

CITY OF COLLEGE PARK



Plan Review

Submittal Guidelines

Residential and Commercial Projects

Deliver Plan Review Applications To:

The Inspections Department

City Hall Building

3667 Main Street, 1st Floor

College Park, GA 30337

(404) 669-3762

Office Hours: Monday – Friday, 8am to 5pm

Plan Review Process Guide

City of College Park, Georgia

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Plan Review Staff

Inspections Department

Skip Barlow, Building Inspector
404-669-3762

Fire Department

Captain Brian Steele, Fire Marshal
404-766-8248 ext. 2700

Power Department

Glenn Spivey
404-669-3223

Water & Sewer Department

Fred Magby, Water & Sewer Superintendent
404-669-3757

City Planner

Lauren Blaszyk, The Collaborative Firm, LLC
404-684-7031

Sanitation Department

Ada Caston, Sanitation Superintendent
404-669-3757

Development Department

Artie Jones, Director of Economic Development
404-669-3764

Engineering

William Moore, Engineering Director
404-669-3763

Sec. 1. Introduction

This document is intended to inform residents, contractors, builders, developers, architects, engineers, land planners and other members of the development community of the plan review process in the City of College Park, Georgia. The purpose of the review is to ensure compliance of construction proposals with all applicable Codes and Ordinances. Plan review is conducted by Department Directors who form the Plan Review Committee.

Sec. 2. Plan Review Process

The plan review process encompasses the review of civil plans, architectural plans, “mini-plans” and fire alarm and/or fire sprinkler plans. Each is described below; civil drawings and architectural plans may be submitted simultaneously. Civil and architectural plans must be reviewed by the Plan Review Committee. The schedule for placing projects on the Committee agenda and meeting dates are found in Section 6. Deadlines and Review Schedule.

The purpose of the Plan Review Committee meeting is to address questions or concerns of the Committee. Typically, Committee members come to the meetings with redlined drawings. Applicants whose plans can be approved with minor revisions at the initial meeting may submit revised drawings and permits can be issued without need of a second meeting. Depending on the complexity of the issues raised, the applicant may be required to re-present his or her plans to the Committee at a second meeting. Applicants may contact any Committee member to obtain information necessary to producing appropriate plans and construction drawings. Participation in Plan Review meetings is mandatory.

Sec. 2.1. Civil Plan Review

Civil drawings are plans that indicate infrastructure improvements to be made to the site such as streets, water mains, sanitary sewer mains, storm drainage systems and other improvements. The set of civil drawings submitted must contain the list of drawings indicated in Exhibit A.

Sec. 2.2. Architectural Plan Review

Architectural plans describe all aspects of structure construction, also referred to as all “vertical” improvements. The set of architectural plans submitted must contain the list of drawings indicated in Exhibit B.

Sec. 2.3. Mini-Plan Review

The mini-plan review process is tailored to construction projects more limited in scope and therefore, not subject to review by the full Plan Review Committee. Projects that may be approved through this review process include interior renovations and modifications, tenant build outs, accessory structures, pools, fences, decks and site work involving land disturbance of less than 1.0 acre.

Sec. 2.4. Fire Alarm and Sprinkler Plan Review

Projects that involve installation of a new fire alarm and/or fire sprinkler system or any modification of an existing fire alarm and/or fire sprinkler system must undergo a review by the Fire Marshal's Office. The contractor that will be performing the work must submit four (4) sets of plans along with copies of all applicable licenses and permits issued by other agencies.

Sec. 3. Submittal Requirements

Applicants for a mini-plan review and fire alarm and sprinkler plan review must submit four (4) sets of plans. These plans do not come before the full Committee in a formal meeting and plans may be submitted at any time. Generally, such reviews are completed within 10 business days of plan submittal. Larger construction projects do come before the full Committee; eight (8) sets of plans are required. The review time for such projects is typically 30 calendar days; more complex projects could involve a 90-day review period.

Sec. 4. Applicable Codes and Ordinances

All construction or other development projects in College Park must comply with the following Codes and Ordinances:

Inspections Department Codes

1. 2012 International Building Code with Georgia Amendments
2. 2012 International Mechanical Code with Georgia Amendments
3. 2012 International Existing Building Code with Georgia Amendments
4. 2012 International Fuel Gas Code with Georgia Amendments
5. 2012 International Plumbing Code with Georgia Amendments
6. 2012 National Electrical Code
7. 2012 International Energy Conservation Code
8. 2012 International Residential Code

Each of the above Codes is accompanied by Georgia Amendments and is available online at the following web link:

www.dca.state.ga.us/development/constructioncodes/programs/codeAmendments.asp

Fire Marshal's Office Codes

1. City of College Park Code of Ordinances (smoke detectors, water mains, fire hydrants, etc.)
2. NFPA 101, Life Safety Code, 2000 edition w/ Ga. amendments (occupancy classification, means of egress, etc.)
3. 2012 International Fire Code w/ Ga. and City amendments (general fire safety requirements)
4. 2012 International Building Code w/ Ga. Amendments
5. 2012 International Mechanical Code w/ Ga. Amendments
6. 2012 International Existing Building Code w/ Ga. Amendments
7. 2012 International Fuel Gas Code w/ Ga. Amendments
8. 2012 International Plumbing Code w/ Ga. amendments

The City of College Park also utilizes all State of Georgia Fire Marshal Rules of the Safety Fire Commissioner. These rules can be found at the following link and provide the amendments to all applicable NFPA codes as well as the International Fire Code. The Georgia Accessibility Code is also available at this location.

<http://www.gainsurance.org/FireMarshal/Rules%20and%20Regulations.aspx>

Chapter 120-3-3 State Minimum Fire Safety Standards shall apply as a minimum requirement in all instances. In any and all cases of a conflict in the Code, the most stringent code as determined by the City of College Park shall apply.

All permits issued and all plans submitted must comply with all applicable codes. Failure to do so may result in the work being rejected, refusal of a Certificate of Occupancy, removal of work that has been performed (at the owner's expense), as well as the possibility of citations and fines or other actions as allowed by code.

Engineering Department Codes

- A. Drainage, Erosion, and Sedimentation
 - "Georgia Erosion and Sediment Act of 1975" with latest updates (Green Book)
 - "Georgia Stormwater Management Manual" (Blue Book)
 - City Code, Chapter 5. Building, Construction and Related Matters; Article IX; Soil Erosion and Sedimentation Control; Sections 5-170 to 5-189

- B. Floodplain Management and Protection
 - City Code, Chapter 5. Building, Construction and Related Matters; Article XIII, Floodplain Management and Protection, Sections 5-270 to 5-299.36
 - City Engineer's Administration, Sections 5-270 to 5-290.48
 - Plan Requirements, Sections 5-292
 - General Standards, Sections 5-299.8 to 5-299.10
 - Building Standards, Sections 5-299-21 to 5-299.25
 - Variance Procedures, Section 5-299.36

- C. Stormwater Management
 - City Code, Chapter 10. Municipal Utilities and Services, Article VI, Stormwater Management

- D. Stream Buffer Protection
 - City Code, Chapter 5. Building, Construction and Related Matters; Article XIV; Stream Buffer Protection

- E. Addresses
 - City Code, Chapter 16, Streets and Sidewalks, Section 16-1, Numbering System

F. Subdivisions

- City Code, Chapter 17. Subdivisions

G. Traffic

- City Code, Chapter 19. Traffic, Article VI, Street Access Control

Sec. 5. Deadlines and Review Schedule

Submittal Deadline	Meeting Date
Friday, April 1, 2016	Monday, April 18, 2016
Friday, April 15, 2016	Monday, May 2, 2016
Friday, April 29, 2016	Monday, May 16, 2016
Friday, May 13, 2016	Monday, June 6, 2016
Friday, June 3, 2016	Monday, June 20, 2016
Friday, June 17, 2016	Tuesday, July 5, 2016
Friday, July 1, 2016	Monday, July 18, 2016
Friday, July 15, 2016	Monday, August 1, 2016
Friday, July 29, 2016	Monday, August 15, 2016
Friday, August 19, 2016	Tuesday, September 6, 2016
Friday, September 2, 2016	Monday, September 19, 2016
Friday, September 16, 2016	Monday, October 3, 2016
Friday, September 30, 2016	Monday, October 17, 2016
Friday, October 21, 2016	Monday, November 7, 2016
Friday, November 4, 2016	Monday, November 21, 2016
Friday, November 18, 2016	Monday, December 5, 2016
Friday, December 2, 2016	Monday, December 19, 2016

Sec. 6. FAQ's

Q. When do I need a permit?

A. A permit is required for virtually any construction in the city. No tree removal, site grading, construction or renovation may occur prior to approval of plans and issuance of a permit.

Q. Can I pull a land disturbance permit prior to submitting my civil and architectural drawings?

A. No. In order to prevent wholesale removal of vegetation and site grading, civil drawings must be submitted prior to issuance of an LDP.

Q. Can I obtain feedback based on a conceptual drawing prior to incurring significant design expenses associated with full blown drawings?

A. Any project may be placed on the Committee agenda for a cursory review for the purpose of obtaining guidance as to compliance with applicable Codes and Ordinances. Applicants may also contact Department Directors individually to obtain such feedback.

Q. Is attendance at a plan review meeting required?

A. Yes, the purpose of these meetings is to foster an exchange of information. This is best accomplished by having all parties involved in the construction at the table.

Sec. 7. Plan Review Application Forms

Plan review forms are presented in Exhibit C.

Sec. 8. Plan Review Fees and Building Permit Fees

The plan review and building permit fee schedules are presented in Exhibit D.

Exhibit A. Requirements for Civil Drawings

Civil drawings must contain the following plan sheets:

1. Cover Sheet, including Vicinity Map and Index of Drawings
2. Boundary and Topographic Survey (minimum 2-foot contour interval)
3. Site Layout and Staking Plan
4. Erosion, Sediment and Pollution Control Plan
5. Demolition Plan (if applicable)
6. Grading and Drainage Plan
7. Utility Plan
8. Site Access and Circulation Plan
9. Landscape Plan
10. Standard Details Sheet(s)

The minimum sheet size is 24 inches by 36 inches.

Power Department Plan Requirements

Electrical Plans. A riser diagram and load calculation must be submitted for any project involving electrical wiring. The diagram should include voltage and amperage characteristics. Electrical plans must include the location of the service panel and its rated capacity, for example, 125 amps, 200 amps, etc.

Applicants proposing new construction projects must submit a full set of plans. The site plan must identify the electrical service entrance and meter location. Final, approved plans for commercial and subdivision projects must be submitted in AutoCAD format.

Temporary Power. Commercial and residential projects can be metered on site provide the serve is underground. The Power Department is the contact for temporary service. A deposit, meter ordinance fee application for service and a wiring inspection approval are requirements for temporary power. The fees are calculated by the Power Department and are based on the service requirements of the load.

Exhibit B. Requirements for Architectural Plans

Architectural plans must contain the following plan sheets:

1. Site Survey
2. Site Plan
3. Floor Plan
4. Building Elevations
5. Cross Section
6. Detail Drawings
7. Electrical Floor Plan
8. Electrical Riser Diagram
9. Electrical Panel Boards
10. Mechanical Floor Plan
11. Mechanical Details and Notes
12. Plumbing Floor Plan
13. Plumbing Risers and Specifications
14. Auxiliary Systems Floor Plan
15. Fire Alarm System Plan
16. HVAC Plan
17. Site Circulation

The minimum sheet size is 24 inches by 36 inches.

Exhibit C. Plan Review Application Forms

Go to City of College Park website @ www.collegeparkga.com

Click on Departments

Click on Building and Inspections

Click on quick link for the application

Exhibit D. Plan Review Fees and Building Permit Fees

Plan Review Fees

30% of the permit fee

Permit Fees

Building permit-

Commercial and Residential

and all Mechanical trades

Plus valuation cost

Based on Valuation of the Job	Minimum Fee	Requirements
\$1 - \$500.00	\$60.00	Flat Rate Fee
\$501 - \$2000.00	\$63.50	For the first \$500, plus \$3.50 for each additional \$100, to and including \$2000
\$2001 - \$25,000	\$112.50	For the first \$2000, or fraction thereof, plus \$14.00 for each additional \$1000, to and including \$25,000
\$25,001- \$50,000	\$434.50	For the \$25,000 or fraction thereof, plus \$10.10 for each additional \$1000, to and including \$50,000
\$50,001 - \$100,000	\$687.00	For the first \$50,000, or fraction thereof, plus \$7 for each additional \$1000, to and including \$100,000
\$100,001 - \$500,000	\$1,037	For the first \$100,000, or fraction thereof, plus \$5.60 for each additional \$1000, to and including \$500,000
\$500,001 - \$1,000,000	\$3,277	For the first \$500,000, or fraction thereof, plus \$4.75 for each additional \$1000, to and including \$1,000,000
\$1,000,001 and up	\$5,652	For the first \$1,000,001, or fraction thereof, plus \$3.65 for each additional \$1000