



Permit Submittal Requirements: Commercial Plan Review Checklist

Please fill in the blanks and check appropriate boxes for the planned construction project. Building plans submitted shall be with approved stamp from the Gwinnett Fire Marshal's Office or other applicable Authorities as Applicable.

Project type: New Const. Addition Interior Finish
 Demolition Site Wall

Project name: _____

Project Street Address:

Contact person for review comments: if other than Architect:

Name: _____ Telephone: _____ Email: _____

Applicant Name: _____ Email: _____

Y N

- Pre-Approval by other authority, if required.
- Completed and signed Building Permit Application
- One page site plan or key plan/ location plan
- Title page submitted
- Site Street address to include suite/ building number
- Project size, type & brief use description
- Schedule of occupancy use
- Room by room egress occupant load calculations
- Egress width calculations
- Building construction type and fire protection information
- List of effective code for design and construction
- Property owners name, street address, contact person telephone number and Email address
- All designers names, street address, contact person, telephone number and Email address
- Plan page index listing all plan pages included in the submittal
- Complete architectural plans included
- Complete structural plans
- Complete mechanical plans
- Complete electrical plans
- Complete plumbing plans
- Structural design summary included for all new structures and addition to existing structures
- State of Georgia Energy Code Compliance Report included for all new Buildings and additions to existing buildings
- Energy code compliance certificate for new construction and Comcheck (lighting mechanical) for interior renovation

3120 Stonecrest Boulevard Suite 190
Stonecrest, Georgia 30038
770.224.0200

FAX: 470.299.4214

www.stonecrestga.gov