



## CITY OF GAINESVILLE

Community Development  
Inspection Services Division

P.O. Box 2496

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Gainesville, Georgia 30503

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### *Gainesville Inspection Services Building Plan Review Process*

Before construction of a project in the City of Gainesville, plans must be submitted, reviewed, and approved. Certain city and county departments, depending on jurisdiction, to ensure that all requirements for construction are being met will review the plans.

1. **Activities Subject To Plan Review-** The following activities are required to follow the plan review process before work can begin on the project:
  - a. Construction of new nonresidential or multifamily building or structures, above or below grade. (New industrial, commercial and multifamily development)
  - b. Expansion of existing nonresidential or multifamily buildings or structures, above or below grade. (Additions to industrial, commercial and multifamily development)
  - c. Conversion of existing residential building to a nonresidential or multifamily use. (Converting a house into an industrial, commercial or multifamily use)
  - d. Alteration of any existing nonresidential structure to accommodate business or any Code requirements. (adding, removing or moving walls, fixtures, doors, or changing roof line.)
  - e. Construction, expansion, conversion of any plumbing work in jurisdictions not part of but utilizing the Gainesville City Water and Sewer System.
2. **Building Plan Review Board (BPRB)** – The Building Plan Review Board is composed of Representatives from Building Inspections, Environmental Health, Fire Department, Public Utilities and The Zoning Department. The **BPRB** meets every Wednesday morning to review all plans scheduled for review and provides comments and corrections to the Applicant. *This is not an architectural review*

3. **Plan Review Application Is Filed** – To begin the plan review process, the Applicant shall submit the following to the Building Inspection Department:
- a. A complete Plan Review Application, paid for and signed by the Applicant.  
(\$50.00 for all structures 0 to 5000 sq. ft./ \$100 for all structures over 5000 sq. ft.)
  - b. Four (4) complete sets of Architectural floor plan drawings, stamped and signed by the architect, with cover sheet, detailing type, size, current codes\*, protection, height, use and occupancy of the structure.\*\*
  - c. Four (4) complete sets of Engineered plans for the structure stamped and signed by the engineer.\*\*(footing, steel, trusses, etc)
  - d. Elevation Plans, including type of exterior covering and colors.
  - e. Four (4) complete sets of Electrical, Plumbing and Heating Air Conditioning Plans stamped and signed by the engineers. \*\*
  - f. Three (3) sets of Approved and Stamped Site Plans with completed Route Sheet.

Incomplete Submittals will be returned to the Applicant.

**If the structure falls under the State Fire Marshal Jurisdiction, a fee will be charged for the State Fire Marshal Plan Review and C.O.**

4. **Plan Review Schedule** – The weekly plan submittal deadline is Monday at 4:00 P.M. Plans submitted by this deadline will be scheduled for **BPRB** meeting the Wednesday of the same week.  
After the **BPRB** the plans are reviewed for compliance with the codes, normally a one to two week process.  
Due to the complexity and/or size of some projects, they may take longer than the normal review time to complete.  
Any issues, comments or corrections noted on the plans will be forwarded to the applicant. (Applicants are asked to provide on the application, a phone number, fax or e-mail address where they can be contacted.) All corrections and areas of non-compliance will need to be addressed and resubmitted to the **Plan Review Examiner**, only two sets of corrected drawing will be needed.  
When all members of the **BPRB** have approved, stamped and signed off on all plans, a Building permit can be issued.
5. **Building Permit:** After the Review process is complete the General Contractor will need to pick-up the permit and pay all the necessary fees; the G.C. will be given one (1) set of approved, stamped plans and approved civils to build by. These sets must be kept on the job site at all times for the duration of the construction. The Permit Card issued shall be posted in a conspicuous location visible from the street at the entrance of the project.  
The Inspection Department will keep one (1) set of plans for department records.  
After the G.C. has obtained the Building Permit the Subcontractors shall be able to obtain their perspective permits.

**No Work Shall Commence Prior to the Building Official Approval and stamped approved plans have been accepted and a Building permit has been issued**

\*\* In lieu of four (4) complete sets of plans “Full Size” the Applicant can submit two (2) full size and two half size sets. We are looking for ways to reduce the amount of paper and expense for all parties. If at all possible and your plans are drawn on a CAD system or can be scanned on to a Compact Disc. You can submit two full size sets of plans and two CD’s, complete with approved civil/site plans.

- **As of January 2007 the City of Gainesville is under the following codes;**
- INTERNATIONAL BUILDING CODE 2006
- INTERNATIONAL RESIDENTIAL CODE 2006 for One and Two Family Dwellings
- INTERNATIONAL FIRE CODE 2006
- INTERNATIONAL PLUMBING CODE 2006
- INTERNATIONAL MECHANICAL CODE 2006
- INTERNATIONAL FUEL CODE 2006
- INTERNATIONAL ENERGY CODE 2006
- NATIONAL ELECTRICAL CODE 2008
- INTERNATIONAL PROPERTY MAINTENANCE CODE 2006

ALL OF THE ABOVE CODES HAVE GEORGIA AMENDMENTS