

# CITY OF WAYNESBORO

“THE BIRD DOG CAPITAL OF THE WORLD”

615 N. Liberty Street • Waynesboro, GA 30830 • 706-554-8000 • Fax: 706-554-8007 • www.waynesboroga.com



## APPLICATION TO REQUEST REVIEW OF PLANS

SENT VIA:  HAND DELIVERY  U.S. MAIL  UPS OVERNIGHT  OTHER: \_\_\_\_\_

TYPE: (CHOOSE)	PROJECT LOCATION:	PROJECT NAME:	PREFERRED CONTACT
CIVIL E&SCP ARCH BUILDING OTHER:			

Please deliver all submittal docs to: Attn: Planning & Development Dept.

615 N Liberty Street Waynesboro, GA 30830

SUBMITTAL TYPE: ORIGINAL PLANS \_\_\_\_\_ or ADDENDUM/REVISION # \_\_\_\_\_

### THESE PLANS ARE TRANSMITTED AS CHECKED BELOW:

AS BUILTS  FOR YOUR USE  AS REQUESTED

FOR SUBMITTAL  FOR REVIEW AND COMMENTS REMARKS: \_\_\_\_\_

### PROJECT INFORMATION:

PROJECT TITLE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ MAP & PARCEL: \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

PROJECT AREA SQUARE FOOT: \_\_\_\_\_ # OF STORIES: \_\_\_\_\_ SPRINKLERED: YES/ NO

CONSTRUCTION TYPE: \_\_\_\_\_ OCCUPANCY CLASSIFICATION: \_\_\_\_\_

PROJECT ARCHITECT: \_\_\_\_\_ CONTACT: \_\_\_\_\_

ENGINEER: \_\_\_\_\_ CONTACT: \_\_\_\_\_

PROJECT OWNER: \_\_\_\_\_ CONTACT: \_\_\_\_\_

OTHER \_\_\_\_\_

FOR LAND DISTURBANCE PERMITS CONTACT: EPD, East Central Division Office

<https://epd.georgia.gov/locations/epd-east-central-district-office>

Phone (706)667-4343, (706)667-4376

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## A Guide to the City of Waynesboro's Plan Review Process

### **First, contact a member of the Planning & Development Department to discuss your vision**

The first step is to contact the Planning & Development Department to discuss your ideas and ensure the feasibility of the project. Planning & Development will verify the Zoning, Historic Preservation requirements, area yard and height requirements as well as other important land use factors such as the need for a Conditional Use Permit or Variance. A right start meeting can be scheduled with the applicant at this time. You can avoid false starts to development plans by participating in a Right Start meeting with the City of Waynesboro. Potential business owners and developers are strongly encouraged to join the staff from all development-related departments, to get a comprehensive look at what it will take to make your vision a reality. This is your best opportunity to coordinate with all City departments at one time & location, and will help you make the "right start" in turning your business or development concept into formal plans ready for submittal. Right Start meetings are intended to be informal and serve simply as a question and answer session in advance of the formal development process. Even if you have opened a business or developed a project in Waynesboro before, things are always changing. We strongly encourage you to make a Right Start meeting the starting point for all of your business and development ideas.

### **Next, plans are examined by the appropriate officials.**

Once the Right Start Meeting has been held, and feasibility has been determined, the applicant can submit preliminary/site plans along with all supporting documentation to the city's planning & development department. In order to ensure a smooth review process, you should make sure your plan includes all information that may be reasonably required for making an informed building decision such as topography, walkways, drainage, structures, landscaping, and entry and exit points. You can find detailed information for your particular project by accessing the City of Waynesboro's Code of ordinances on the City's website at: [www.waynesboroga.com](http://www.waynesboroga.com). The plans will undergo the plan review process to make sure that they comply with all of the city's ordinances, codes and regulations. The review committee assigned to review plans will depend on the scope of work for each project, but may include officials from the following departments/organizations:

- Zoning Department/Historic Preservation
- Building Inspection Department
- Water, Sewer and Gas Departments
- Environmental & Landscaping Review
- Public Works Department/Trash & Sanitation
- Burke County Health Department/ DPH (FSP or septic)
- Fire/Fire Prevention & Life safety
- State Fire Marshal
- Engineering Department
- GA EPD

### **Plans Approval Letter will be issued once all plan review fees are paid**

Once the appropriate officials have reviewed the submitted plans, the applicant will be notified of any comments, changes, or modifications to the plans requested by the review board. When the required changes have been made to the plans, the applicant can re-submit the plans at any time. Once the plans are approved by all required officials, the Planning & Development Department will inform the applicant of the approval via an approval letter. The invoice for the plan review fee will be sent to the applicant at this time. Once the applicant has received notification of the plans approval and has paid the Plan Review Invoice, they can begin to apply for the required building/other permits at that time.

### **Apply for Permits and submit required documentation, issue permits & project construction may begin.**

The general contractor responsible for the project will be required to submit the building permit application along with all other required information and affidavits prior to beginning work at the project site. The General Contractor is responsible for supplying all subcontractors' information and for requesting all inspections for the project. Call the Planning & Development Department with any questions @ 706.554.8006.

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## COMMERCIAL PROJECT PLAN SUBMITTAL REQUIREMENTS

Construction documents may be mailed to: 615 N Liberty Street Waynesboro, GA 30830 (Attn: Planning & Development Dept.) accompanied by the plan submittal application included in this packet. Additional Construction Review Fees may be required, any additional plan review fees will be determined at time of review, and payment of such fees will be required **prior** to permit issuance.

Commercial submittals must include (2) two complete sets of physical (paper) plans, and one electronic set (preferably sent via email so we can easily distribute to applicable reviewers). Plans must be sealed by the architects or engineers required for that project, and must be currently registered in the State of Georgia.

### GENERAL REQUIREMENTS TO BE INCLUDED ON PLANS (THIS LIST IS NOT ALL INCLUSIVE):

#### 1. TITLE SHEET

- PROJECT NAME
- ADDRESS
- MAP/PARCEL
- SITE LOCATION MAP
- GENERAL NOTES
- INDEX
- TOTAL SITE ACREAGE
- PERVIOUS/GREEN SPACE ACREAGE
- IMPERVIOUS ACREAGE (SQUARE FEET)

#### 2. SITE PLAN: SHALL INDICATE ALL STRUCTURES LOCATED ON PROPERTY (EXISTING AND PROPOSED).

- LOT/PROPERTY LINES
- SETBACKS
- STREETS, SIDEWALKS, HANDICAP RAMP
- BUILDING(S) SITES
- MAJOR LANDSCAPE FEATURES
- SIGNS
- PARKING LAYOUT, INCLUDING HANDICAP
- STORM WATER POND
- ENTRANCES AND EXITS

#### 3. CIVIL DRAWINGS

- LOT/PROPERTY LINES
- SOIL EROSION AND SEDIMENTATION
- PARKING LAYOUT, SIDEWALKS, STREETS, HANDICAP RAMPS, ETC
- EXISTING AND PROPOSED UTILITIES
- EASEMENTS
- GRADING PLAN
- FINISH FLOOR ELEVATION
- ELEVATION CERTIFICATE
- DRAINAGE AND RETENTION/DETENTION PLAN
- LOCATION AND DETAIL OF SIGNS (NEW OR EXISTING)
- SITE LIGHTING AND FOOTING DETAILS
- DETAILS/PROFILES

#### 4. ARCHITECTURAL

- FLOOR PLANS IDENTIFYING USE OF EACH ROOM OR SPACE WITH DIMENSIONS AND TOTAL SQUARE FOOTAGE
- SEATING DESIGN FOR ASSEMBLY OCCUPANCIES
- DISPLAY OF MERCHANDISE AND AISLE ARRANGEMENT IN MERCANTILE OCCUPANCIES
- DOOR & WINDOW SCHEDULES (TO INCLUDE TEMPERED APPLICATIONS)

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- FINISH SCHEDULE
- HANDICAP ACCESSIBILITY
- FIRE RATED ASSEMBLIES WITH LEGEND IDENTIFYING ALL RATED AND NON-RATED WALLS
- ASSEMBLIES FOR PENETRATIONS OF FIRE RATED WALLS, FLOORS AND CEILINGS/ROOFS
- DETAILS FOR STAIRS, RAMPS, HANDRAILS AND GUARDRAILS
- LIFE SAFETY PLAN INDICATING MEANS OF EGRESS, AND EXITS (EXIT LIGHTING, ILLUMINATION OF EGRESS, EMERGENCY LIGHTING, FIRE ALARM SYSTEM & SMOKE DETECTORS)
- STRUCTURAL
- FOUNDATION PLAN
- EXTERIOR ELEVATIONS
- WALL SECTIONS AND DETAILS
- CERTIFICATE OF APPROPRIATENESS (APPLIES TO EXTERIOR CHANGES IN THE HISTORIC DISTRICT)
- ENGINEERED STAMPED METAL BUILDING DRAWINGS

## 5. ELECTRICAL

- ELECTRICAL LAYOUT, DETAILS, RISER DIAGRAMS, OVERHEAD AND UNDERGROUND
- ELECTRICAL LOAD CALCULATIONS
- PANEL SCHEDULE
- FIRE ALARM SYSTEM
- LOCATION OF ALL EXIT SIGNS AND EMERGENCY LIGHTING

## 6. PLUMBING

- WASTEWATER RISER DIAGRAM AND DETAILS
- BACKFLOW PREVENTER
- THERMAL EXPANSION DEVICE (ALL TANK TYPE WATER HEATERS IF REQUIRED)
- LOCATION OF DRINKING FOUNTAIN(S)
- FIXTURE SCHEDULE
- GREASE TRAP (IF REQUIRED)
- SAND AND OIL SEPARATOR (IF REQUIRED)

## 7. MECHANICAL

- HEATING AND AIR CONDITIONING LAYOUT
- EXHAUST HOOD AND DUCT DETAILS
- FIXED EXTINGUISHING SYSTEMS
- GAS LINES AND PIPING
- DETAILS INCLUDING CFMS, BTU/H INPUT, ACCESS AND CLEARANCES
- LOCATION OF ALL OUTDOOR INTAKES
- CONDENSATE DISPOSAL
- DETAILS OF ALL DUCT PENETRATIONS THROUGH FIRE RESISTANCE RATED ASSEMBLIES INCLUDING SHAFT, FIRE DAMPERS AND SMOKE DAMPER LOCATIONS

## 8. FIRE SPRINKLER SYSTEMS

- UNDERGROUND PIPING , MATERIALS
- BACKFLOW DEVICE (MUST BE APPROVED BY CITY)
- 24-HOUR TEST CHECKED BY FIRE MARSHAL/INSPECTOR
- CALCULATIONS , RISER DETAIL
- SPRINKLER PLANS SHOWING BUILDING COVERAGE
- SPECIFICATIONS AND CUT SHEETS ON SPRINKLER SYSTEM COMPONENTS

## 9. ENERGY

- SUMMARY SHEET AND AFFIDAVITS (COMCHECK FOR COMMERCIAL CONSTRUCTION)

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The information contained in the plan submittal list is general in nature and does not preclude additional information being required for a project. Also, some renovations or tenant “up-fits” in existing structures or alterations to historic properties may not require an extensive plan submittal as outlined in this packet. Individual requirements for each project will depend on the scope of work for that project.

The City of Waynesboro has adopted **the Current State Minimum Standard Codes, the International Property Maintenance Code, 2012 Edition, and the International Existing Building Code, 2012 Edition**

## Current Mandatory Codes as Adopted by DCA:

- International Building Code, 2018 Edition, with Georgia Amendments ([2020](#)), ([2022](#))
- International Residential Code, 2018 Edition, with Georgia Amendments ([2020](#))
- International Fire Code, 2018 Edition (Contact State Fire Marshal Below)
- International Plumbing Code, 2018 Edition, with Georgia Amendments ([2020](#)), ([2022](#))
- International Mechanical Code, 2018 Edition, with Georgia Amendments ([2020](#))
- International Fuel Gas Code, 2018 Edition, with Georgia Amendments ([2020](#)), ([2022](#))
- National Electrical Code, 2020 Edition, with Georgia Amendments ([2021](#))
- International Energy Conservation Code, 2015 Edition, with Georgia Supplements and Amendments ([2020](#)), ([2022](#))
- International Swimming Pool and Spa Code, 2018 Edition, with Georgia Amendments ([2020](#))
- **For information and questions regarding the Life Safety Code (NFPA 101), IFC Georgia Amendments or the Georgia Accessibility Code please [contact the State Fire Marshal's Office](https://oci.georgia.gov/inspections-permits-plans)**

**For more information, please contact a member of the Planning & Development Department:**

### **Alisha Hayman**

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