

**Athens-Clarke County  
Building Inspections  
Plan Review Checklist**



<b>BUILDING PLANS</b>	<b>COMPLETED</b>
1. All drawings, specifications, and accompanying data shall bear the name and address of the designer.	
2. Architects must seal any building over 5,000 square feet and all assembly, education, healthcare occupancies, correction/detention facilities, hotels, dormitories/lodging facilities, multifamily housing/apartment complexes, care facilities, pre-engineered buildings more than one story in height. (See Georgia Code Section 43-4-14)	
3. The architect or engineer's official seal must be affixed to all drawings and specifications.	
4. Accompanying plans should include: <ul style="list-style-type: none"> <li>a. Floor plan</li> <li>b. Structural details</li> <li>c. Elevations, and</li> <li>d. Site plans</li> </ul>	
5. All plans must be drawn to scale.	
6. All plans must indicate construction type and proposed occupancy classification.	
<b>ELECTRICAL PLANS</b>	
7. Plans must be drawn by a Georgia State Electrical Engineer or Georgia State Licensed Electrician. Please include license number on plans.	
8. Plans should include: <ul style="list-style-type: none"> <li>a. Service riser diagram</li> <li>b. Location of service</li> <li>c. Panel schedule</li> <li>d. Equipment circuit layout, and</li> <li>e. Any other drawings or specifications as required by the electrical inspector.</li> </ul>	
9. The Plans Reviewer reserves the right to require an engineer's drawings.	
10. Please note that the local amendments require conduit in all commercial projects. (i.e. use of non-metallic wiring or Romex is prohibited)	
<b>HEATING, VENTILATION, AIR CONDITIONING PLANS</b>	
11. Plans must be drawn by a Georgia State Mechanical Engineer or State Licensed HVAC contractor. Please include license number on plans.	
12. The Plans Reviewer reserves the right to require an engineer's drawings.	
13. Plans should include: <ul style="list-style-type: none"> <li>a. Outside air calculation</li> <li>b. Air balance schedule</li> <li>c. COMcheck Compliance Certificate</li> </ul>	

**Athens-Clarke County  
Building Inspections  
Plan Review Checklist**



<b>GAS PIPING PLANS</b>	<b>COMPLETED</b>
7. Plans must be drawn by a Georgia State Mechanical Engineer or State Licensed gas contractor. Please include license number on plans.	
8. The Plans Reviewer reserves the right to require an engineer's drawings.	
<b>PLUMBING PLANS</b>	
9. Plans must be drawn by a Georgia State Mechanical Engineer or State Licensed Plumber contractor. Please include license number on plans.	
10. The Plans Reviewer reserves the right to require an engineer's drawings.	
<b>ENERGY CODE- <a href="#">GA Commercial Energy Code Field Guide</a>.</b>	
11. Plans should indicate Energy Compliance Pathway: Prescriptive, Trade-off or Simulated Performance. COMcheck is highly encouraged.	
<b>ACCESSIBILITY CERTIFICATION</b>	
12. All buildings, with the exception of one-and-two family dwellings, which are used by the public or in which disabled or elderly persons may be employed, must comply with the Georgia State Accessibility Code. A hand-out of selected code excerpts is available in the Building Permits & Inspections Department.	
13. Industrialized (Modular) buildings for commercial uses, both temporary and permanent, are required to have approval from the Georgia Department of Community Affairs (DCA) or I.C.C. (International Code Council).	
14. The following plans are required: Site, Electrical, Foundation, Plumbing, Porches, Mechanical, Decks, Gas, Ramps, Cross Connection	

**\*The above is not an all-inclusive list but was created to help guide an applicant through the utility line extension process. Project specific details may vary.\***