



CITY OF FLOWERY BRANCH

Planning and Development Department

5512 Main Street

P. O. Box 757

Flowery Branch, GA. 30542

(tel) 770-967-6378 (Fax) 770-967-6357

PLAN SUBMITTAL/ROUTE SHEET

ALL INFORMATION MUST BE FILLED OUT COMPLETELY ORIGINAL FORM ONLY- NO COPIES

DATE SUBMITTED: _____ SUBMITTED BY: _____

(Tel) _____ E-MAIL _____

PROJECT NAME: _____

PROJECT ADDRESS/TAX ID # _____

CONTACT PERSON FOR REVIEW COMMENTS: _____

PHONE #: _____ E-MAIL _____

BILLING CONTACT: _____

MAILING ADDRESS: _____

PHONE #: _____ CELLULAR#: _____ FAX#: _____

PHYSICAL ADDRESS: _____

PLAN TYPE: **CLEARING/GRUBBING** **GRADING ONLY** **LAND DEVELOPMENT**

BUILDING CONSTRUCTION (COMMERCIAL) **BUILDING CONSTRUCTION**

(RESIDENTIAL) **INTERIOR FINISH** **SUBDIVISION** **OTHER**

(PLEASE SPECIFY) _____

INDICATE THE DATE YOUR PLANS WERE APPROVED BY THE FOLLOWING DEPTS:

HALL COUNTY HEALTH DEPT: _____ DATE: _____

HALL COUNTY FIRE DEPT: _____ DATE: _____

HALL COUNTY SOIL AND WATER CONSERVATION DIST: _____ DATE: _____

(Submittal to HCSWCD must include Ga. Soil and Water Conservation Checklist)

GAINESVILLE UTILITY DEPT :(for projects using City of Gainesville water system

DATE: _____

Step 1: Plan Submittal

Six (6) sets of plans and one (1) pdf copy are required for the initial submittal, plans and supporting documents are to be submitted to the Planning and Development Department located at 5512 Main Street, Flowery Branch, GA. 30542 (770) 967-6378 or fax (770) 967-6357.

Plans are accepted M-F from 8:00 a.m – 4:00 p.m. daily.

Holiday Schedule: Holidays are posted on the City's website or posted at City Hall.

Along with the plans and required documents, applicants must complete a "Plan Submittal/Route Sheet") with completed contact (billing) and project information.

The Planning and Development Department will distribute the plans and supporting documentation to the appropriate departments for their review, with the exception of the following agencies: 1)Hall County Fire Dept. (770-531-6838), 2)Hall County Health Dept. (770-531-5600), 3) Hall County Soil and Water Conservation District (770-531-6827) and 4) Gainesville Public Utility Dept. (770-538-2418). All submitted plans must include approvals from the above agencies with the appropriate stamps affixed and with the signature of the respective departmental plan review personnel.

*** Please Note: All outside review(s) will accrue a fee from the City of Flowery Branch. All invoices must be paid prior or at time of permitting (contact staff for further information or see adopted fee schedule).**

Step 2: Plan Resubmittal

Six (6) sets of plans & original red marked plans are required for resubmittal. After the departmental comments have been addressed, and the corrections to the plans are made, the developer and/or designated agent must return the plans to the Planning and Development Department. Resubmittals are accepted M-F from 8:00 a.m.- 4:00 p.m. daily. *** Please Note: All plan resubmittals are subject to additional review fees.**

Step 3: Final Approval

After all final approvals the Planning and Development Department will notify the developer and/or their agent that the plans may be picked up and all fees must be paid before release of the actual permit.

Step 4: Permit Issuance

A permit may be applied for when the permit application and all applicable documents are received. Please note that additional information may be required to assure compliance with all applicable local and state regulations. Such documents include; permit application, general contractors affidavit with a copy of all required state documentation and current business license, and sub-contractors affidavit with a copy of all required state documentation and current business license.

Commercial Checklist (Construction Plans)

The civil design and construction drawings for a project shall conform in all respects with all requirements of Flowery Branch Subdivision and Land Development Ordinance. All civil design and construction plans and supporting studies shall be prepared by or under the supervision of a registered professional engineer and stamped by said registered professional engineer. All other maps, drawings and supportive computations required to be submitted shall bear the signature/seal of a registered or certified professional in engineering, architecture, landscape architecture, land surveying or erosion and sediment control, as applicable to the type of plan submitted. Applications for approval of civil design and construction drawings shall include each of the plans described below, which shall not be considered limiting:

- Completed “Plan Submittal/Route Sheet.”
- Six (6) Sets of Complete Plans (and one (1) PDF image of concept drawings, if applicable).
- Erosion and Sediment Control Plan. Plans must show proposed grading and land disturbance and be prepared to meet the erosion and sedimentation control requirements using best management practices under the City of Flowery Branch’s Soil Erosion and Sedimentation Control Ordinance. **Please note that submitted plans must come with approval stamp from the Hall County Soil and Water Conservation District.**
- Tree Protection and Landscaping Plan. Development plans shall demonstrate compliance with the requirements of the Flowery Branch Zoning Ordinance, including but not limited to the protection of trees during development, the designation and protection of buffers, and submission of a planting/irrigation plan. This includes plans for structural buffers, when proposed. Plan should indicate all State waters and/or wetlands location(s) with all necessary buffers.
- Stormwater Management Report/Plan. The location and size of all proposed drainage improvements shall be designed in accordance with and meet all standards relating to Stormwater Management as specified in the Flowery Branch Subdivision Land Development Ordinance.
- Street Improvement Plan. When new streets, public or private, are provided, or when an existing public or private street is modified, a street improvement plan shall be provided including road profiles and cross-sections as required by the City Engineer, type of sub-base, type of paving base, type of road paving and type of improvements within the road right-of-way outside of the paved area, and any additional information reasonably required. Such plan must demonstrate compliance with the specifications for roads provided by the City of Flowery Branch. **Please note that Zoning Administrator may require traffic counts and/or a traffic impact study, if applicable.**

- Site Plan. Setback information, lot coverage calculations, floor area ratio calculation, density calculations, open space calculation, parking and loading calculations, location and height of all walls and fences, location of all sidewalks and pedestrian amenities, utilities and all existing easements.
- Flood Plain Permit. When a flood plain permit is required by Article 32 of the Flowery Branch Zoning Ordinance, a flood plain permit application shall be submitted as a part of the development permit application.
- Sewer Plan. Sanitary sewerage plans shall include profiles of all mains and outfalls, lift station and force main details, typical manhole construction details, and other information as may be required by the City Engineer. For projects to be served by on-site sewage disposal systems, such plans shall show the location of septic tank, extent of drain field and attendant structures, location and results of percolation and/or soil tests, and other information shall be shown as required by the Hall County Health Department. **Please note that submitted plans must come with approval stamp from the Hall County Health Department for projects involving food services, swimming pools and septic systems.**
- Water Plan. The domestic water supply plan shall depict all water system improvements, water mains, fire hydrants, valves and other appurtenances, and other information as may be required by the City Engineer. **Please note that submitted plans must come with approval stamp from the City of Gainesville Utility Department for all projects using the City of Gainesville water system.**
- Lighting Plan. When a lighting plan is required by the Flowery Branch Zoning Ordinance, the lighting plan shall be submitted as a part of the development permit application.
- Other Approvals: **Please note that submitted plans must come with approval stamp from the Hall County Fire Dept (if applicable).**

If property is located within local Historic District, please attach a copy of the approved Certificate of Appropriateness (COA) or contact staff for further details regarding the COA process.

All other requirements identified within Ordinance No. 348 (Zoning Code), Ordinance No. 349 (Subdivision Land Development Code) or as required by the City Engineer or Zoning Administrator.

Ordinance No. 348 (Zoning Code) or Ordinance No. 349 (Subdivision Land Development Code) are available for viewing at **www.flowerybranchga.org**

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Resubmittal Requirements:

- Completion of the items identified above to the satisfaction of all commenting agencies and/or departments
- Six (6) sets of corrected plans must be submitted for review.

*** Please note resubmittal of plans will accrue additional review fees.**

Final Approval:

- Completion of the items identified above to the satisfaction of all commenting agencies and/or departments
- Land Disturbance Permit (LDP) Form and NPDES Form completed with proof that all applicable fees have been paid.

After all final stamped approvals are received by the City of Flowery Branch Planning Department, we will notify the developer and/or their agent that they may pickup the plans. All fees must be paid prior to permit issuance.

Commercial Checklist (Building Plans)

A building permit may be applied for when the permit application and all applicable documents are received. Building plans are subject to review by an outside plan checker (Pond & Company, Inc.) as determined by the Flowery Branch Building Official. Please see attached minimum checklist below. After all final stamped approvals are received by the Planning Department, we will notify the developer and/or their agent that they may pickup the plans. All fees must be paid prior to permit issuance. The fees may include any sewer/water capacity fees as well as all review fees.

Pond & Company will need six (6) complete sets of the building plans for review. This includes, but is not limited to, architectural, structural, electrical, mechanical and plumbing plans. Any design calculations that may aid the reviewer would be appreciated as well. At least one (1) set of specifications should be included with all plan submittals.

Anticipated review times for each review is 10-15 business days. Larger facilities may require additional review time. Every effort will be made to have the review completed within 3 weeks.

Plans shall be previously reviewed and approved by the Hall County Fire Department, (if applicable Hall County Health Department), prior to submittal to the City of Flowery Branch

Pond & Company will review the drawings for code compliance and for conformity with the approved site plan. Applicable codes utilized in the process are identified below. Handicap access must be in accordance with the Georgia Accessibility Code. Energy Code is the Georgia Energy Code. Special design criteria include a design wind speed of 90 mph, a snow load of 5 lb/sf and a frost depth of 6 inches (subject to change). Seismic information may be obtained from IBC 2006. Below is a list of information generally required on all building reviews:

GENERAL ITEMS

1. Each structure specified on drawings submitted for building permit shall be designed and constructed in compliance with the following adopted codes:
 - a. Standard Building Code (International Building Code) – with Georgia Amendments
 - b. Standard Mechanical Code (International Mechanical Code) – with Georgia Amendments
 - c. Standard Gas Code (International Fuel Gas Code) – with Georgia Amendments
 - d. Standard Plumbing Code (International Plumbing Code) – with Georgia Amendments
 - e. NEC National Electrical Code – with Georgia Amendments

- f. Standard Swimming Pool Code – with Georgia Amendments
 - g. International Energy Conservation Code (IECC) ***Supplements and Amendments with Errata***
 - h. International Fire Code (IFC) with Georgia Amendments
2. Provide a complete Project Criteria/Code Summary with the following information:
 - a. Occupancy Classification
 - b. Type of Construction
 - c. Building Area – New + Existing = Total
 - d. Sprinklered
 - e. Number of Stories and Building height
 - f. Calculated Occupancy Load
 - g. Required Minimum Live Loads (PSF): Floor and Roof
 3. Each drawing shall bear the seal and signature of architect or professional engineer registered in the State of Georgia.
 4. Indicate on cover sheet of submitted plans the name, address, and phone number of project designer of record.
 5. Provide complete index of all submitted drawings.
 6. For resubmitted drawings, provide clouds around the drawing modifications.

ARCHITECTURAL

1. Life Safety Plan
2. Dimensioned Floor Plans
3. Elevations with dimensioned heights
4. Wall Types Identified
5. Wall Sections

STRUCTURAL

1. Foundation Plan with indicated soil bearing pressure in terms of pounds per square foot
2. Specify damp proofing / waterproofing requirements for walls that retain earth and enclose interior space and for floors below grade.
3. Roof Framing Plan with indicated live and dead loads. Indicate any concentrated loads such as mechanical equipment, cranes, etc.
4. Floor framing plan. Indicate the live and dead load applicable to the design of each floor structure.
5. Indicate the basic wind speed in miles per hour, the wind importance factor and the wind exposure category applicable to the design of the structure.
6. Provide complete details that clearly indicate all required connections between structural elements that comprise the load path.
7. Provide details of supplemental framing for the support of concentrated roof loads.
8. Indicate on drawings the Seismic Use Group and Seismic Design Category.

Continued

9. Masonry walls: Indicate types and sizes of units, steel reinforcement, compressive strength (f'm), steel anchors, control joints, etc.
10. Steel: indicate types, sizes and locations of beams, columns, joists, girders, purlins, girts and braces.
11. Pre-Engineered Metal Building Drawings, if applicable.

MECHANICAL

1. Complete Mechanical Plans.
2. Indicate locations of required fire/smoke dampers
3. Indicate location of duct smoke detectors
4. Show on the drawings the compliance with the requirement of outside air.
5. Provide mechanical schedule for all ventilation equipment
6. Indicate on drawings where air plenums are being utilized.
7. Indicate sizing of all ducts.

ELECTRICAL

1. One Line Diagram or Riser Diagram
2. Complete panelboard schedules with load calculations.
3. Load Analysis
4. Electrical floor plans with maintained working clearances around electrical equipment.
5. Lighting and Power Plans with circuiting shown
6. Systems plans, if applicable.
7. Grounding provisions.
8. Indicate available fault current at the service equipment.
9. Indicate on the drawings the short-circuit rating of the electrical equipment.

PLUMBING

1. Complete plumbing plans with fixture/equipment types and locations, waste/vent riser diagrams, etc.
2. Indicate the locations of all backflow prevention devices.
3. Submit plans for both primary and secondary (emergency) roof drainage systems which include required sizes, locations and materials.
4. Indicate on plumbing plans all areas where air plenums are being utilized.

OTHER

1. If property is located within local Historic District, please attach a copy of the approved Certificate of Appropriateness (COA) or contact staff for further details regarding the COA process.
2. All other requirements identified within Ordinance No. 348 (Zoning Code), Ordinance No. 349 (Subdivision Land Development Code) or as required by the City Engineer or Zoning Administrator.

All submittals shall be made directly to the City of Flowery Branch. Comments will be made in a letter form and supplied to the City for distribution to the applicants. When reviewing resubmittals, only revised items are back-checked unless substantial comments have been made. Applicants may contact Pond & Company directly to discuss specific comments. All inquiries should be addressed to the project manager. The project manager may direct the question to the applicable reviewer so that there may be dialogue between the reviewer and the owner/engineer/developer.

Pond & Company, Inc.

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Commercial Checklist (Minor -interior Finish)

- Four (4) sets of plans must be submitted for review.
- Site Plan.
- Life Safety Plan (show ingress/egress, emergency lights, exit lights, etc.).
- Completed "Plan Submittal/Route Sheet."
- Plans shall be previously reviewed and approved by the Hall County Fire Department prior to submittal to the City of Flowery Branch

Please Note: Interior finish projects determined by the Flowery Branch Building Official to be "major" in scope or type are subject to outside plan check review.

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Commercial Checklist (Signs)

- Two (2) sets of plans must be submitted for review.
- Completed sign application provided by City of Flowery Branch Planning Dept.
- Conceptual drawing (scaled and/or dimensioned).
- Site plan (indicating proposed signage location).
- Mounting and/or fastening detail drawing.
- Authorization letter from property owner and/or management company (if different from building owner).
- If property is located within local Historic District, please attach a copy of the approved Certificate of Appropriateness (COA) or contact staff for further details regarding the COA process.
- Completed "Plan Submittal/Route Sheet."

Please Note: Monument and Highway Signs are subject to outside plan check review as determined by the Zoning Code or by the Building Official. Accordingly, additional sets of plans may be required.

CONTACT LIST

City of Flowery Branch Planning Department

James Riker, City Planner
Donald Bowers, Building Official
John Morris, Inspector/Soil and Erosion
Janice Harris, Administrative Assistant
5512 Main Street
P.O. Box 757
Flowery Branch, GA 30542
www.flowerybranch.org

(770) 967-6378 (TEL)
(770-967-6357 (FAX)

City of Flowery Branch/Business License Department

Maria Arevalo
5517 Main Street
P.O. Box 757
Flowery Branch, GA 30542
www.flowerybranch.org

(770) 967-6371

City of Flowery Branch Waste Water Treatment Dept

Jimmy Dean
5572 Atlanta Highway
Flowery Branch, GA 30542

(770) 967-2151

City of Flowery Branch Engineering and Building Plan Check

Pond Engineering
Greg Culpepper, P.E.
3500 Parkway Lane, Suite 600
Norcross, GA 30092

(678) 336-7740

City of Flowery Branch Sewer and Water Plan Check

Rindt McDuff
John Washington, P.E.
334 Cherokee Street
Marietta, GA 30060

(770) 427-8123

City of Gainesville Utility Dept

Myron Bennett, P.E.
757 Queen City Parkway
Gainesville, GA 30501

(770) 538-2418

Hall County Planning Department

(Street name assignment/approval)
Mark Lane
440 Prior Street, S.E.
Gainesville, GA 30503

(770) 531-6809

Hall County Health Department

(Food Service Permit)
450 Prior Street S.E.
Gainesville, GA 30501

(770) 531-3973

Hall County Fire Department

Scott Cagle, Fire Marshall
470 Crescent Drive
Gainesville, GA 30501

(770) 531-6838

Hall County Soil and Water Conservation District

Greg Bell
734 Crescent Drive
Gainesville, GA 30501

(770)-531-6827

UTILITY COMPANY CONTACTS

City of Flowery Branch Water Dept (billing).
Martha Stevens
5517 Main Street
Flowery Branch, GA 30542

(770)-967-6371

Georgia Power (Local Office)
2294 Skelton Road
Gainesville, GA 30504

(770)-535-6405

Jackson EMC (Local Office)
PO Box 5909
Gainesville, GA 30504

(770)-536-2415

Bellsouth (Commercial)
125 Reese Street
Athens, GA 30601

(706)-353-4227

Bellsouth (Residential)
3514 Old Oakwood Road
Oakwood, GA 30566

(770)-535-5001

Atlanta Gas Light
170 Paradise Boulevard
Athens, GA 30607

(706)-425-8448