



Planning + Economic Development Department
BUILDING RENOVATION & REDEVELOPMENT: PLAN REVIEW CHECKLIST

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

**This form MUST be Completed and Submitted with Building Plans & Permit Application.
Check All That Apply:**

___ Project Name _____

___ Project Address _____

___ ***(NEW)** Letter from the Property Owner Authorizing the Applicant to submit for a Building Permit

___ ***(NEW)** Four (4) Sets of Plans; One (1) digital copy of plans on CD

___ Date Plans Were Received by P+ED _____

___ Sanitation-Waste Management Contact Signed by Sanitation Office _____

___ Seal and Signature of Engineer/Architect on each page

___ Revisions Table/Chart

___ Lighting/Electrical and Strobe Plan

___ Plumbing, HVAC/Mechanical Plan

___ Fire/Life Safety Plan (fire exits, egress, etc.)

___ Drawing Index/Table of Contents

Items Required on Cover Sheet:

___ Owner Name & Business Name, Business Address, Owner Contact, Phone Number, E-mail Address

___ 24-Hour Contact Name & Business Name, Business Address, Phone Number, E-mail Address

___ Architect Contact Name & Business, Business Address, Phone Number, E-mail Address

___ North Arrow, Vicinity Map

___ Scope of Work

___ Property Address

___ Address International Building, Mechanical, Plumbing (2006 with amendments), Electrical (2011) Codes



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Additional Items (based on proposed use or type of renovation):

- ___ Zoning of Property and Adjacent Properties
 - ___ Approval letter from Clayton County Water Authority Grease Trap Inspection (for all restaurants)
 - ___ Approval letter from Clayton County Environmental Health Department (for all restaurants)
 - ___ Percentage Calculation of Each Building Material Type (per elevation)
 - ___ Percentage of impervious surface on the lot
 - ___ Dumpsters (building materials & gate materials, additional screening)
 - ___ Site Plan (showing all proposed structures, parking, setbacks, lot width etc.)
 - ___ HVAC, cooler, refrigeration, waste container equipment screening
 - ___ EPD Review and Approval (if Land Disturbance Permit is needed)* [Only needed if more than 1 acre]
- [Public Works inspects the site and if approved, signs the yellow card in the permit box as approved. Owner/contractor then contacts EPD/Soil and Water Conservation to provide a closure inspection for the existing Notice of Intent (NOI), which leads to an inspection by EPD/Soil and Water that upon inspection and approval, EPD/Soil and Water will provide a Notice of Termination (NOT). Upon receipt of NOT, Owner/Contractor should inform P+ED and provide documentation of NOT from EPD/Soil and Water.]
- ___ Tree Protection/Landscape Plan
 - ___ Clayton County Water Authority Approval/Denial; Date _____