



BUILDING DEPARTMENT
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COMMERCIAL PLAN SUBMITTAL CHECKLIST

SUBMITTAL DATE: _____

ALL COMMERCIAL BUILDING PERMIT APPLICATIONS MUST HAVE THE FOLLOWING SUPPORTING DOCUMENTATION FOR PLAN REVIEW

TWO SETS OF PLANS ARE REQUIRED FOR REVIEW _____

PLAN REVIEW:

INITIAL BELOW

1. COVER SHEET:
 - a. CURRENT CODES WITH G.A. AMENDMENTS _____
 - b. CONSTRUCTION TYPE _____
 - c. OCCUPANCY TYPE _____
 - d. OCCUPANCY LOAD _____
 - e. SQUARE FOOTAGE _____
2. FLOOR PLAN LAYOUT FOR EACH STORY _____
3. REFLECTIVE CEILING PLAN (IF APPLICABLE) _____
4. A.D.A. DETAIL SHEET _____
5. EMERGENCY EGRESS SHEET _____
6. ELEVATION SHEET FRONT, SIDES, AND REAR _____
7. STRUCTURAL PLANS – FRAMING, FOOTING, AND FOUNDATION _____
8. STRUCTURAL LOAD CALCULATIONS AND GENERAL NOTES _____
9. DETAIL OF ALL SPECIAL INSPECTIONS PER CHAPTER 17 (IF APPLICABLE) _____
10. ELECTRICAL – FULL PLANS _____
11. PLUMBING – TO INCLUDE GAS LAYOUT & RISER DIAGRAM – FULL PLANS _____
12. MECHANICAL – FULL PLANS _____
13. MUST INCLUDE LAYOUT OF ANY DEMOLITION WORK TO BE DONE _____
14. ENGINEER CODE COMPLIANCE DOCUMENTS _____

PERMIT REVIEW (REQUIRED ON PERMIT APPLICATION):

1. OCCUPANCY TYPE _____
2. CONSTRUCTION TYPE _____
3. SQUARE FOOTAGE _____
4. CONSTRUCTION VALUE _____

**NOTE: PLANS MUST BE STAMPED AND/OR SUBMITTED WITH APPROVAL BY THE FOLLOWING PARTIES:

- FIRE MARSHAL _____
- PLANNING AND ZONING _____
- HEALTH DEPARTMENT (IF APPLICABLE) _____
- DESIGN PROFESSIONAL (ARCHITECT OR ENGINEER, DEPENDING ON THE SCOPE OF WORK) _____

IF ANY ABOVE ITEM IS MARKED "N/A", AN EXPLANATION MUST BE INCLUDED _____