



Forsyth County Department of Building & Licensing
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BUILDING PLAN REVIEW CHECKLIST

Project Name:

Permit Number:

Construction Type:

Occupancy Type:

Sprinkler:

Fire Alarm:

Occupancy Load:

Are the correct applicable codes on the cover sheet? (Georgia Department of Community Affairs):
dca.ga.gov/local-government-assistance/construction-codes-industrialized-buildings/construction-codes

ADDITIONAL APPLICATION MATERIALS

A separate application for any food service permit is required from the health dept. http://www.forsythhd.com/pages/environmental/Food/Food.html	
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ARCHITECTURAL

Clearly identify all life safety items, i.e. corridor widths, exits, stair wells and doors.	
Construction type and show if sprinkled on cover page.	
Correct wall details, wall types, header detail and door detail.	
Drawing index must be on the plan and match the pages in the plan.	
Energy code requirements and show all existing.	
Energy compliance certificate.	
Existing wall details, the rating of existing walls and show how new walls will be added to already existing walls.	
Have the plans been stamped by the appropriate design professional?	
Identify floor and roof loads.	
Is the building identified on the cover sheet as being sprinkled and /or fire alarmed?	
Need door schedule showing fire ratings, closure types, and hardware.	
New commercial, show proof of energy code compliance for envelope, mechanical and lighting by submitting an energy code com-check.	
Plans should all be the same size, drawn to scale and all text legible.	
Schedule of special inspections and company retained for those inspections.	
Show how a non-rated wall will attach to a rated wall, rated beam or support post.	
Show how rated assemblies that are not the same will join and maintain the ratings.	

	Show items like dampers, electrical panel boxes, dryer box, etc., that are in rated walls maintain rating.	
	Show UL details on fire resistant joint systems if use.	
	Show UL details on penetrations through rated assemblies, i.e., walls/floors/ceilings.	
	Site plan submitted with the building must match the site plan submitted for LDP.	
	Supporting structure and structure items need to show hours and how rated.	
	Type of fire barriers or fire walls clarified on plans.	
	UL assemblies matched with rated items on plans with wall detail showing what UL assemblies are used.	
	Wall details must be identified on the plans, including how to construct them if using a prescriptive method or specific design standard.	
	On cover sheet/title sheet of plan set, describe scope of work including proposed use. (2018 IBC 107.2.1)	
	Are the construction and occupancy type along with occupant load identified on the cover sheet? (2018 IBC 302.1, 503.1)	
	Dumpster enclosures must be constructed in accordance with fire code. (2018 IFC 304.3.3)	
	Building within the allowable area, story or height allowed based off the current construction type and sprinkler conditions on the cover sheet. Will need key plan showing square feet of building and each suite. (2018 IBC Table 504)	
	Mezzanine is limited in size to one-third the area of the open space of the room in which it is located. (2018 IBC 505.2.1)	
	On 3B building exterior load bearing walls must be rated 2 hours and be non-combustible. (2018 IBC 601)	
	Building materials are being used that do not comply with the construction type and design criteria of the building. (2018 IBC 602)	
	Need UL details or other approved agency of all fire barriers, fire wall and fire partitions use a prescriptive method for identification. (2018 IBC Chapter 7)	
	Columns, girders, trusses, beams lintels or other structural members that are required to have fire-resistance rating that support more than two floors, one floor and one roof, or support a load bearing wall must have individual protection. (2018 IBC 704)	
	Supporting construction of fire partitions shall be protected to afford the required fire-resistance rating of the fire partition. Exceptions: tenant and sleeping unit separation walls and corridor walls in 2B, 3B and 5B construction. (2018 IBC 708.4.1)	
	Supporting construction for all rated ceiling assemblies shall be protected to afford the required fire-resistance rating of the ceiling assembly. (2018 IBC 711.2.3)	
	Membrane penetrations of a rated floor/ceiling or roof ceiling assemblies by non-rated partitions shall not be allowed. (2018 IBC 714.3)	
	Membrane penetrations of a rated floor/ceiling or roof ceiling assemblies by rated partitions shall be allowed only if no less than the rating of the assembly and installed with a double wood top plate. (2018 IBC 714.5)	
	Need window and door details showing openings to be properly protected in fire rated assemblies. (2018 IBC 716)	
	Draft stopping in attic or concealed spaces. (2018 IBC 718.4)	
	Toilet rooms shall not open directly into a room used for the preparation of food for service to the public. (2018 IBC 1209)	
	Must maintain six inches minimum clearance between bottom edges of exterior wall covering (excluding masonry veneer) to the top of exposed earth, or a minimum two inches above paved areas to provide a clear, visible inspection area. (2020 IBC Georgia Amendments 1404.19)	

Verify roof type has the proper slope. (2018 IBC 1506 & 1507)	
Need structural design load for floor live load, roof load, wind load and snow load on plan. (2018 IBC 1603.1)	
Statement and schedule of special inspections with a list of inspectors scoped to do the inspections must be incorporated into the plan. (2018 IBC 1704.2)	
The minimum depth of footings below the undisturbed ground surface shall be 12". (2018 IBC 1809.4)	
Chimney termination. (2018 IBC 2113.9)	
Identify that safety glazing being used where required in all doors and windows for all hazardous locations. (2018 IBC 2406.4)	
Minimum clearance from door latch to any obstruction (in this case a drinking fountain) is 18". (2010 ADA Table 404.2.4.1)	
Doors must not swing into and obstruct the corridor. Doors or gates in a series must have 48" clearance from each other. (2010 ADA 404.2.6)	

LIFE SAFETY & ACCESSIBILITY

Check-out aisle or table, at least one shall not exceed 38" high at a width of 24" wide. (2010 ADA 227.1 and 904.3)	
Sales or service counter, at least one shall not exceed 36" high at a width of 36" long for parallel and 30" long for forward with knee and toe space. (2010 ADA 227.3 and 904.4)	
Objects more than 27" and not more than 80" above the finish floor or ground shall not protrude more than 4" horizontally. (2010 ADA 307.1)	
Maintain minimum maneuvering clearances at doors and gates. (2010 ADA 404.2.4)	
Handrails must extend past the nosing for top of stairs 12" and bottom length of one tread. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight. (2010 ADA 505.10)	
At least 5%, but no fewer than one dressing room in each cluster. (2010 ADA 803)	
Doors must not swing into a corridor that will obstruct the corridor. (2018 LSC 7.2.1.4.3.1)	
Stairs have been properly designed with tread height and depth along with the proper installed handrails. (2018 LSC 7.2.2.3.5 & 7.2.2.4)	
Cannot have less than two exits unless you meet an exception in chapter 11 through 43 in the Life Safety Code. (2018 LSC 7.4.4.1)	
Remote access for egress. (2018 LSC 7.5.1.3.2)	
Cannot exit through storerooms, kitchen, workrooms or other similar spaces. (2018 LSC 7.5.2.1)	

ELECTRICAL

	Need electrical plans; new or any changes being made to existing electrical. If all existing, identify on the cover sheet.	
	Show electrical risers of new or existing feeders &/or service along with all panel schedules.	
	Maintain proper working clearance for electrical equipment. (2020 NEC 110.26)	
	Indicate on the drawing the location of all electrical equipment and the physical protection of panel boards, transformers, etc. (2020 NEC 110.27B)	
	All 120 volt single phase 15-20 amp receptacles installed outdoors, in bathrooms, in kitchens and on rooftops must be shown to have GFCI protection. (2020 NEC 210.8)	
	Metal water piping, building steel, concrete-encased electrode and ground ring shall be bonded together to form the grounding electrode system. (2020 NEC 250.50)	
	Class rooms, conference/meeting rooms and employee lunch/break room must have occupant sensing controls. (2021 IECC 405.2.1)	
	Light switches must be located in the same room of which the lights they operate. (2015 IECC 405.2.6)	
	All branch circuits serving patient care areas shall be provided with an effective ground-fault current path by installation in a metal raceway system or a cable having a metallic armor or sheath assembly. That shall itself qualify as equipment grounding return path. (2020 NEC 517.13A)	
	Branch circuits feeding emergency lights must be on the same branch circuit as the normal lighting in that area connected ahead of switches. (2020 NEC 700.2)	

MECHANICAL

	Gas pipe size to small for the longest length of the projected equipment.	
	Inadequate or prohibited source of combustion air for gas appliances.	
	Indicate on the architectural drawings the location of concealed air plenums and state on the drawings that materials exposed within plenums are permitted.	
	Need mechanical equipment list with specification of each with output and input BTU, ventilation, power consumption, outdoor air, etc.	
	Need mechanical plans; new or any changes being made to existing mechanical. If all existing, identify on the cover sheet.	
	Provide permanent ladder access to mechanical equipment and appliances located on roofs that exceed 16 feet above finish floor. (2018 IMC 306.5)	
	Outdoor air requirements must comply with ventilation requirements. (2018 IMC 403.2)	
	Clothes dryer max length of 35 feet is exceeded. This includes counting each 90° bend as 5' and each 45° bend as 2.5'. (2018 IMC 504.8.4)	
	Egress corridors shall not serve as supply, return, exhaust, relief or ventilation air ducts. (2018 IMC 601.2)	
	Smoke detectors shall be installed in return air system with a design capacity greater than 2,000 CFM. (2018 IMC & Georgia Amendments 606.2.1)	
	Need an approved damper when passing through rated construction or other method of complying. (2018 IMC 607.5)	
	Interior spaces intended for human occupancy shall be capable of maintaining a minimum of 68°F at a point 3' above the floor. (2018 IBC 1203.1)	

PLUMBING

	Any/all gas powered devices that use compressed air, all piping must be copper material.	
	New, or any changes being made to existing plumbing shown on plumbing plans. If all existing, identify on the cover sheet.	
	Plan view and isometric drawing required showing all sanitary, venting, storm drainage and water piping.	
	Sub-meters installed in new multi-unit buildings, including residential, commercial and light industrial facilities.	
	Water, soil, or waste pipes installed in outside walls, attics, crawl spaces, or in unheated buildings must have freeze protection. (2018 IPC 305.4)	
	Plumbing fixtures located inside the garage bay need to be protected by approved methods. (2018 IPC 305.7)	
	Note occupancy and occupant load with the fixture count per square footage of building. (2018 IPC 403.1 and Table 403.1)	
	Provide toilet facilities for customer use. (2018 IPC 403.3)	
	Separate gender facilities. (2018 IPC 403.2)	
	Customers may not pass through an employee area to access toilet room. (2018 IPC 403.3.1)	
	Toilet stalls shall be a minimum of 30" wide by 60" deep. (2018 IPC 405.3.1)	
	The required lavatory shall be located in the same room as the required water closet. (2018 IPC 405.3.2)	
	Urinal partitions must be within 12" above the finished floor to a height of at least 60" and must be 18" deep or 6" past the front lip of the urinal, whichever is greater. (2018 IPC 405.3.5)	
	Washing machine must discharge into a minimum 3" waste line. (2018 IPC & 2020 Georgia Amendments 406.2)	
	Show means to maintain temps for eyewash and/or emergency showers. (2018 IPC 411.1)	
	Shower hot water must be limited to 120°F. (2018 IPC 412.3)	
	Lavatories and any hand washing sinks are required to be limited to 110°F through a tempering device. (2018 IPC & Georgia Amendments 419.5)	
	Water closets shall not exceed 1.28 gallons per flush cycle. (2018 IPC & Georgia Amendments 604.4, Georgia Amendments 425.1)	
	Show water heater pans when required on details. (2018 IPC 504.7)	
	Lavatories require 0.5GPM aerators or 0.25 GPM per metering cycle. (2018 IPC 604.4)	
	Show means to maintain tempered and/or hot water as per both codes. (2018 IPC 607.2 & 2015 IECC 404)	
	Insulate all moving water in circulating system with 1" wall insulation. (2018 IPC 607.5 & IECC 404.4)	
	Individual back flow protection required on all water outlets to equipment (i.e. coffee maker, fountain drinks, ice/slushy machine, handheld spray head, pedicure chair). (2018 IPC 608.1)	
	Check for backwater protection when next upstream manhole is above finish floor elevation. (2018 IPC 714.1)	
	Lint trap required for washing machine that is removable for cleaning, that prevents passage into the drainage system of solids 0.5" or larger in size detrimental to the public sewer system. (2018 IPC 1003.6)	
	Show all outside rain water leaders, emergency scuppers or roof drain and overflows when required. (2018 IPC 1105-1110 & 2018 IBC 1502)	
	Provide drinking fountain for over 25 occupancy. (2010 ADA 211.2)	

	Toilet room including private offices must comply with. (2010 ADA 213.1)	
	Provide the required ambulatory accessible compartment. (2010 ADA 213.3.1)	
	No fixtures can be located in the clear floor space of the water closet - 60" wide by 56" deep. (2010 ADA 604.3)	
	Flush handles for water closets must be on wide side of water closet compartment. (2010 ADA 604.6)	
	Accessible showers must comply with: (2010 ADA 608)	
	Controls for accessible transfer type showers must be on the opposite wall of the seat. (2010 ADA 608.5.1)	
	Controls for accessible roll-in type shower must be on the back wall. (2010 ADA 608.5.2)	
	Condensate (or any un-metered water) may not discharge into sanitary system. (Forsyth County Unified Development Code 18-5.18)	
	Commercial plumbing for heated water supply piping. (2015 IECC 404.5)	