

BUILDING PLAN REVIEW PROCESS

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

- 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 non-residential or multi-family buildings or structures, above or below grade. (New industrial, commercial and multi-family developments)
 - b. Expansion of existing non-residential or multi-family buildings or structures, above or below grade. (Additions to industrial, commercial and multi-family developments)
 - c. Conversion of existing residential building to a non-residential or multi-family use. (Converting a house into an industrial, commercial or multi-family use)
 - d. Alteration of any existing non-residential 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 Inspection Services, Environmental Health, Fire Department, Department of Water Resources, and Planning. The BPRB meets every Wednesday morning at 10:30 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 Inspection Services Division:
 - a. A complete Plan Review application shall be paid for and signed by the applicant. (\$100.00 for all structures up to 5,000 sq. ft. For all structures over 5,000 sq. ft., the fee will be 10% of the building permit fee.)
 - 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. The plans should also include footing, steel, trusses, etc., as well as electrical, plumbing and heating and air conditioning plans stamped and signed by the Engineers.
 - c. Elevation Plans, including type of exterior covering and colors.
 - d. A digital copy of the complete plans will be required on a flash drive.
 - e. A completed City of Gainesville Special Inspections Testing agreement (found on our website).

Incomplete Submittals will be returned to the Applicant.

If the structure falls under the State Fire Marshal Jurisdiction, their office will charge a fee for the State Fire Marshal Plan Review. Please submit a copy of the stamped, approved Fire Marshal plans.

4. Plan Review Schedule

- The weekly plan submittal deadline is Tuesday at noon. 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 which is normally a 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, and 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 three sets of corrected drawings 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 (GC) will need to pick-up the permit and pay all the necessary fees; the GC will be given one (1) set of approved, stamped plans for construction. This set 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 Services Division will keep one (1) set of plans for department records.
- After the GC 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, STAMPED PLANS HAVE BEEN ACCEPTED AND A BUILDING PERMIT HAS BEEN ISSUED.

*** The City of Gainesville is under the following codes:**

- INTERNATIONAL BUILDING CODE 2018
- INTERNATIONAL RESIDENTIAL CODE 2018 for One- and Two-Family Dwellings
- INTERNATIONAL FIRE CODE 2018
- INTERNATIONAL PLUMBING CODE 2018
- INTERNATIONAL MECHANICAL CODE 2018
- INTERNATIONAL FUEL CODE 2018
- INTERNATIONAL ENERGY CODE 2015
- NATIONAL ELECTRICAL CODE 2017
- INTERNATIONAL PROPERTY MAINTENANCE CODE 2018

ALL OF THE ABOVE CODES HAVE GEORGIA AMENDMENTS