

NEW CONSTRUCTION & ADDITIONS

100.30 Plans Required.

(1) **Building Plans** - A minimum of two (2) sets of building plans drawn by a registered design professional must be submitted to the Building Official for review and approval. One set will remain at City Hall, and one set shall be kept in an accessible, dry and covered place on the job site available for all scheduled inspections.

Plans shall include the following:

- (a) Foundation Plan showing location of all footings at foundation walls, exterior walls, and interior load bearing walls. Show heights, widths, depths, thicknesses, reinforcing steel, connections, supports, and other details necessary to ascertain code compliance;
- (b) Floor Plan showing each floor level to be improved including elevated decks, balconies, porches, etc.;
- (c) Electrical Plans - must be incorporated with floor plans.
- (d) Plumbing Plans - must be incorporated with floor plans;
- (e) Heating, Ventilation and Air Conditioning Plans - must be incorporated with floor plans;
- (f) Cross Section Plans - showing roof structure and all walls;
- (g) All elevations and decks; and
- (h) Building materials list including exterior siding, windows, insulation R factors, and roofing materials.

Building plans shall be drawn to a minimum $1/8'' = 1'$ scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and in conformance with the provisions of this code. All information, drawings, specification and accompanying data shall bear the name and address of the person responsible for the design. Plans submitted shall be maintained as public records. Mirror image plans shall be acceptable when submitted with a set printed such that can be read. Any change from City reviewed building plans to as-built on site construction shall be submitted through a revised building plan and reviewed by the Building Official for code compliance and approved prior to making a change.

(2) **Site/Plot Plan** - Site plans shall be drawn to a minimum $1'' = 30'$ scale and must be submitted to City Hall prior to issuance of building permit showing:

- (a) Property boundaries on a survey plat by a registered surveyor showing all metes and bounds with corner pin locations identified;
- (b) Street location and road right of way;
- (c) Setback distances from each property line;
- (d) Location of all flood plain areas;
- (e) Location of all existing or proposed structures;
- (f) Location of all existing or proposed driveways, parking areas, patios, sidewalks, steps and retaining walls; and
- (g) Elevation facing the primary street.

No building or similar structure, nor any part thereof or attached to, shall encroach into any setback area, easement, or required buffer area, without prior written approval by the City. Any change from City reviewed site plans shall be submitted through a revised site plan and reviewed by the Building Official for code compliance and approved prior to making a change.

(3) **Erosion and Sedimentation Control Plan** - E & S plans may be shown on the site plan. Applications for land disturbing activities must be in writing on forms provided by the City for that purpose. There is also a grading and soil erosion requirements acknowledgment form that must be signed by the owner of the property as well as the general building contractor. Erosion control will require that a minimum of two (2) lines of rows of silt fence (Type A unless otherwise directed by the Building Official) be entrenched according to the manufacturer's installation instructions below all disturbed soil. For other requirements, see GA EPD's Erosion and Sedimentation Control Manual.

100.40 Survey - A boundary survey is required for all new building construction by a registered surveyor showing all metes and bounds with corner pin locations identified. Said survey must be in the name of the current owner with no boundary alterations to the property since the time the survey was completed. In the case of an addition, a registered survey may be required by the Building Official if the structure appears to be reasonably close to any setback. Applicants submitting plans showing buildings or related structures located less than one foot from a setback or easement shall be required to submit an as-built site survey to the Building Official prior to receiving a certificate of occupancy or completion. Surveys showing encroachment not approved by the City or without written authorization from the holder of an easement will result in a denial by the City to issue any type of certificate of occupancy, until such time as such approval has been granted.

100.50 Warranty Deed - A warranty deed shall be required for all new construction and shall be in the name of the applicant.