Forsyth County Department of Building and Economic Development
110 E. Main Street, Suite 100 | Cumming, Georgia 30040 | (770) 781-2114 | forsythco.com

BUILDING PLAN REVIEW CHECKLIST

Project Name:
PR Number:
Construction Type:
Occupancy Type:
Sprinkler:
Fire Alarm:
Occupancy Load:

ARCHITECTURAL

	On cover sheet/title sheet of plan set, describe scope of work, including proposed use (2012 IBC 107.2.1)	
	Statement and schedule of special inspections with a list of the inspectors scoped to do the inspections must be incorporated into the plan (2012 IBC 1704.2)	
	Have the plans been stamped by the appropriate design professional?	
	Plans must be a maximum 24" x 36" in size, with a minimum scale of 1/8"=1'	
	Are the correct applicable codes on the cover sheet? (Georgia Department of Community Affairs)	
	Are the construction and occupancy type along with occupant load identified on the cover sheet? (2012 IBC 302.1, 503.1)	
	Is the building identified on the cover sheet as being sprinkled and/or fire alarmed?	
	Drawing index must be on the plan and match the pages in the plan	
	Plans should all be the same size and drawn to scale and all text legible	
	Building within the allowable area, story, or height allowed based off the current construction type and sprinkler conditions on the cover sheet. Will need key plan showing square feet of building and each suite (2012 IBC Table 503)	
	Mezzanine is limited in size to 1/3 the area of the open space of the room in which it is located (2012 IBC 505.2.1)	
	Building materials are being used that does not comply with the construction type and design criteria of the building (2012 IBC 602)	
	Site plan submitted with the building must match the site plan submitted for LDP	
	Dumpster enclosures must be constructed in accordance with 2012 International Fire Code 304.3.3	
	Wall details must be identified on the plans, including how to construct them if using a prescriptive method or specific design standard	
	Need UL Details or other approved agency of all fire barriers, fire wall, and fire partitions or use a prescriptive method and identify (2012 IBC Chapter 7)	
	Need door schedule showing fire ratings, closure types, and hardware	
	Need window and door details showing openings be properly protected in fire rated assemblies (2012 IBC 716)	

	Identify that safety glazing being used where required in all doors and windows for all hazardous location (2012 IBC 2406.4.3)	
	Doors must not swing into a corridor that will obstruct the corridor. Doors or gates in series must have 48” clearance from each other (2010 ADA 404.2.6)	
	On 3B building exterior load bearing walls must be rated 2 hours and be non-combustible (2012 IBC 602.3 and Table 601)	
	Membrane penetrations of a rated floor/ceiling or roof ceiling assemblies by non-rated partitions shall not be allowed (2012 IBC 714.3.2)	
	Membrane penetrations of a rated floor/ceiling or roof ceiling assemblies by rated partitions shall be allowed only if no less than the rating of the assembly and installed with a double wood top plate (2012 IBC 714.4.1.1.1)	
	Supporting construction for all rated ceiling assemblies shall be protected to afford the required fire-resistance rating of the ceiling assembly (2012 IBC 711.4)	
	Supporting construction of fire partitions shall be protected to afford the required fire-resistance rating of the fire partition. Exceptions: tenant and sleeping unit separation walls and corridor walls in 2B, 3B, and 5B construction (2012 IBC 708.4)	
	Columns, girders, trusses, beams, lintels or other structural members that are required to have a fire-resistance rating that support more than two floors, one floor and one roof, or support a load bearing wall must have individual protection (2012 IBC 704)	
	Draft stopping in attic or concealed spaces (2012 IBC 718.4)	
	Chimney termination (2012 IBC 2113.9)	
	Verify roof type has the proper slope (2012 IBC Chapter 15)	
	Toilet rooms shall not open directly into a room used for the preparation of food for service to the public (2012 IBC 1210.4)	
	Need structural design load for floor live load, roof load, wind load, snow load on plan (2012 IBC 1603.1)	
	Must maintain six inches minimum clearance between bottom edges of exterior wall covering (excluding masonry veneer) to the top of exposed earth, or a minimum two inches above paved areas to provide a clear, visible inspection area (2012 IBC GA Amendments 1405.19)	
	Minimum clearance from door latch to any obstruction (in this case a drinking fountain) is 18 inches (2010 ADA Table 404.2.4.1)	
	The minimum depth of footings below the undisturbed ground surface shall be 12” (2012 IBC 1809.4)	
	New commercial shall show proof of energy code compliance for envelope, mechanical, and lighting by submitting an energy code com-check	

Checklist continued on following pages…

LIFE SAFETY & ACCESSIBILITY

	Doors must not swing into a corridor that will obstruct the corridor (2012 LSC 7.2.1.4.3.1)	
	Cannot have less than two exits unless you meet an exception in chapter 11 through 43 in the Life Safety Code (2012 LSC 7.4.1.1)	
	Cannot exit through storerooms, kitchen, workrooms or other similar spaces (2012 LSC 7.5.2.1)	
	Objects more than 27" and not more than 80" above the finish floor or ground shall not protrude more than 4" Horizontally (2010 ADA 307.1)	
	Stairs have been properly design with tread height and depth along with proper installed handrails (2012 LSC 7.2.2.3.5 and 7.2.2.4)	
	Handrails must extend past the nosing for top of stairs 12" and bottom length of one tread. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight (2010 ADA 505.10)	
	Check-out aisle or table, at least one shall not exceed 38" high at a width of 24" wide (2010 ADA 227.1 and 904.3)	
	Sales or service counter, at least one shall not exceed 36" high at a width of 36" long for parallel and 30' long for forward with knee and toe space (2010 ADA 227.3 and 904.4)	
	At least 5 percent, but no fewer than one dressing room in each cluster shall comply with (2010 ADA 803)	
	Maintain minimum maneuvering clearances at doors and gates (2010 ADA 404.2.4)	
	Remote access for egress (2012 LSC 7.5.1.3.2)	

ELECTRICAL

	Need electrical plans; new or any changes being made to existing electrical. If all existing, identify on the cover sheet.	
	Show electrical risers of new or existing feeders and/or service along with all panel schedules	
	Maintain proper working clearance for electrical equipment (2014 NEC 110.26)	
	All 120 volt single phase 15-20 amp receptacles installed outdoors, in bathrooms, in kitchens and on rooftops must be shown to have GFCI protection (2014 NEC 210.8)	
	All branch circuits serving patient care areas shall be provided with an effective ground-fault current path by installation in a metal raceway system or a cable having a metallic armor or sheath assembly. That shall itself qualify as equipment grounding return path. (2014 NEC 517.13A)	
	Light switches must be located in the same room of which the lights they operate (2009 IECC 505.2 and ASHRA 90.1-2007 9.4.1.2b)	
	Class rooms, conference/meeting rooms and employee lunch/break room must have occupant sensing controls (ASHRA 90.1-2007 9.4.1.2a)	
	Branch circuits feeding emergency lights must be on the same branch circuit as the normal lighting in that area connected ahead of switches (2014 NEC 700.17)	
	Metal water piping, building steel, concrete-encased electrode and ground ring shall be bonded together to form the grounding electrode system (2014 NEC 250.50)	
	Indicate on the drawing the location of all electrical equipment and the physical protection of panel boards, transformers, etc. (2014 NEC 110.27B)	

MECHANICAL

	Need mechanical plans; new or any changes being made to existing mechanical. If all existing,identify on the cover sheet.	
	Need mechanical equipment list with specification of each with output and input BTU, ventilation, power consumption, outdoor air, etc.	
	Outdoor air requirements must comply with the ventilation requirements outlined in the 2012 IMC 403.2	
	Interior spaces intended for human occupancy shall be capable of maintaining a minimum of 68 degrees F at a point 3 feet above the floor (2012 IBC 1204.1)	
	Smoke detectors shall be installed in return air system with a design capacity greater than 2,000 CFM (2012 IMC GA Amendment 606.2.1)	
	The type of cooking scope requires a Type 1 grease hood and must comply with NFPA 97	
	Egress corridors shall not serve as supply, return, exhaust, relief or ventilation air ducts (2012 IMC 601.2)	
	Need an approved damper when passing through rated construction or other method of complying (2012 IMC 607.5)	
	Inadequate or prohibited source of combustion air for gas appliances	
	Gas pipe size too small for the longest length for the projected equipment	
	Indicate on the architectural drawings the location of concealed air plenums and state on the drawings that materials exposed within plenums are permitted.	
	Clothes dryer max length of 35 feet is exceeded, along with linear feet each 90 degree bend counts as 5 feet and each 45 degree bend counts as 2 ½ feet (2012 IMC 504.6.4.1 and Table 504.6.4.1)	
	Provide permanent ladder access to mechanical equipment and appliances located on roofs that exceed 16 feet above finish floor (2012 IMC 306.5)	

PLUMBING

	Need plumbing plans; new or any changes being made to existing plumbing. If all existing, identify on the cover sheet.	
	Provide drinking fountain; drinking fountain to accommodate everyone with a Hi/Lo style (2012 IPC 410.1 and 2010 ADA 211.2)	
	No fewer than two drinking fountains shall be provided (2010 ADA 211.2)	
	Provide toilet facilities for customer use (2012 IPC 403.1)	
	The required lavatory shall be located in the same room as the required water closet (2012 IPC 405.3.2)	
	Customers may not pass through an employee area to access toilet room (2012 IPC 403.3.1)	
	Separate gender facilities (2012 IPC 403.2)	
	Provide the required ambulatory accessible compartment (2010 ADA 213.3.1)	
	Insulate all moving water in circulating system with 1” wall insulation (2012 IPC 607.5)	
	Water, soil, or waste pipes installed in outside walls, attics, crawl spaces, or in unheated buildings must have freeze protection (2012 IPC 305.4)	
	Lavatories require 0.5 GPM aerators or 0.25 GPM per metering cycle (2012 IPC 604.4)	
	Lavatories and any hand washing sinks are required to be limited to 110 degrees F through a tempering device (2012 IPC 416.5)	
	Shower water hot water must be limited to 120 F (2012 IPC 424.3)	
	Water closets must be 1.28 gallons per flush cycle (2012 IPC GA Amendments 420.1)	
	Flush handles for water closets must be on wide side of water closet compartment (2010 ADA 604.6)	

	Urinal partitions must be within 12 inches above the finish floor to a height of at least 60 inches and must be 18 inches deep or 6 inches past the front lip of the urinal, whichever is greater (2012 IPC 405.3.5)	
	Toilet stalls shall be a minimum of 30” wide by 60” deep (2012 IPC 405.3.1)	
	Condensate (or any un-metered water) may not discharge into sanitary system (Forsyth County Unified Development Code 18-5.18)	
	Lint trap required for washing machine that is removable for cleaning, that prevents passage into the drainage system of solids 0.5 inch or larger in size detrimental to the public sewer system (2012 IPC 1003.6)	
	Washing machine must discharge into a minimum 3 inch waste line (2012 IPC GA Amendments 406.2)	
	Any/all gas powered devices that use compressed air, all piping must be copper material	
	Plumbing fixtures located inside the garage bay need to be protected by bollards or other approved methods (2012 IPC 305.7)	
	Individual back flow protection required on all water outlets to equipment (i.e. coffee maker, fountain drinks, ice/slushy machine, handheld spray head, pedicure chair) (2012 IPC Table 608.1)	
	No fixtures can be located in the clear floor space of the water closet. 60” wide by 56” deep (2010 ADA 604.3.1)	
	Toilet rooms including private offices must comply with 2010 ADA 213.1	
	Controls for accessible transfer type showers must be on the opposite wall of the seat (2010 ADA 608.5.1)	
	Controls for accessible roll-in type shower must be on the back wall (2010 ADA 608.5.2)	
	Need ADA details of grab bars, toilet paper dispenser, etc. for the restrooms	
	Accessible showers must comply with 2010 ADA 608	