate fees. Once the application has been approved the plans will be reviewed within two weeks at a minimum. This process may take longer depending on the amount of work and the size of the project. In the event plans are not made, four full sets shall be returned for review. (Application does not need to be made twice). Upon approval, plans are signed and stamped "APPROVED FOR CONSTRUCTION". Two full sets will be returned to applicant one of which will remain on the project site at all times.

Applicant's Name (please print) _____

Applicant's Signature _____

Date _____

Return completed application to the Jackson County Building Department
at 67 Athens Street, Jefferson GA 30549

For any questions, please call 706-367-6335

For Office Use Only

Date: _____

Received by: _____

Approved: () yes () no

Amount Paid: _____

Reviewed by: _____

Resubmitted on: _____

Check #: _____

Date: _____

Received by: _____