City of Milton
Community Development Department
2006 Heritage Walk
Milton, GA 30004

COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

Plans and project construction documents, when accepted and approved by City of Milton become a legal document that is used during construction and then archived under state law. Submittals must accurately and clearly convey what is being constructed and demonstrate compliance with those codes and standards adopted at time of approval.

The following requirements apply to all new commercial buildings, structures, or additions. In addition to these requirements, please review the City of Milton *Submittal Requirements* for all plans submitted.

GENERAL PLAN REQUIREMENTS:

- ✓ All documents, when composed of multiple sheets must be bounded or stapled at time of submittal. Staff cannot accept loose plan sheets or documents.
- ✓ Minimum Drawing Size Requirements shall be:
  - 11" x 17" for minor commercial permits
  - 22"x 34" for commercial permits
  - Smaller sheet sizes for minor permit applications may be acceptable but first must be approved by the City of Milton Chief Building Official or Plans Examiner prior to submittal.
- ✓ Plans shall be prepared using a design or drafting software. Hand drawn plans may be accepted when legible using blue or black ink drawings or submitted as a photocopy.
- ✓ Plans shall be fully dimensioned and drawn to a minimum 1/4″-1′-0″ scale or greater. Other architectural scales may be acceptable but first must be approved by the City of Milton Chief Building Official or Plans Examiner prior to submittal.
- ✓ Interior elevations or details shall be drawn to a minimum 1/2″-1′-0″ scale or greater scale. Other architectural scales may be acceptable but first must be approved by the City of Milton Chief Building Official or Plans Examiner prior to submittal.
- ✓ The scale shall be indicated on each page and on each separate detail or elevation.
- ✓ Drawings are to be fully dimensioned, with overall dimensions and dimensions to key construction points shown.
- ✓ The plan sheets must include a Title Block, with the following minimum information:
  - Project address

- Seal from the registered design professional
- Sheet name
- Sheet number

✓ The submittal must include all supporting construction documents, based on the project scope. This may be composed of but not limited to the following:

- The construction documents must demonstrate compliance with the 2015 International Energy Conservation Code (2015 IECC), as adopted and amended by the State of Georgia. The available options are to meet the prescriptive requirements of 2015 IECC Chapter 4; meet the requirements of the 2013 edition of AHRI/ASHRAE 90.1 (Energy Standard for Buildings Except Low-rise Residential Buildings) or an energy analysis of the proposed building. (2015 IECC Section C401.2)

  NOTE: *COMcheck* is accepted alternative to achieve compliance. *COMcheck* is a free energy conservation compliance software through the U.S. Department of Energy (US DOE) and is available online at www.energycodes.gov/comcheck

- Structural calculations showing compliance with the 2018 International Building Code and the 2010 edition of ASCE 7.

- Geotechnical Report, per 2018 International Building Code Section 1803.1.

  NOTE: Per 2018 IBC Section 1803.2 Exception the Chief Building Official may waive this requirement if satisfactory data is provided from an adjacent geotechnical investigation. Please seek approval from the Chief Building Official or Plans Examiner prior to submittal.

- Structural shop drawings (roof trusses, floor trusses, building structural elements, etc.), with approval letter from principal structural designer acknowledging that the drawings comply with the structural design of the project.

- Project Specification book, as required for scope of work, with the book cover sealed by the principle registered design professional.

✓ When required under the State of Georgia, plans submittals must be prepared by a Registered Architect and/or Professional Engineer that is licensed to practice within the state.

The plans must be sealed in compliance with applicable state agency governing the design professional's license.

NOTE: Please review the City of Milton Handout titled *Frequently Asked Questions: Design Professionals* for additional information about design professionals.

✓ When a design professional is not required under State of Georgia law, a General Contractor and/or Sub-contractor (Trade Contractor) may submit plans when acting in the capacity of the project designer. The Contractor and/or Sub-contractor (Trade Contractor)

must demonstrate a level of technical expertise to show compliance with the adopted codes and standards. Plan submittals that fail to demonstrate the level of technical expertise will be rejected, with staff recommending that a registered design professional be employed.

Each individual plan sheet prepared by a General Contractor and/or Sub-contractor (Trade Contractor) shall have the following information within a block labeled "Designer" within the Title Block, which contains the following minimum level of information:

- Business Name
- Business Address
- Bid Limit
- License Classification Type
- License Number
- License Expiration Date
- Name of license holder, with signature

MINIMUM PLAN SUBMITTAL REQUIREMENTS: (Based on the project scope)

- ✓ Provide a **COVER SHEET**, with the following:
  - Identify the project name and address
  - Provide a vicinity map
  - Provide brief scope of work narrative
  - Sheet or drawing index
  - Indicate the name of the Principal Registered Design Professional in charge of the submittal and overall design. This must include the name of the firm, address, phone number, name of the point of contact and email address
  - List all adopted Codes and Standards applicable to the scope of work. List only the applicable adopted codes. (List only those codes used for this project. As an example, the 2018 International Residential Code or 2018 International Swimming Pool and Spa Code are not typically applicable to the scope of most commercial projects)
  - Building Data – list the following information:
    - Life Safety Code Use(s)
    - International Building Code Occupancy Type(s)

- Building Construction Type
- Building Area (Square Footage). For additions, provide a square footage breakdown of existing area versus proposed area
- Design Occupant Load (See Life Safety Plan requirements)
- Sprinkler System – Y/N

o Deferred Submittal – List all approved items that will require either a new submittal or plan revision to the project scope.

NOTE: Mechanical, Electrical and Plumbing designs may not be treated as a Deferred Submittal. Examples of approved Deferred Submittals include but may not be limited to: Fire Extinguishing Systems (ANSUL for hoods or clean agent systems), Fire Alarms Systems, Automatic Sprinkler Systems, etc.

✓ **Civil Plans**, with:

o Utility plan for verification of underground utilities to the building.

Note: Fire mains for private hydrants on the property and automatic sprinkler systems are reviewed and permitted separately.

o Accessible Route/Exit Discharge Plan, which shows the running slopes and cross slopes for verification of compliance with the 2010 ADA

✓ **Architectural Site Plan**

✓ **Life Safety Plan**, with:

o The Life Safety Plan is a plan view of the means of egress, which overlays the store fixture, shelving plan, or furniture plan. The floor plan must show all fixed and moveable obstructions that the occupants would be required to navigate around to safely exit the tenant space.

o The Life Safety Plan must include the dimensioned line indicating the path of egress travel from the most remote space to the point of exit discharge. This must also show the travel path around fixed / moveable objects and the divergence in the egress path at the point of the common path of travel. This divergence occurs at the point where the occupant can change directions to another exit discharge point within the total path of egress travel. (2018 Life Safety Code – based on use)

o Coordinate with the electrical system designer to provide the EXIT and EXIT directional signage on this sheet and within the electrical design sheets. (2018 Life Safety Code Sections 7.10.1.2 & 7.10.2.1)

o Show the location of the portable fire extinguisher(s), as required by 2018 International Fire Code Section 906.1

- Include a Design Occupant Load Table on the Life Safety Plan sheet, with the following information:
  - Provide a column to the indicate each room / area name and/or number
  - Provide a column with each area (square footage) of the room / area being calculated
  - Provide a column with the Occupant Load Factor used from 2018 Life Safety Code Table 7.3.1.2
  - The Design Occupant Load as established using 2018 Life Safety Code Table 7.3.1.2 for each room / area
  - The Total Design Occupant Load of the entire building

EXAMPLE:

DESIGN OCCUPANT LOAD			
Room / Area	**Ft^2**	**Occupant Load Factor**	**Occupant Load**
Rm 100 (Office)	144	1:100-ft^2	2
Rm 150 (Conference #2)	500	1:15-ft^2	34
		Total Design Occupant Load:	36

- ✓ **Building Exterior Elevations.** New commercial requires an elevation view of each side of the building, with dimensions and exterior finish materials identified.
- ✓ Fully dimensioned **Architectural Floor Plan** with all rooms and spaces identified
- ✓ Provide a schedule of both **Interior and Exterior Finish Schedules** for the Walls, Floors and Ceiling
- ✓ **Door Hardware & Door Schedule**
- ✓ **Interior Wall Section Details**. Wall section details must show the construction of the wall from the floor to the underside of the roof or suspended ceiling, with framing members and connection specified.
- ✓ **Exterior Wall Section Details**
- ✓ **Full Building Sections** – Provide a lengthwise section and a complete section in the opposite direction, at a minimum; however, provide as many sections as necessary to accurately reflect the design
- ✓ **Enlarge plan view of the restroom(s)**, which is prepared to an approved architectural scale. This plan view must be fully dimensioned, with ADA turning and access shown

- ✓ Fully dimensioned **interior wall elevations of the restrooms** to show compliance with the 2010 ADA. These elevations shall show but be limited to height of the toilet, location of flush controls, grab bars, toilet paper dispenser, sink, mirror, soap dispenser, towel dispenser, etc.

- ✓ **Mechanical plans (As required by project scope)**

    - Provide a complete mechanical system design, which is prepared and sealed by a Professional Engineer in compliance with O.C.G.A. §43-15. However, if the construction valuation for the entire project falls below $100,000.00 a design/build contractor may submit plans. (O.C.G.A §43-15-24(b))

    - Provide a mechanical system design comprised of the following:

        - Complete duct layout, with duct sizes and types. Indicate the locations and types of any required fire and/or smoke dampers

        - Indicate the type and location of all mechanical equipment

        - Provide a mechanical equipment schedule

        - Provide details for any Type I hood system and grease exhaust systems

        - Provide details for any Type II hood system and exhaust systems

        - Indicate the source of make-up air and air balance requirements

        - Building ventilation source and rate

        - Provide a fuel gas piping one-line diagram to show compliance with the sizing requirements of 2018 International Fuel Gas Code Section 402

- ✓ **Electrical plans (As required by project scope)**

    - Provide a complete electrical system design, which is prepared and sealed by a Professional Engineer in compliance with O.C.G.A. §43-15. However, if the construction valuation for the entire project falls below $100,000.00 a design/build contractor may submit plans. (O.C.G.A §43-15-24(b))

    - Provide an electrical system design comprised of the following:

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        - One-Line diagram of the service, feeder, and branch circuit panels. This diagram must also identify all grounding, with all raceway sizes and types, conductor sizes and types noted

        - If conductors are installed in parallel, please indicate on plans the conductor sizes and types

        - Provide a complete panel schedule(s)

- Electrical load calculations
- Indicate the wiring method used
- Indicate the circuit and feeder conductor sizes and types. Ex.: #12cu THWN, #8al XHHN, etc.
- Electrical power plan that identifies the layout of outlets with circuit number corresponding to the panel schedule
- Electrical lighting plan that identifies the layout of all light fixtures, exit signage and emergency exit lighting with circuit number corresponding to the panel schedule

✓ **Plumbing plans (As required by project scope)**

- Provide a complete plumbing system design, which is prepared and sealed by a Professional Engineer in compliance with O.C.G.A. §43-15. However, if the construction valuation for the entire project falls below $100,000.00 a design/build contractor may submit plans. (O.C.G.A §43-15-24(b))
- Provide a plumbing system design comprised of the following:
  - Plumbing floor plan, with the location and type of all plumbing fixtures shown
  - Isometric plan of the Drain, Waste and Vent (DWV) system, with piping material types and sizes specified
  - Isometric plan of the water supply system, with piping material types and sizes specified

PLAN REVIEW TIMEFRAMES:

Once the project has been accepted for review, the plan review timeframes are as follows:

Submittal Type	Approval / Initial Revision Comments*	Subsequent Review
Residential	5-business days	5-business days
Multi-Family	10-business days	5-business days
Minor Commercial**	10-business days	5-business days
Commercial	20-business days	10-business days

*- The first day starts after the date of acceptance, which allows for internal routing

**- Minor Commercial is classified as being under $2 million in overall construction valuation

PRE-SUBMITTAL MEETINGS:

City of Milton offers Pre-Submittal Meetings by appointment only on Tuesdays and Thursdays at no charge to the applicant. Please contact Permit Technician to schedule this meeting. Unfortunately, we do not accept walk-in appointments.

These meetings are voluntary to identify all major issues prior to plan submittal and are not meant to serve as a plan review. We encourage designers to schedule these appointments early in the design process, with no limit on the number of meetings provided to an applicant for a project.