



REQUIRED INFORMATION FROM SUBMITTING ARCHITECTS

- Submit one set of paper plans in the largest size available, as well as an electronic copy on a disc
- The Architect of Record
- Wet Stamp
- Signature and Date
- Foot Print Plan
- Civil Drawings
- Architectural Drawing
- Elevation Plans sheet
- Cross Section Plan Sheet
- Mechanical Plan Sheet
- Electrical Plan Sheet
- Plumbing Plan Sheet
- Wall plan, Door plan and listed Ratings of Assembly
- Occupant Load (Show your calculations)
- Egress Capacity Factor (Show your calculations)
- Business name and Occupancy classification
- Business owner must be listed with contact phone number
- Documents must have a code summary and product or component cut sheet.
- On all commercial structures that require a fire sprinkler system we must have a full set of drawings and an electronic copy of the drawing for the file.
- Same goes for a fire alarm system. Full set of drawings and an electronic copy of those drawings for the file.
- We need all information on the construction contractor being used to build the structure such as Name of company, Name of the construction superintendent, and Phone numbers for the company and E-mail contact addresses. Addresses for the home office.

Current References to be used during design

- 2018 Life Safety Code
- 7. 2018 International Mechanical, Electrical and Plumbing code
- 120-3-3 Georgia Fire code modifications
- 2018 International Building code
- 2018 International Fire code
- Barrow County Unified Development code
- 2014 NEC code
- The Georgia Accessibility code
- *All new constructed, Renovated buildings and change of occupancy of commercial buildings will be required to have a Knox Box brand Key Vault installed on the on the Structure*
- All new constructed commercial building will be required to have identifying signage and the building address numbers on the building and visible from the roadway.

Please contact Captain Glen Cain at (770) 307-2987 Ext. 5802 for any questions.