

Residential Construction Submittal Guide

The following is an outline of the requirements for a residential submittal. This list in no way represents all that is needed to submit a project to the City of East Point. It will, however, provide a guide to aid the user in presenting accurate information that will ensure as few delays as possible. It will also familiarize them with our permit process.

Building requirements

- ___ Permit Application (shall follow all applicable ICC codes) and (city ordinances at www.municode.com)
- ___ Address shall be listed on all pages.
- ___ Complete Floor plans before construction (**existing**), and Complete Floor plans after (**proposed**), all rooms listed use & dimensions.
- ___ Site plans with building and property line setbacks (to include driveways).
- ___ 4 side elevation drawings with building height, Fire escape & rescue ladders specs on 2 story and above structures and their locations in the home.
- ___ List of applicable **Codes** and **Year**.
- ___ Plumbing, Mechanical, Foundation and Framing details including roofs, windows and siding. (**No vinyl**)
- ___ Real project description (**interior and exterior work**), materials used for construction.
- ___ Electrical floor plan w/ location of (**switches, outlets, fixtures, smoke/carbon alarms and elec. panel**)
- ___ Electrical Load Calculations, Energy Compliance Report by Mechanical Final.
- ___ Decks (must follow Ga. Prescriptive Deck Details) for guidelines Ga, Department of Community Affairs.
- ___ Drywall replacement of the thermal barrier requires insulation per IECC (show affected areas on plans).
- ___ Review re-submittals shall show **bubbled** or **highlighted** changes that address reviewers' comments.

General Requirements for Submittal

- Only complete sets of plans and supporting construction documents will be accepted. (Contact the Permit staff for the number of sets required.) Submit **1 hardcopy and 1 digital file in pdf format. The pdf must be one file – not multiple files - with pages in logical order and all information therein must be legible!**
- All pages of the plans shall be on the same size paper. The minimum size of plans allowable is 11" x 17". Plans shall be firmly bound on one edge. Plans must be legible and clear for electronic imaging. All plans and details are to be drawn to a minimum 1/8" scale.
- All construction documents must show in detail that the proposed work will be in accordance with the construction codes.

Facilities Required. Sanitary facilities shall be required during construction, remodeling or demolitions activities.

Please Note: For new residential construction a Land Disturbance Permit (LDP) is required for lots being developed that are 1 acre or more. LDP plans must be submitted and **approved prior** to building plan submittal. **IF LAND DISTURBANCE IS LESS THAN 1 ACRE, A SEDIMENTATION AND EROSION CONTROL PERMIT IS REQUIRED BY EAST POINT PUBLIC WORKS DEPARTMENT.**

Each construction project approved by East Point Planning & Community Development Department must be represented by complete plans and must clearly show all components necessary to comply with the construction codes and requirements to safeguard public safety, health, or general welfare. All plans and construction documents bearing the stamp “**Reviewed for Code Compliance**” by the Permit Office City of East Point, GA” and signed by a member of the permit office serves as official evidence that the Planning & Community Development Department has reviewed said plans prior to the initiation of construction activities.

Construction documents submitted to the Planning & Community Development Department of the City of East Point must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

- **Construction code compliance**
- **Definition of scope of work**
- **Structural integrity**
- **Adequately sized electrical systems (if applicable)**
- **Energy conservation code compliance**

Drawings

The minimum required drawings depend greatly upon the size, nature and complexity of the project. Identify the plans with a title block that includes the name, address and phone number of the person, firm or corporation responsible for preparing the plans. Not all of the following requirements will apply to every project. Typical notes are encouraged for clarity. Many of the following requirements can be illustrated by a typical cross-section. A separate plan or plan sheet is not required for each of the following elements and these elements may be combined provided the plans remain legible.

Location and Design Criteria

- Identify the physical location of the proposed construction project by an address or vicinity map.
- Indicate the following design criteria for the City of East Point:

Climatic And Geographic Design Criteria										
GROUND SNOW LOAD	WIND SPEED (mph)	SEISMIC DESIGN CATEGORY	Subject To Damage From			Winter Design Temp	ICE BARRIER UNDERLAYMENT REQUIRED	FLOOD HAZZARDS	AIR FREEZING INDEX	Mean Annual Temp
			Weathering	Frost Line Depth	Termite					
5-psf	90 (3-second gust)	B (Site Class D)	Moderate	12-inches	Very Heavy	22° F	No	(a) June 12, 1983 (b) March 18, 1996	67°F-Days	62.2° F

- Applicable Construction Code: Current State of Georgia adopted codes provided by the Department of Community Affairs on their website at www.dca.state.ga.us/development/constructioncodes/programs/codeamendments.asp

Site / Plat Requirements

Indicate the following:

- Proposed new structures, any existing buildings or structures, all property lines with dimensions, all streets, easements and setbacks.
- North arrow.

Architectural Requirements

Indicate the following:

- All floors, including basements. Floor plans must be fully dimensioned and drawn to scale.
- All rooms, with their use labeled.
- All doors and windows. Include size, direction of door swing, window type (i.e. single-hung, slider, fixed, casement, etc.).
- Specify egress requirements where required.
- Location of safety Glazing.
- Stairway locations. Indicate required landing.
- Guard (guardrail) requirements at locations more than 30-inches above adjacent floor level or grade.

Foundation Requirements

Indicate the following:

- All foundations and footings.
- Minimum footing width, depth. Include any pier footings.
- For basement and crawlspace construction, indicate wall thickness, type (poured, block, etc.) and rebar size and on-center spacing.
- Compressive strength of concrete being used.
- Note anchoring method and on-center spacing.

Wood Framed Floors, Walls and Roof Requirements

Indicate the following:

- Lumber size, grade, species, and on-center spacing.
- For engineered floor joists used in a prescriptive application: indicate the product name, product series, joist depth, on-center spacing (o/c), span and design deflection.
Example: 14”TJI, series 110 @ 16 o/c (L/360)
- For metal plate connected wood trusses (open web trusses)
- Provide Manufacturers engineering/installation package for TJI’s floor trusses, and roof trusses at framing inspection.

Exterior Elevations

- Provide elevations, to measurable scale, for front, sides and rear of home.

Mechanical System

Indicate the following:

- Location of mechanical equipment.
- Location of exhaust fans at required locations.
- Location and type of fireplace (masonry or factory-built).

Plumbing system

Indicate the following:

- Location of all plumbing fixtures and equipment.

Electrical System

Indicate the following:

- Location and sizes of all panels and service equipment.
- Location of all receptacles, outlets, switches and lighting receptacles.
- Arc-fault circuit-interrupter (AFCI) requirements per NEC 2011 w/Georgia amendments.
- Ground-fault circuit-interrupter (GFCI) protection at required locations.
- Provide electrical calculations for all new electrical systems and modifications to existing systems. For modifications to existing systems, load calculations shall demonstrate that the new loads will not overload the existing service. Refer to the 2011 National Electrical Code® (NEC), Article 220 and Annex D for residential instruction and example calculations. A “Dwelling Electrical Calculation” worksheet is available from East Point Planning & Community Development but is limited to single dwelling units having the total connected load served by a single 120/240-volt, 3-wire service with an ampacity of 100 or greater.

Other Requirements

- **Structural Calculations:** Structural calculations are required only where structural elements, components or systems exceed the prescriptive provisions of the code. **Documents must be submitted to Permits and Inspections Division for review and approval PREVIOUS to framing inspection.**
- **Energy Code Compliance:** An approved method for providing compliance to the IECC 2009 Energy Code and Georgia amendments shall be provided. The three approved methods of compliance are Prescriptive, REScheck™ or Performance. In addition, a permanent Georgia Energy Code Compliance certificate shall be readily accessible and posted on or near the electrical distribution panel or air handler. The certificate shall explain in detail the type and efficiency of heating, cooling and water heating equipment along with the calculated heating loads, sensible cooling load, latent cooling load and cfm for space conditioning. The certificate shall be completed by the builder or registered design professional.
- **Addenda, Changes and Revisions:** A new plan sheet (or partial plan) must be provided where addenda and changes are proposed affecting minimum code compliance. It is the responsibility of the permit applicant to notify the Planning & Community Development Department of any changes throughout the project and provide revised plans, calculations or other appropriate documents prior to actual construction.
- **Addition/Renovation Permits** shall include the following:
 - Energy compliance-** not required on basement finishes unless new fenestrations (windows doors, etc. are installed).
 - Floor Plan-** drawn to measurable scale, all rooms labeled, location and sizes of all windows and doors.
 - Electrical Calculations-** two complete calculations required on- (1) the primary structure the service serves. (2) The addition/renovation area. Locate all receptacles, switches, outlets, bath fans, smoke alarms.
 - Plumbing/Mechanical-** show location of all mechanical equipment and plumbing fixtures on plans.
 - Other-** include all foundation and framing information as well as identifying each room; must show exterior elevations.
- Pool Permits-** shall include the following:
 - Plat-** reflecting pool location, deck or slab area around the pool and all bonding and grounding of all equipment.



Department of Planning & Community Development

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Application Date _____ / _____ / _____

ELECTRICAL LOAD CALCULATION MUST BE ATTACHED TO PLANS!

Commercial Residential
INSTALL ____ REPAIR ____ REPLACE ____

Elect Permit No
Bldg Permit No

PERMIT APPLICATIONS, PLANS AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE, ILLEGIBLE OR SUBMITTED IN MEDIA WILL NOT BE ACCEPTED.
TYPE OR PRINT CLEARLY USING PERMANENT BLUE OR BLACK INK.

PROJECT INFORMATION:		
APPLICANT:	PROJECT NAME:	
OWNER'S NAME:	PROJECT ADDRESS:	
ADD THE FOLLOWING GENERAL LOADS:		
GENERAL LIGHTING LOAD: _____ SQ, FT, X 3 VOLT-AMPS (VA) = <small>(The calculated floor area shall not include open porches, garages, or unused/unfinished spaces not adaptable for future use such as attics and crawl spaces, but shall include unfinished basements. The 3 VA per sq. ft. unit value is based on minimum load conditions and 100% power factor and may not provide sufficient capacity for the installation contemplated.)</small>	(1)	VA
SMALL APPLIANCE LOAD: NUMBER OF 2-WIRE, 20-AMP (A) CIRCUITS (2 MINIMUM) _____ X 1,500 VA =	(2)	VA
LAUNDRY LOAD: NUMBER OF 2-WIRE, 20-A LAUNDRY CIRCUITS (1 MINIMUM) _____ X 1,500 VA =	(3)	VA
TOTAL NAMEPLATE VA RATING OF ALL FASTENED-IN-PLACE, PERMANENTLY CONNECTED, OR LOCATED TO BE ON A SPECIFIC CIRCUITE. INCLUDE ALL MOTORS AND ALL LOW-POWERE-FACTOR LOADS:		
QTY _____ RANGE(S)	(4)	VA
QTY _____ WALL-MOUNTED OVEN(S)	(5)	VA
QTY _____ COUNTER MOUNTED COOKING UNIT(S)	(6)	VA
QTY _____ MICROWAVE(S)	(7)	VA
QTY _____ COOKING EXHAUST HOOD(S)	(8)	VA
QTY _____ CLOTHES (DRYER(S)	(9)	VA
QTY _____ WATER HEATER(S)	(10)	VA
QTY _____ DISHWASHER(S)	(11)	VA
QTY _____ TRASH COMPACTOR(S)	(12)	VA
QTY _____ GARBAGE DISPOSAL(S)	(13)	VA
QTY _____ CEILING FAN(S)	(14)	VA
QTY _____ BATHROOM/LAUNDRY EXHAUST FAN(S)	(15)	VA
QTY _____ GARAGE DOOR OPENER(S)	(16)	VA
QTY _____ HYDROMASSAGE BATHTUB(S)	(17)	VA
QTY _____ WELL PUMP(S)	(18)	VA
QTY _____ SUMP PUMP (S)	(19)	VA
QTY _____ ELEVATOR(S)	(20)	VA
QTY _____ ELECTRIC WELDER(S)	(21)	VA
QTY _____ AIR COMPRESSOR(S)	(22)	VA
QTY _____ OTHER – SPECIFY: _____ <small>(Central vacuum system(s), electric fireplaces, gas fireplace blower unit(s), etc.)</small>	(23)	VA
QTY _____ OTHER – SPECIFY: _____ <small>(Attic fan, freezer, water heater recirc. Pump, electric steam unit, etc.)</small>	(24)	VA
GENERAL LOADS SUBTOTAL (ADD LINES 1 THRU 24 ABOVE):		(25) VA

APPLY DEMAND FACTOR TO GENERAL LOADS SUBTOTAL (LINE 25) AND ADD RESULTS AS FOLLOWS:		
First 10,000 VA OF GENERAL LOADS SUBTOTAL (LINE 25) AT 100%: GENERAL LOADS SUBTOTAL (UP TO AND INCLUDING 10,000 VA) _____ VA x 1.00 =	(26)	VA
REMAINDER OVER 10,000 VA AT 40%: (GENERAL LOADS SUBTOTAL (line 25) _____ VA – 10,000 VA) X 0.40 =	(27)	VA
GENERAL LOADS TOTAL (ADD LINES 26 AND 27 ABOVE):	(28)	VA
INDICATE ALL OF THE FOLLOWING HEATING AND AIR-CONDITIONING LOADS (AS APPLICABLE):		
100% OF THE NAMEPLATE RATING(S) OF THE AIR CONDITIONING AND COOLING:	(29)	VA
100% OF THE NAMEPLATE RATING(S) OF THE HEATING WHEN A HEAT PUMP IS USED WITHOUT ANY SUPPLEMENTAL ELECTRIC HEATING:	(30)	VA
100% OF THE NAME PLATE RATINGS OF ELECTRIC THERMAL STORAGE AND OTHER HEATING SYSTEMS WHERE THE USUAL LOAD IS EXPECTED TO BE CONTINUOUS AT THE FULL NAMEPLATE VALUE. SYSTEMS QUALIFYING UNDER THIS SELECTION SHALL NOT BE CALCULATED UNDER ANY OTHER SELECTION.	(31)	VA
100% OF THE NAMEPLATE RATING(S) OF THE HEAT PUMP COMPRESSOR AND 65% OF THE SUPPLEMENTAL ELECTRIC HEATING FOR CENTRAL ELECTRIC SPACE HEATING SYSTEMS. IF THE HEAT PUMP COMPRESSOR IS PREVENTED FROM OPERATING AT THE SAME TIME AS THE SUPPLEMENTARY HEAT, IT DOES NOT NEED TO BE ADDED TO THE SUPPLEMENTARY HEAT FOR THE TOTAL CENTRAL SPACE HEATING LOAD:	(32)	VA
65% OF THE NAMEPLATE RATING(S) OF ELECTRIC SPACE HEATING IF LESS THAN FOUR SEPARATELY CONTROLLED UNITS:	(33)	VA
40% OF THE NAMEPLATE RATING(S) OF ELECTRIC SPACE HEATING IF FOUR OR MORE SEPARATELY CONTROLLED UNITS:	(34)	VA
TOTAL HEATING AND AIR-CONDITIONING LOAD (INDICATE THE LARGEST LINE ITEM VA FROM LINES 29 THRU 34 ABOVE):	(35)	VA
CALCULATE LOAD FOR SERVICE SIZE		
TOTAL LOAD (ADD LINES 28 AND 35): LINE 28 _____ VA + LINE 35 _____ VA =	(36)	VA
DIVIDE LINE 36 BY 24-VOLTS (V): LINE 36 _____ VA / 240 v =	(37)	VA
STANDARD AMPERE RATINGS:		
THE STANDARD AMPERE RATINGS FOR FUSES AND INVERSE TIME CIRCUIT BREAKERS SHALL BE CONSIDERED 100 (MINIMUM FOR ONE-FAMILY DWELLINGS), 110, 125, 150, 175, 200, 225, 250, 300, 350, 400, 450, 500, 600 AMPERES.		

Limitations. This calculation worksheet is based on the 2011 National Electrical Code (NEC, Article 220, Part IV "Optional Feeder and Service Load Calculations" and applies to a single dwelling unit having the total connected load served by a single 120/240-volt, 3-wire service with an ampacity of 100 or greater. This calculation worksheet is provided to assist the permit applicant in demonstrating minimum code compliance and may not consider all elements or permutations of the proposed electrical system. This worksheet shall not be construed to replace or supercede the minimum code requirements of the 2011 NEC. Where differences occur between this worksheet and the 2011 NEC, the provisions of the 2011 NEC shall apply.

Validity of permit. The issuance of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the construction codes or of any other ordinance. Permits presumed to give authority to violate or cancel the provisions of the construction codes or ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the City of East Point Planning & Community Development Department (EPP&CDD) from requiring the correction of errors in the construction documents and other data. The EPP&CDD is authorized to prevent occupancy or use of a structure where in violation of the construction codes or of any other ordinances of this jurisdiction.

Amended construction documents. Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents. Willful and prejudicial departure from or disregard of construction documents in any material respect without the approval of the EPP&CDD is unlawful.

PREPARED BY (SIGNATURE) _____

DATE _____

PRINT NAME _____

TITLE (ELECTRICAL CONTRACTOR, OWNER, ETC.) _____