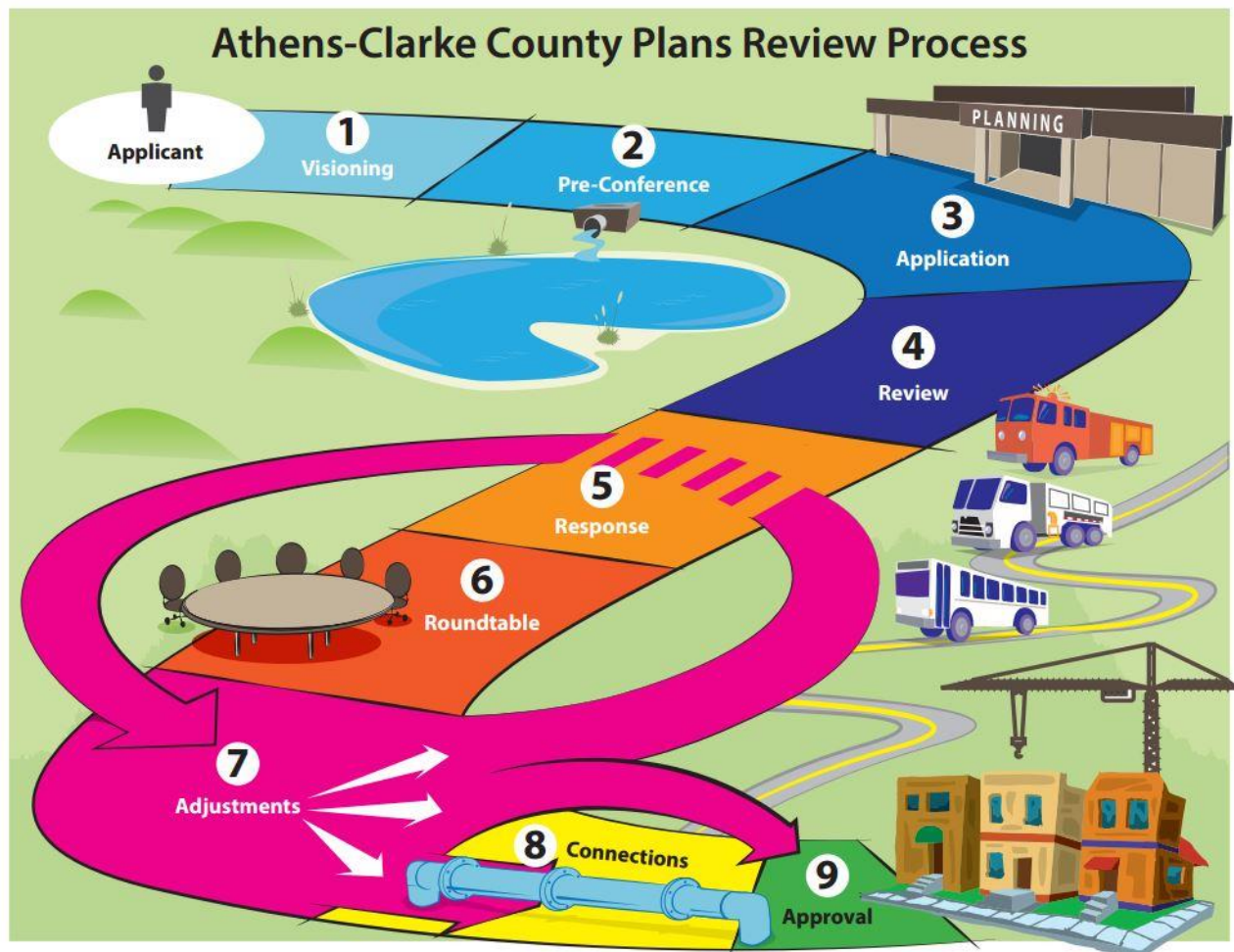


ATHENS-CLARKE COUNTY'S CONSTRUCTION PLANS REVIEW HANDBOOK



The goal of the Construction Plans Review process is to ensure that all submitted projects meet local, state and federal guidelines before construction permits are issued.



March 2018

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INTRODUCTION

The Unified Government of Athens-Clarke County established the Construction Plans Review process to facilitate the review of building and site construction projects, and to assist with the coordination of that review among all appropriate Athens-Clarke County Departments and the Clarke County Health Department.

Projects that require review and permitting by multiple departments typically follow the Construction Plans Review process. These can include commercial projects, multi-family developments, industrial projects, major subdivisions or institutional projects, and can range from a change of use for a tenant suite to a large scale multi-use development.

Contact the Planning Department if you have questions about whether your project requires review through the Construction Plans Review process.

Before plans are prepared for Construction Plans Review, it is recommended that the applicant:

- Contact the Planning Department at 706-613-3515 to determine if the property's zoning allows for the proposed use.
- Contact the local Fire Marshal at 706-613-3363 to determine if the project is under the jurisdiction of the State Fire Marshal. If the project is under the State Fire Marshal's jurisdiction, the local Fire Marshal has information regarding submission requirements for that office.
- Contact the Public Utilities Department at 706-613-3490 to determine water and sewer availability.
- Contact the Transportation and Public Works Department at 706-613-3440 to determine if the project requires a Stormwater Conference meeting. Staff in the Public Works Department can answer questions regarding requirements for roadway design and construction, any work within the public right-of-way, grading, driveway construction, stormwater management, soil erosion control, or construction in the floodplain. Plan requirements are outlined in the Department's *Technical Standards* manual.
- Contact the County Arborist at 706-613-3515 to determine if a Tree Management Plan is required.
- Contact the Clarke County Health Department at 706-583-2658 regarding the following:
Food or Beverage Service, Motels/Hotels, Tattoo Parlors, Commercial Swimming Pools and Spas, Wells, and Septic Tanks
The Clarke County Environmental Health Division is located at 189 Paradise Boulevard, Athens, GA.
Georgia Environmental Health website: <https://dph.georgia.gov/environmental-health>

REVIEW PROCESS OVERVIEW

Please read the following information carefully, as plans will not be accepted if information is missing. If you have questions regarding what information must be included on construction drawings, or if you are unsure whether your project requires review through the Construction Plans Review process, contact the Athens-Clarke County Planning Department or a specific reviewing department before submitting plans.

SUBMITTAL DEADLINES

Complete submittals may be turned in any time Monday-Friday from 8am – 5pm at the Planning Department front counter (120 W. Dougherty Street, Athens GA 30601). Projects will be placed on the upcoming agenda for either building or site plans, according to the Plans Review Meeting & Deadline Schedule. Plans may also be mailed per the instructions below. Please note that Athens-Clarke County Unified Government holidays may cause the schedule to be slightly altered.

Building Plans

Weekly deadline at 12:00 noon every Tuesday at the Planning Department

Site Plans and Building & Site Submitted Together

Bi-weekly deadline at 12:00 noon every other Tuesday at the Planning Department

Preliminary Plats follow the site plan schedule.

Review the Plans Review Meeting & Deadline Schedule on page 10.

PLANS REVIEW APPOINTMENT

An appointment time will be scheduled for the applicant to discuss any comments received from reviewing departments with staff from those departments. Projects that only include building plans (no civil/site work) are scheduled for a Plans Review appointment on the Thursday 9 days after the initial submittal deadline. Projects that have a civil/site component are scheduled for a Plans Review appointment on the Thursday 16 days after the initial submittal deadline.

Plans Review appointments are for one project at a time, typically for 30 minutes per project. Appointments are scheduled from 9:00 AM - 11:30 AM and from 1:30 PM - 4:30 PM as applications are received. Only complete submittals will be placed on a Plans Review agenda.

Review comments are emailed to applicants the day before the appointment. If the applicant and/or their representative cannot attend the meeting, please advise the Planning Department. Attendance at the meeting is not mandatory, but it is strongly encouraged.

MAILING PLANS

The submittal must arrive before the Tuesday 12:00 noon deadline to be placed on a Plans Review agenda corresponding with that week's deadline. Incomplete submittals will not be placed on the agenda. If there are issues with a submittal, including an incorrectly prepared CD, Planning Staff will notify the applicant as soon as possible. Please ensure that your CD is protected from breakage.

Mail plans to:

ACC Planning Department
120 W. Dougherty Street
Athens, GA 30601

ATHENS-CLARKE COUNTY CONSTRUCTION PLANS REVIEW PROCESS

PRE-SUBMITTAL MEETINGS

Stormwater Conference with Transportation & Public Works (may be required, depending on disturbed area of project)

Visioning Meeting with Multiple Departments (optional meeting - scheduled upon request)

SUBMIT APPLICATION FOR PLANS REVIEW

Submit application materials to Planning Department. See the Plans Review Meeting & Deadline Schedule for specific deadline dates for Building and Site plans. Applicant receives their Plans Review appointment time for the Thursday 9 days after deadline for building plans, or 16 days after deadline for site plans.

Plans are distributed to all reviewing departments after noon on Tuesdays.

PLANS REVIEW MEETING

Applicant and/or their representative meets with Staff 9 days after deadline for building plans and 16 days after deadline for site plans to discuss comments received from the reviewing departments and to ask questions.

APPROVED PLANS

Plans are prepared for permitting by Staff.

Applicant pays all remaining review fees prior to issuance of Building Permit.

Building Permit Issued, other permits applied for (Plumbing, Electrical, Sign, etc.)

PROJECT CONSTRUCTION

Call Building Inspections Department for rough-in and intermediate inspections as required.

When project is complete, call Building Inspections Department to request Final Inspection.

When all inspections are complete and approved, a Certificate of Occupancy or Certificate of Completion is issued.

RESUBMITTAL REQUIRED

The applicant submits revised plans or additional information as requested by reviewers. Revisions can be submitted at any time.

Revisions are distributed for review. Two week review time for first site revision. All other revisions have a one week review time.

REVISIONS
Approved

REVISIONS
Not Approved

View more detailed information about each step of the review process, along with links to forms and application documents, online at www.accgov.com/plansreview

INITIAL SUBMITTAL REQUIREMENTS FOR CONSTRUCTION PLANS REVIEW & PRELIMINARY PLATS:

1. **Application:** Submit one copy of the Plans Review Application. Make sure all information is entered, including a project description, and forms are signed. Comments will be emailed to the applicant – please be sure to provide an email address.
2. **Paper Copies:** Include a sheet index. Plan sets must be collated & stapled, in the order listed in the index.

a. Building Only:	Three paper sets of plans
b. Site Plans Only:	Five paper sets of plans
c. Building and Site Plans Submitted Together:	Five paper sets of plans
d. Preliminary Plat:	Five paper sets of plans
e. Stormwater Management Report / Hydrology Study:	One copy
f. Statement of Special Inspections:	One copy
g. Other studies/reports/project information:	One copy
3. **CD:** One electronic copy of the complete plan set on CD. All sheets compiled into one file, in order listed in sheet index, and rotated for on-screen viewing. Do not submit separate files for each sheet. File saved in either .PDF (maximum size of 30 MB) or .DWF (maximum file size of 80 MB) format. If your plan set exceeds these file sizes, please contact the Planning Department.
4. **Fee Calculator:** Submit one copy of a completed Fee Calculator. Download the calculator from www.accgov.com/reviewfees, complete & print. If you have any questions while completing this form please contact the Planning Department. *
5. **Plans Review Fee:** Fee is determined by completing the fee calculator and is required prior to placement on a Plans Review agenda. Fees are payable to Athens-Clarke County using cash, check or credit card and collected by the Building Inspections Department. See fee schedule on page 10. *
6. **Tree Management Plan:** A Tree Management Plan (TMP) review is required for projects subject to the Site Design & Use Standards in Chapter 9-25, projects receiving a Site Review Permit, projects receiving a Land Disturbance Activity Permit, developments where a use is being intensified, and preliminary plats. If a TMP is required, it must be included with the initial plan submittal for the project to be placed on the Plans Review agenda. Contact the County Arborist in the Planning Department if you are unsure whether your development requires a TMP.
7. **Stormwater Conference:** For projects with site work, if a Stormwater Conference is required, the meeting must occur prior to submitting for Plans Review. Contact the Transportation & Public Works Department to determine whether your project requires a Stormwater Conference.
8. **Hydrology Report:** For projects with site work, if a Hydrology Report is required, it must be included with the initial plan submittal for the project to be placed on the Plans Review agenda. Contact Transportation & Public Works to determine whether your project requires a Hydrology Report.

* Preliminary Plat submittals do not require a fee calculator. The Preliminary Plat fee is \$30 plus \$10 per lot.

RESUBMITTAL REQUIREMENTS

All resubmittals for Plans Review, Preliminary Plats and Site Reviews must be submitted to the Planning Department.

The Planning Department coordinates the Plans Review process. Resubmittals must be entered into the Planning Department review system to allow other departments to approve or request revisions. Failure to submit to the Planning Department can cause significant delays. All plans approved through the Construction Plans Review Process must be identical to those approved by individual departments.

Revisions may be submitted at any time to the Planning Department. If information is missing from the revision submittal, Planning Staff will notify the applicant as soon as possible. Revisions will be held until the information is received, and then distributed for review.

RESUBMITTAL REQUIREMENTS FOR CONSTRUCTION PLANS REVIEW & PRELIMINARY PLATS

1. **Revision Form** – Complete the entire form. Check the box for the type of revision being submitted and for each department that needs to review the revisions.
2. **Narrative** – Provide a description of how each comment was addressed, or why a comment was not addressed. Note which plan sheets the reviewer should consult when looking to see if a comment was addressed.
3. **Paper Copies** – Submit paper copies of revised pages only. Update sheet index if necessary and collate and staple each set of revised sheets. Cloud & date revisions on each sheet. Do not cloud revisions on Preliminary Plat submittals.
For projects submitted for building plan review only, submit 2 paper sets of the revised sheets.
For projects submitted for site plan review only, or for building and site review together, submit 4 paper sets of the revised sheets.
4. **CD** – One electronic copy of the complete plan set on CD, with revised sheets incorporated into the overall set. All sheets saved in one file, in order listed in sheet index, and rotated for on-screen viewing. Do not submit separate files for each sheet. File saved in either .PDF (maximum size of 30 MB) or .DWF (maximum file size of 80 MB) format. If your plan set exceeds these file sizes, please contact the Planning Department.
5. **Fee** – No fee for first revision; subsequent revisions are \$20.00 per submittal.

Tree Management Plans are submitted and reviewed as a component of site plan submittals. If the TMP is revised, it should be submitted with the 4 paper copies required for site plan revisions and not as a separate revision. Upon approval of site plans, one additional copy is required.

CONSTRUCTION PLANS REVIEW FEES

Estimated Plan Submittal and Review fees are due at time of submittal, with a single payment made to the Building Inspections Department. Any project subject to review for code compliance shall be charged fees as listed below. Note that fees may change annually on July 1st when the new Budget for that year goes into effect. Use the Plans Review Fee Calculator to estimate fees specific to your project:

<http://www.accgov.com/reviewfees>

<u>Submittal Type</u>	<u>Fee</u>
Building Inspections Plan Submittal Fee	\$250 – applies to all Plans Review submittals.
Building Inspections Review Fee	Based on estimated construction cost. 75% of fee is due at time of submittal. Remaining 25% is due prior to permit issuance. Use Fee Calculator to estimate cost.
Fire Marshal Plan Review Fee	\$150 for projects with less than 10,000 square feet of gross building area. For projects with 10,000 square feet or more proposed, the fee is calculated at a rate of \$0.015 per gross square foot of proposed building area. Applies to Building Plans Review submittals, but not to civil/site only submittals.
Public Utilities Plan Review Fee	\$30 per sheet for only the following utility-related civil site plan sheets: cover sheet, existing site conditions, demolition plan, utility plans, sanitary sewer profile, stormwater profile, tree management plan, utility detail sheet(s). This fee may not apply to building plan only submittals.
T & PW Construction Plan Review Fee	\$360 – Construction plans include sheets depicting work in the right-of-way or other transportation-related improvements and related details. No fee for building plan only submittals.
T & PW Stormwater Management Review Fee	\$275 – Stormwater Management plans include all stormwater conveyance, detention, and retention facilities, and related details. No fee for building plan only submittals.
T & PW Land Disturbance Activity Review Fee	\$40 per acre disturbed – Land Disturbance plans include all grading and soil erosion plans for all phases of development, and related details. No fee for building plan only submittals.
Planning Department Tree Management Plan	\$50 – This fee applies to any project with a Civil/Site Plans Review submittal. No fee for building plan only submittals.
Revision Fee	\$ 20
Changes to Approved Plans Fee	\$ 50
Concept Review Fee	\$ 25
Preliminary Plat	\$ 30 base fee plus \$10 per lot

Construction Plans Review Fees should be paid to the Building Permits and Inspections Department located in the same building as the Planning Department.

- The Building Inspections Department accepts Visa, MasterCard, Discover, Apple Pay, cash or check.

Revision, Preliminary Plat & Concept Review Fees should be paid to the Planning Department.

- The Planning Department accepts only cash or check.

ADDITIONAL PERMIT & REVIEW FEES

Fees in this section are related to permits and reviews that are separate from the Plans Review Process.

Demolition Review <i>Payable to Planning Department</i>	\$85 for structures requiring Commissioner review \$10 for structures exempt from Commissioner review
Demolition Permit <i>Payable to Building Inspections</i>	\$75 outside of the Commercial-Downtown zone \$125 within the Commercial-Downtown zone
Sign Review <i>Payable to Planning Department</i>	\$20
Sign Permit <i>Payable to Building Inspections</i>	\$75 for first \$1000 of sign value, then \$10 per additional \$1000 sign value

- Refer to Page 16 for Permit & Review Fees for the Fire Department.
- Refer to Page 25 for Permit & Review Fees for the Transportation and Public Works Department.
- Contact the Clarke County Health Department for specific permit & review fees.
- Contact the Public Utilities-Engineering Management for specific permit & review fees.



2018 Plans Review Schedule

SUBMITTAL DEADLINES TUESDAYS BEFORE NOON Highlighted fields indicate deadlines & meetings for projects with a site plan and for preliminary plats. Every Tuesday is a building plan deadline.	MEETING DATES WEEKLY THURSDAYS <i>for</i> BUILDING PLANS ONLY	MEETING DATES BI-WEEKLY THURSDAYS <i>for</i> SITE PLANS ONLY SITE & BUILDING COMBINED PRELIMINARY PLATS
10/31/17	11/9/17	11/16/17
11/7/17	11/16/17	--
11/14/17	11/22/17*	11/30/17
11/21/17	11/30/17	--
11/28/17	12/7/17	12/14/17
12/5/17	12/14/17	--
12/12/17	12/21/17	12/28/17
12/19/17	1/4/18*	--
12/27/17*	1/11/18*	1/11/18
1/2/18	1/11/18	--
1/9/18	1/18/18	1/25/18
1/16/18	1/25/18	--
1/23/18	2/1/18	2/8/18
1/30/18	2/8/18	--
2/6/18	2/15/18	2/22/18
2/13/18	2/22/18	--
2/20/18	3/1/18	3/8/18
2/27/18	3/8/18	--
3/6/18	3/15/18	3/22/18
3/13/18	3/22/18	--
3/20/18	3/29/18	4/5/18
3/27/18	4/5/18	--
4/3/18	4/12/18	4/19/18
4/10/18	4/19/18	--
4/17/18	4/26/18	5/3/18
4/24/18	5/3/18	--
5/1/18	5/10/18	5/17/18
5/8/18	5/17/18	--

****Dates in bold are changed due to holidays. Please visit accgov.com/plansreview for updates.***

SUBMITTAL DEADLINES TUESDAYS BEFORE NOON Highlighted fields indicate deadlines & meetings for projects with a site plan and for preliminary plats. Every Tuesday is a building plan deadline.	MEETING DATES WEEKLY THURSDAYS <i>for</i> BUILDING PLANS ONLY	MEETING DATES BI-WEEKLY THURSDAYS <i>for</i> SITE PLANS ONLY SITE & BUILDING COMBINED PRELIMINARY PLATS
5/15/18	5/24/18	5/31/18
5/22/18	5/31/18	--
5/29/18	6/7/18	6/14/18
6/5/18	6/14/18	--
6/12/18	6/21/18	6/28/18
6/19/18	6/28/18	--
6/26/18	7/5/18	7/12/18
7/3/18	7/12/18	--
7/10/18	7/19/18	7/26/18
7/17/18	7/26/18	--
7/24/18	8/2/18	8/9/18
7/31/18	8/9/18	--
8/7/18	8/16/18	8/23/18
8/14/18	8/23/18	--
8/21/18	8/30/18	9/6/18
8/28/18	9/6/18	--
9/4/18	9/13/18	9/20/18
9/11/18	9/20/18	--
9/18/18	9/27/18	10/4/18
9/25/18	10/4/18	--
10/2/18	10/11/18	10/18/18
10/9/18	10/18/18	--
10/16/18	10/25/18	11/1/18
10/23/18	11/1/18	--
10/30/18	11/8/18	11/15/18
11/6/18	11/15/18	--
11/13/18	11/21/18*	11/29/18
11/20/18	11/29/18	--
11/27/18	12/6/18	12/13/18
12/4/18	12/13/18	--
12/11/18	12/20/18	12/27/18

****Dates in bold are changed due to holidays. Please visit accgov.com/plansreview for updates.***

BASIC INFORMATION REQUIRED FOR CONSTRUCTION PLANS & PRELIMINARY PLATS:

New Construction of Buildings to be Occupied and Building Additions

1. Site/Civil Plans (could include: existing & proposed conditions, demolition, grading, erosion & sedimentation control, utility, tree management/landscape, photometric, details)
2. Architectural
3. Structural
4. Mechanical/HVAC
5. Electrical
6. Plumbing
7. Gas
8. Georgia Accessibility Code Plans
9. Fire and Emergency Plans

Shell Construction

1. Site/Civil Plans
2. Architectural
3. Structural
4. Minimal Plumbing
5. Minimal Electrical Lighting Plans

Interior Renovation and Shell Buildout

1. Scaled Floor Plan showing existing and proposed conditions
2. Demolition Plan
3. Mechanical/HVAC
4. Electrical
5. Plumbing
6. Georgia Accessibility Code Plans
7. Fire and Emergency Plans

Change of Use

1. Scaled Floor Plan
2. Parking Plan
3. Other plans, depending on scope of work

****For all building plan submittals, include code references on cover sheet for applicable construction codes (building, fire, life safety, ADA, etc. – see departmental information on following pages for specific codes)****

Preliminary Plat

Refer to the Unified Code of Athens-Clarke County Article 2: Chapter 9-26 Section 2A for more detailed preliminary plat plan requirements.

- | | |
|--|---|
| 1. Topographic Map | 9. Building Envelopes, Including Maximum Building Heights |
| 2. Existing Conditions | 10. Phasing, if proposed |
| 3. Location of Proposed Improvements | 11. Lot Sizes |
| 4. Public Uses | 12. Written Statement |
| 5. Existing and Proposed Utilities and Stormwater Facilities | 13. Tax Parcel ID Numbers |
| 6. Cut/Fill Plan | 14. Zoning Classification |
| 7. Location of Natural Features, Including Wetlands | 15. Tree Canopy Conservation Areas |
| 8. Environmental Areas | 16. Block Sizes and Dimensions |

DEPARTMENTAL CONTACT INFORMATION & SUBMITTAL REQUIREMENTS

The following section provides contact information for all the reviewing departments and a list of basic information required for each department's review. These lists are not all-inclusive and each department may require additional information depending on the details of a project. Incomplete plans may extend the review timeline, so please contact each department with any questions prior to submitting plans for review.

Additional information about ACC departments may be found at accgov.com under the department name.

Additional information about the Clarke County Health Department / Environmental Health Services can be found at: <http://publichealthathens.com/wp/clinics/health-departments/clarke-county/>

ATHENS-CLARKE COUNTY

BUILDING PERMITS & INSPECTIONS DEPARTMENT

120 West Dougherty Street · Athens, GA 30601
Phone: 706-613-3520 - Fax: 706-613-3527
Hours: 8:00 am - 5:00 pm (Monday-Friday)
Permits Issued: 8:00 am - 4:00 pm (Monday-Friday)

Contact Information

Doug Hansford, Chief Building Official - doug.hansford@accgov.com
Jeffrey Norman, Electrical/Mechanical Code Analyst - jeffrey.norman@accgov.com
Richard Stovall, Plumbing Code Analyst - richard.stovall@accgov.com
Wayne Burnham, Building Code Analyst – wayne.burnham@accgov.com

Area(s) of Review

2012 International Building Code with Georgia Amendments (2014) (2015) and Local Amendments
2017 National Electric Code with Local Amendments
2012 International Mechanical Code with Georgia Amendments (2014) (2015) and Local Amendments
2012 International Fuel Gas Code with Georgia Amendments (2014) (2015) and Local Amendments
2012 International Plumbing Code with Georgia Amendments (2014) (2015) and Local Amendments
2012 International Fire Code with Georgia Amendments (2014)
2012 International Residential Code with Georgia Amendments (2014) (2015)
2012 NFPA Life Safety Code 101 (2014) Georgia State Amendments
2009 International Energy Conservation Code with Georgia Supplements and Amendments (2011) (2012)
Cross Connection Ordinance
2012 International Existing Building Code with Georgia Amendments (2015)
2012 International Property Maintenance Code with Georgia Amendments (2015)

Plans Review Requirements

Please be aware that Athens-Clarke County has adopted local amendments to the Georgia State Mandatory Codes. Your plans must comply with these local amendments. Copies of these amendments are available upon request from the Building Inspection and Permits Department.

Building Plans

- 1) All drawings, specifications, and accompanying data shall bear the name and address of the designer.
- 2) **Architects must seal** any building over 5,000 square feet and all assembly, education, healthcare occupancies, correction/detention facilities, hotels, dormitories/lodging facilities, multifamily housing/apartment complexes, care facilities, pre-engineered buildings more than one story in height. *(See Georgia Code Section 43-4-14)*
- 3) The architect or engineer's official seal must be affixed to all drawings and specifications.
- 4) Accompanying plans should include:
 - a. Floor plan
 - b. Structural details
 - c. Elevations, and
 - d. Site plans
- 5) All plans must be drawn to scale.
- 6) All plans must indicate construction type and proposed occupancy classification.

Electrical Plans

- 1) Plans must be drawn by a Georgia State Electrical Engineer or Georgia State Licensed Electrician. Please include license number on plans.
- 2) Plans should include:
 - a. Service riser diagram
 - b. Location of service
 - c. Panel schedule
 - d. Equipment circuit layout, and
 - e. Any other drawings or specifications as required by the electrical inspector.
- 3) The Plans Reviewer reserves the right to require an engineer's drawings.
- 4) Please note that the local amendments require conduit in all commercial projects. (i.e. use of non-metallic wiring or Romex is prohibited)

Heating, Ventilation, Air Condition Plans

- 1) Plans must be drawn by a Georgia State Mechanical Engineer or State Licensed HVAC contractor. Please include license number on plans.
- 2) The Plans Reviewer reserves the right to require an engineer's drawings.

Gas Piping Plans

- 1) Plans must be drawn by a Georgia State Mechanical Engineer or State Licensed gas contractor. Please include license number on plans.
- 2) The Plans Reviewer reserves the right to require an engineer's drawings.

Plumbing Plans

- 1) Plans must be drawn by a Georgia State Mechanical Engineer or State Licensed Plumber contractor. Please include license number on plans.
- 2) The Plans Reviewer reserves the right to require an engineer's drawings.

Handicapped Certification

All buildings, with the exception of one and two family dwellings, which are used by the public or in which handicapped or elderly persons may be employed, must comply with the Georgia State Accessibility Code. A hand-out of selected code excerpts is available in the Building Department.

Industrialized (Modular) Buildings

Industrialized (Modular) buildings for commercial uses, both temporary and permanent, are required to have approval from the Georgia Department of Community Affairs (DCA) or I.C.C. (International Code Council).

- 1) The following plans are required:
 - a. Site
 - b. Foundation
 - c. Porches
 - d. Decks
 - e. Ramps
 - f. Electrical
 - g. Plumbing
 - h. Mechanical
 - i. Gas
 - j. Cross Connection

ATHENS-CLARKE COUNTY FIRE & EMERGENCY SERVICES DEPARTMENT

700 College Avenue · Athens, GA 30601
Phone: 706-613-3363 - Fax: 706-613-3372
Hours: 8:00 am - 5:00 pm (Monday-Friday)

Contact Information

Captain Alphonso Daniel, Assistant Fire Marshal, alphonso.daniel@accgov.com

Areas of Review

2012 NFPA Life Safety Code 101 / 2018 Georgia State Amendments
2012 International Fire Code / 2018 Georgia State Amendments
State Fire Marshal
2010 ADA Standards for Accessible Design
Georgia Accessibility Code

Plan Requirements for Plans Review Submittals

Include the following information in the plan set:

1. Square footage of each building (proposed and existing)
2. Use of building(s) (proposed and existing)
3. Type of construction for the proposed buildings
4. Location of all buildings on or off the property within 100' of the proposed buildings, drawn to scale
5. Number of stories of the proposed building(s)
6. Location of all rated walls and doors (proposed and existing)
7. Location of all fire safety features (proposed and existing)

Fire Alarm & Sprinkler Plans

If required, Fire Alarm & Sprinkler plans are due prior to issuance of a Certificate of Occupancy, but not prior to issuance of a building permit. Three paper copies of the plans are required, delivered directly to the Fire Marshal's Office at 700 College Avenue. A PDF of the Fire Alarm & Sprinkler plans is required and can either be submitted on CD to the Fire or Planning Department, or emailed to planning@accgov.com.

Fee Schedule per Section 3-7-5

(a) Construction plan review:	
1. Building construction 10,000 square feet or less	\$150.00
2. Building construction more than 10,000 square feet, sq. ft. of project × \$0.015 sq. ft.	
3. Other construction	150.00
4. Sprinkler Plan Review	150.00
5. Alarm Plan Review	150.00
(b) New building construction inspection:	
1. 80% completion	N/C
2. 100% completion	N/C
3. First followup	N/C
4. Second followup	100.00
5. Third and each subsequent followup	150.00

ATHENS-CLARKE COUNTY PLANNING DEPARTMENT

120 West Dougherty Street · Athens, GA 30601

Phone: 706-613-3515 - Fax: 706-613-3844

accgov.com/planning

Hours: 8:00 am - 5:00 pm (Monday-Friday)

Contact Information

Bruce Lonnee, Senior Planner: bruce.lonnee@accgov.com

Melanie Epting, Development Review: melanie.epting@accgov.com

Marc Beechuk, Arborist: marc.beechuk@accgov.com

Jane Erwin, Subdivision Review: jane.erwin@accgov.com

Areas of Review

Zoning	Environmental Areas
Tree Design Standards	Subdivision Regulations
Sign Ordinance	Historic Preservation
Street Numbering and Addressing Ordinance	

The amount of information required will depend on the scope of work of your project. Make sure to fully complete the description section on the Plans Review application.

Site Review Process

For projects that meet the following criteria, please provide the information listed on the next page.

- A. Any new structure that contains two or more dwelling units or the use of a lot of record for more than one dwelling that does not comply with the accessory dwelling unit standards of this title.
- B. Any new non-residential use, structure, or site improvement in any AR, RS, or RM zones.
- C. New construction that includes a non-residential structure or site improvement of greater than 1,000 square feet in any C, IN, or E zone.
- D. Except for single-family uses, any additional structural or site improvement square footage added to an existing structure or site improvement in any AR, RS, RM, C (other than C-G on an undesignated corridor per Sec. 9-25-8-J), IN, or E zone that is greater than ten percent of the existing building square footage for structural improvements or ten percent of the existing site improvement square footage for site improvements.
- E. Except for single-family uses, any additional structural or site improvement square footage added to an existing structure or site improvement in any C-G zone on an undesignated corridor per Sec. 9-25-8-J that is greater than 25 percent of the existing building square footage for structural improvements or 25 percent of the existing site improvement square footage for site improvements.
- F. Any new construction in an I zone within 500 feet of any RS or RM zone as measured from the zone boundary.
- G. Any preliminary plat that:
 1. Contains more than ten lots; or
 2. Covers more than two acres; or
 3. Contains attached single-family units; or
 4. Creates lots equal to or less than 8,000 square feet; or
 5. Creates residential subdivisions platted with an overall density exceeding 2.5 dwelling units per acre.

Basic information required for developments requiring a site review permit (additional information required depending on scope of work):

- 1) Project name
- 2) Vicinity map
- 3) Scale
- 4) North arrow
- 5) Date
- 6) Street names and locations of all existing and proposed streets within or on the boundary of the proposed development; pavement widths, sidewalks, and bikeways, and all existing and proposed transit stops.
- 7) Lot layout with dimensions for all lot lines.
- 8) Zoning designations of the proposed development
- 9) Zoning designations adjacent to the proposed development
- 10) Location and use of all proposed and existing buildings, fences and structures within the proposed development. Indicate which buildings are to remain and which are to be removed.
- 11) Location and size of all existing and proposed public utilities in and adjacent to the proposed development with the locations shown of:
 - a. Water lines and diameters
 - b. Sewers, manholes and cleanouts
 - c. Storm drains and catch basins
 - d. Electric and gas
 - e. Telecommunication
- 12) The proposed location of:
 - a. Connection to the county water system
 - b. Connection to the county sewer system
 - c. Existing or proposed wells and/or septic systems. (Contact the EPD regarding Community wells, large septic systems over 10,000 gallons.)
 - d. The proposed method of drainage of the site
 - e. The proposed method of erosion and sedimentation control
- 13) Location of drainage ways, environmental buffer zones, or public utility easements in and adjacent to the proposed development.
- 14) Locations, sizes and uses of contemplated and existing public areas within the proposed development.
- 15) Fire hydrants, both existing and proposed to be located within the site and within 1,000 feet of any proposed or existing building.
- 16) A topographic map of the site at a contour interval equal to that provided by the Athens-Clarke County Planning Department.
- 17) Location of all parking areas and all parking spaces, ingress and egress on the site, and on site circulation.
- 18) Use designations for all areas not covered by buildings, parking, or landscaping.
- 19) Locations of all significant landscape features including, but not limited to:
 - a. Any existing healthy trees of a caliper greater than eighteen (18) inches
 - b. Forested areas
 - c. Perennial or intermittent streams and creeks; state and local riparian buffer
 - d. Wetlands
 - e. 100 year floodplains
 - f. Ponds existing on the site.
 - g. Indicate any planned modifications to a natural feature.
- 20) A landscape plan showing in detail the location, type, and size of the proposed landscaping and plantings.
- 21) The elevations, surface area in sq. ft., illumination type, height, and construction (material and style), and locations of all proposed signs for the development.

22) Architectural elevations for all buildings proposed on the property, indicating the:

- a. Material
- b. Windows
- c. Doors
- d. Other design features of the building, including all visible mechanical equipment such as heating and cooling.
- e. Elevations shall be submitted drawn to a scale of one (1) inch equals ten (10) feet or greater
- f. In the case of subdivisions which contain attached units or lots of less than 8,000 square feet, plans for homes which may be built on lots may be submitted without specifying which lot the unit is to be location on; however, building envelopes on the lot must be sufficient to accommodate the units planned for the lot. In lieu of plans, the subdivision may adopt design standards as part of the covenants of the development that assure compliance with these regulations

23) A written summary:

a. For commercial and industrial developments

- i. The total area proposed to be developed
- ii. The area and percentage of the lot covered by structures
- iii. The area and percentage of the lot covered by other impervious surfaces
- iv. The total number of parking spaces
- v. The total area of all landscaped areas
- vi. Tree coverage (per tree management plan)
- vii. Identify the number of suites or tenant spaces, if applicable

b. For residential & institutional developments

- i. The total area in the development
- ii. The number of dwelling units in the development (include the units by the number of bedrooms in each unit, e.g., 10 one-bedroom, 25 two-bedroom, etc.)
- iii. Area and percentage of lot coverage by:
 1. Structures
 2. Streets, roads, and alleys
 3. Sidewalks
 4. Recreation areas
 5. Landscaping
 6. Trees (per tree management plan)
 7. Parking areas

Tree Management Plans

A Tree Management Plan is required for:

1. Developments requiring a Site Review
2. Developments requiring a Land Disturbance Activity/Land Development Permit
3. Developments requiring a building permit on lots that appear on a Preliminary Plat approved after 6/7/05
4. Developments where a use is intensified by the addition of floor space, seating capacity, or change in use
 - Developments intensifying a use through the addition of floor space, seating capacity or change in use that do not require a Site Review do not need to demonstrate the ability to provide conserved canopy; however, planted trees may be required within the parking lot and along the street.

The Tree Management Plan shall include the following information:

1. Vicinity Map
2. North Arrow
3. Map Scale
4. Address
5. Zoning
6. Tax I.D. Number
7. Two-Foot Topographic Contours (existing and proposed)
8. Easements
9. Environmental Areas
10. Existing and proposed utilities
11. Existing forested areas and individual trees inventory
12. Athens-Clarke County trees
13. Calculation of current tree canopy cover to the nearest 1%
14. Trees to be conserved.
15. Planted trees
16. Forest regeneration areas
17. Future forest areas
18. Summary Table
19. Standard Notes & Planting Detail
(found online at <http://accgov.com/4583/Resources-for-Designers>)

More detailed information about Tree Management Plan requirements can be found in Chapter 8-7 of the Athens-Clarke County Code of Ordinances.

Preliminary Plats

Preliminary Plats and Site Reviews follow the Construction Plans Review process. Final Plats follow a separate review process.

Approval of a preliminary plat is required for subdivisions of five lots or more. For developments of less than five lots, only the Final Plat need be filed.

For developments of five lots or more or for subdivisions of property involving public street construction, a preliminary plat approval is mandatory prior to application for a site review approval and final plat approval.

Any preliminary plat that contains more than ten lots, or covers more than two acres, or contains attached single-family units, or creates lots of less than 8,000 square feet, or creates a residential subdivision with an overall density exceeding 2.5 dwelling units per acre must also receive approval of a site review demonstrating compliance with Chapter 25 of the Development Regulations. Preliminary plat approval shall be obtained prior to filing a site review application. Site review approval shall be obtained prior to filing a final plat application.

Detailed information about Preliminary Plats can be found in Chapter 9-26 of Athens-Clarke County's Development Standards. Basic plan requirements include:

- a. A topographic map prepared by a registered land surveyor at a contour interval as specified by the Soil Erosion and Sediment Control Ordinance and in accordance with State law.
- b. The approximate locations of the existing buildings to be retained, the proposed and existing property lines and easements on the site, and existing buildings, structures, and all buildings within one hundred sixty (160) feet of the site boundaries.
- c. The locations of all proposed thoroughfares, walkways, and parking facilities.
- d. Public uses, including schools, parks, playgrounds, open spaces and trails.
- e. Existing and proposed public and private utilities, stormwater and stormwater management facilities.
- f. General areas of cuts and fill.
- g. The location of natural features such as ponds, wetlands, forested areas, and isolated preservable trees of greater than 18" DBH.
- h. All Environmental Areas defined in Chapter 8-6, Protected Environmental Areas, and buildable areas as defined in Chapter 9-2.
- i. Building envelopes that show the area and maximum height of improvements.
- j. If the project is to be built in phases, the areas contained in each phase, indicate the different phases on a map;
- k. Indicate each lot size (acreage);
- l. A signature block for Planning Dept. approval
- m. Seal of professional preparing plat (civil engineer, landscape architect or surveyor)
- n. A written statement which will contain an explanation of:
 1. The present ownership of all the land included within the development.
 2. Written statement detailing the maintenance program for common open areas, buildings, private thoroughfares, private septic systems, stormwater facilities, and utility easements.
 3. The proposed time schedule and a phasing plan of the development.
 4. The findings of the applicant showing that the development meets the criteria set forth in this Ordinance.

ATHENS-CLARKE COUNTY

PUBLIC UTILITIES DEPARTMENT

124 E Hancock Avenue · Athens, GA 30601
Phone: 706-613-3470 - Fax: 706-613-3536
Hours: 8:00 am - 5:00 pm (Monday-Friday)

Contact Information

Engineering (706-613-3490 – Fax: 706-613-3476)

Ed Focht, Utilities Engineer - edward.focht@accgov.com

Greg Jackson, Engineer Coordinator – gregory.jackson@accgov.com

The Engineering Management section of the Public Utilities Department (PUD) is responsible for approving plans and inspecting all water and sanitary sewer projects, mapping and maintaining GIS, administering development contracts, and engineering water and sanitary sewer projects for the department.

Cross Connection (706-613-3479 – Fax: 706-613-3483):

Jeff Jones, Cross-Connection Coordinator - jeff.jones@accgov.com

Areas of Review

- ◆ Water Service
- ◆ Sewer Service
- ◆ Industrial Pretreatment Review
- ◆ Water and Sewer Line construction
- ◆ Cross Connection Ordinance

Online Documents Available

- ◆ Fire Flow Request Form
- ◆ Standard Specs for Water Main Construction
- ◆ Standard Specs for Sanitary Sewer Construction
- ◆ Water and Sewer Construction Details
- ◆ Map Request Grid

Information available online

- ◆ Fire Hydrant Flow Test
- ◆ Water and/or Sanitary Sewer Improvements Plans Review, Capacity Evaluation Information,
- ◆ Construction Inspection Information
- ◆ Approved Contractors List - Contact John Halley at john.halley@accgov.com
- ◆ Contracts and Easements - Contact Denise Dickson at denise.dickson@accgov.com

Plan Requirements

The Athens-Clarke County Public Utilities Department requires the following information on all site plans for review:

- 1) All existing water and sanitary sewer mains and easements within and immediately adjacent to the subject property
- 2) Proposed location for water and sanitary sewer service connections and proposed service lines.
- 3) Both fire and domestic water demands must be included for large users (large commercial and industrial users)
- 4) Size and location of existing water and sanitary sewer services, if applicable.
- 5) Cross Connection/Backflow Protection Plans must be drawn by a Georgia State Mechanical Engineer, a certified Backflow Tester or Georgia State Licensed Plumber. Plans must include a site plan indicating the location of domestic water and fire line vault sizes, type, and size of backflow device. If a reduced pressure zone backflow device is required, a cross section diagram of the vault is required. Show vault drains.

ATHENS-CLARKE COUNTY

DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS

120 West Dougherty Street · Athens, GA 30601

Phone: 706-613-3440 - Fax: 706-613-3444

Hours: 8:00 am - 5:00 pm (Monday-Friday)

Engineering Division

Bob Faucett, Land Development Coordinator - bob.faucett@accgov.com

Brad McCook, Permit Supervisor - brad.mccook@accgov.com

Additional information regarding the Athens-Clarke County (A-CC) Transportation and Public Works Department (T&PW) may be found at accgov.com/publicworks

Areas of Review

- Roadway Design/Construction
- Access (Driveway) Design/Construction
- Work within A-CC Right-of-Way
- Soil Erosion, Sedimentation & Pollution Control
- Stormwater Management
- Grading & Drainage
- Flood Protection

The following requires permitting

- Redevelopment projects disturbing one acre or more
- New Development projects disturbing 5,000 square feet or more
- New or Redevelopment projects involving new impervious area of 5,000 square feet or more
- Projects located within 200 feet of a stream, river, lake or other body of water
- Stormwater Management
- Any work within an Athens-Clarke County road right-of-way
- Any temporary closure of a roadway travel lane for any reason
- Construction or reconstruction of any driveway accessing an Athens-Clarke County roadway
- Any development within a flood plain

Plan Requirements

Civil Site Plans should include (as applicable):

- Existing Conditions & Boundary Survey
- Preliminary Plat
- Site Plan & Details
- Roadway Plan, Profile & Details
- Grading & Drainage Plan & Details
- Storm Drain Profiles
- Utility Plan & Details
- Erosion, Sedimentation & Pollution Control Plan & Details
- Stormwater Management Plan & Details
- Landscaping Plan & Details

Erosion, Sedimentation & Pollution Control Plan is required for all projects that disturb one acre or more, and for all projects, regardless of area, whose land disturbance is within 200 feet of state waters. Plans must meet all of the criteria listed in the State NPDES General Permit and must bear the seal and signature of the design professional who is certified by the Georgia Soil & Water Conservation Commission (GSWCC). Plan submittals must include the applicable GSWCC plan checklist in order to obtain a review.

A Stormwater Management Plan is required for any land development or redevelopment project that will impact the nature, condition, direction, and/or magnitude (rate and volume) of storm water runoff entering and/or leaving the site. A Stormwater Conference with T&PW is required prior to any formal plan submittal. The plan must show how post-development stormwater runoff will be managed in accordance with the A-CC Stormwater Management Ordinance (Chapter 5-4). All stormwater management facilities and practices must be designed according to the requirements and guidelines of the *Georgia Stormwater Management Manual*. The plan must include all of the information required in the manual's Site Plan Checklists and any additional information required by T&PW. Stormwater Management Plans must be prepared by a Professional Engineer (PE) or Landscape Architect registered in Georgia.

Storm Water Management Impact Analysis is required for any land development or redevelopment project that will impact the nature, condition, direction, and/or magnitude (rate and volume) of storm water runoff entering and/or leaving the site.

- 1) The analysis/report shall be accompanied by a plan and, at a minimum, include the following:
 - a. Locations and description of all surface and subsurface water features and flood hazard zones on site.
 - b. Locations, description and hydrologic and hydraulic analysis of all storm-water runoff contributions to the site. A map shall be provided clearly showing off-site contributing drainage basin.
 - c. Locations, description and hydrologic and hydraulic analysis of all proposed storm-water management facilities.
- 2) The analysis/report shall be prepared pursuant to all requirements of the Athens-Clarke County Stormwater Management, Flood Protection, and the Soil Erosion and Sediment Control Ordinance, and the Athens-Clarke County Design Standards. A Professional Engineer, or Landscape Architect licensed to practice in the State of Georgia, shall prepare the analysis/report.

For more information about design and construction requirements, permitting procedures, and fees, please review the following documents online at accgov.com/publicworks, under "Forms and Documents":

- Developer's Guide
- Technical Standards
- Permit Application
- Land Development Fees
- Lane Closure Form

The Department of Transportation and Public Works website also provides information about site construction requirements related to Stormwater Management, Grading, Erosion Control and Driveways.

T & PW REVIEW FEES

E&SC – NPDES Review	\$ 40/disturbed acre rounded up
E&SC/Construction Violation and Re-Inspection	\$ 200/per violation
Construction Plan Review*	\$ 360/per project – 2 reviews
Stormwater Management Plan Review*	\$ 275/per project – 2 reviews
Traffic Control Plan	\$ 150/per project – 2 reviews
Traffic Impact Analysis	\$ 275/per project
Re-review Fee	\$ 250/review for 3 rd & subsequent reviews

(All review fees are due to the Transportation and Public Works Department when application and plans package are submitted for review.)

T & PW PERMIT FEES

Land Disturbance Activity Permit*	\$240/disturbed acre rounded up
Right-of-Way Encroachment Permit	\$60/per permit
Lane Closure Permit	\$60/per permit
Driveway Permit	\$60/per permit
Flood Plain Construction Permit	\$60/per permit

(All permit fees are due to the Transportation and Public Works Department prior to issuance.)

***Reviews and permits must be renewed at six months if project is not complete. Remaining Land Disturbance Fee will be charged based on site activity as follows:**

Active grading	\$40/ remaining disturbed acres/month
Second Phase Stabilization:	\$30/total project disturbed acres/month
<i>(Second Phase E&S Plan active - base material installed, underground infrastructure installed)</i>	
Final Stabilization Phase	\$15/total project disturbed acres/month

Contact T&PW directly to determine the permits needed for a given project. Utilize the Department's *Developer's Guide* for information on the permitting process; see their *Technical Standards* to facilitate design and construction. Both of these documents, as well as the permit application form are available from the A-CC website. Please ensure that plans approved by T&PW are identical to those approved by all other reviewing ACC departments.

TRAFFIC ENGINEERING DIVISION

DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS

2795 Lexington Road · Athens, GA 30605
Phone: 706-613-3460 – Fax: 706-613-3463
Hours: 8:00 am - 5:00 pm (Monday-Friday)

Contact Information

Tim Griffeth, Interim Traffic Engineer – tim.griffeth@accgov.com

Areas of Review

- ◆ Traffic Control Devices
- ◆ Traffic Impact Analysis / Traffic Studies

Plan Requirements

1. All access points must be indicated
2. Driveway widths must be dimensioned
3. Driveway radii must be dimensioned
4. Property lines must be indicated
5. State of Georgia Department of Transportation permits as determined by the Traffic Engineering Division.

Transportation Impact Analysis

Transportation Impact Analysis (TIA) shall be required for any proposed site development that can be reasonably expected to generate more than 1,000 vehicle trip ends during a single day and/or more than 100 vehicle trip ends during a single hour.

The Transportation Impact Analysis shall address at least the following areas:

1. All proposed site access points.
2. All intersections bordering or adjacent to the site frontage including the closet intersection collector or arterial street.
3. Any road segment or intersection where the proposed development can be expected to generate more than 25 additional vehicle trips during a single hour.
4. Any road segment or intersection where the additional traffic volumes created by the proposed development is greater than 10 percent of the current traffic volume (for road segments) or the current entering volume (for intersections).
5. The analysis shall include the following study time frames:
 - a. Existing conditions,
 - b. Full site build out conditions; and
 - c. Five-year forecast

The TIA Report shall include those items required by the Athens-Clarke County Traffic Impact Report Standards, adopted by the Athens-Clarke County Mayor and Commission by resolution. The final scope of the traffic study may be administratively adjusted by the traffic engineer based on the current or projected traffic conditions on the roads in the vicinity of the proposed development or if the development includes a land use change.

Street Names – Special Note: Street Names need to be able to fit on a standard 12 " tall street name sign. This means the length of the street name needs to be a max of 15 letters including the blank spaces. The sign length is limited by how much weight the post and hardware will handle.

ATHENS-CLARKE COUNTY

DEPARTMENT OF SOLID WASTE

725 Hancock Industrial Way · Athens, GA 30605

Phone: 706-613-3501 – Fax: 706-613-3504

Hours: 8:00 am - 5:00 pm (Monday-Friday)

Contact Information

Suki Janssen, Director – suki.janssen@accgov.com

Joe Dunlop, Commercial Recycling Specialist – joe.dunlop@accgov.com

Areas of Review

- Solid Waste Collection
- Recyclables Collection
- Landfill Regulations
- Dumpster Pad Location and Construction

Plan Requirements

1. Location of waste and recyclables dumpsters/roll carts
2. Dumpster pad construction specifications & screening

Dumpster Screening Code Sections 5-2-16-a-1 & 9-25-8-G-5-a

Commercial Recycling Code Section 5-2-14-i

ATHENS-CLARKE COUNTY

TRANSIT DEPARTMENT

775 East Broad Street · Athens, GA 30601
Phone: 706-613-3432 – Fax: 706-613-3433
Hours: 8:00 am - 5:00 pm (Monday-Friday)

Contact Information

Butch McDuffie, Director – butch.mcduffie@accgov.com
Juliane Dixon, Transit Planner – juliane.dixon@accgov.com

Areas of Review

- Transit amenities, bus shelters, pullouts in accordance with the Transit Development Plan

Plan Requirements

1. Location of existing and proposed transit stops
2. Detail of bus shelter, if proposed

CLARKE COUNTY HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH DIVISION

189 Paradise Boulevard · Athens, GA 30607

Phone: 706-583-2658 Fax: 706-583-2668

Hours: 8:00 am - 5:00 pm (Monday-Friday)

Environmental Health Specialists are available from 8:30 – 10:00 am

The Clarke County Health Department provides initial comments only for the first round of review in the Plans Review process. The applicant must work directly with the Clarke County Health Department regarding applications, fees and submittal documents as required for separate Health Department permits. Plans approved through the ACC Plans Review Process must be identical to those approved by individual departments and outside agencies.

Contact Information

Andrea Kerr, Environmental Health County Manager – andrea.kerr@dph.ga.gov

Areas of Review

- Septic Tanks Systems - Permits and Evaluations
- Food Service and Bars Establishment - Permits and Evaluations
- Commercial or Community Swimming Pools, Spas, and Recreational Water Parks and Well Water
- Hotels, Motels, Personal Care Homes, Tattoo Parlors and Tourist Courts

Plan Requirements

- 1) Any structure that requires a **new septic tank system** must submit a plat with information regarding the area topography (topo), a Level III soil report, and any water wells in the area.
- 2) Any development which incorporates **food service** (restaurants, bars, bakeries, etc.,) is required to submit a complete set of plans and a Food Service application and associated fees directly to the Clarke County Health Department. The Health Department determines the equipment to be required based upon the nature of the food and food service. It is recommended that the applicant contact the Health Department prior to development of plans for information regarding required equipment.
- 3) Review of **Motels, Personal Care Homes, and Commercial or Community Swimming Pools** also requires full Building Plans. It is recommended that the applicant contact the Health Department prior to development of plans for information regarding these requirements. You must conform to the Clarke County Board of Health “Rules and Regulations for Swimming Pools, Spas, and Recreational Water Parks.” Copies of the regulations are available at the Clarke County Health Department – Environmental Division Office at 189 Paradise Blvd, Athens, GA 30607.
- 4) Any development **utilizing an existing septic tank system** will require review and approval of the existing system. Generally, such information may be found in our records; contact the Health Department – Environmental Division Office.
- 5) The manual for on-site sewage management can be found at www.georgiaeh.us

FREQUENTLY ASKED QUESTIONS

1. **Can files be emailed?**
No, the ACC email system does not currently have the capacity to receive plans via e-mail.
2. **Can the applicant resubmit plans directly to the department that made the comment?**
Yes. However, the applicant must concurrently submit the same plans to the Planning Department. The Planning Department coordinates the review process, and must enter revisions into the Plans Review system in order for reviewing departments to approve or comment. Failure to do this can cause significant delays in reviewing plans.
3. **When all comments are addressed when can the applicant obtain their permit?**
After all departments have approved a project, Planning Staff prepares the plan sets for permit and obtains appropriate signatures. Unless the plan set is large, compiling, binding and stamping of approved plans can normally be accomplished within one business day of final approval of plans.
4. **I'm opening a restaurant. How do I get Health Department approval?**
The Health Department reviews the initial plan set submitted to Athens-Clarke County for Plans Review, but any corrections requested by the Health Department must be submitted directly to their office. After Health Department approval, submit updated plans to the Planning Department for incorporation into the permit set.
5. **Can I get a site plan approved before the building plans are approved?**
Yes. If site plans and building plans are submitted as separate reviews, site plans can be approved first. Site plans must be approved by all reviewing departments prior to issuance of building permits. Some building information must be provided on site plans, such as building footprint and architectural elevations, in order to determine compliance with zoning regulations.
6. **I submitted revisions to a project. How do I find out if the project has been approved?**
If you have not heard back from the Planning Department, contact the Planner assigned to your project. Their name can be found under the Planning Department heading on the comment sheet you received after your initial submittal.
7. **Can I discuss my project with the reviewers before I submit for Plans Review?**
Yes. There are several options for discussing projects prior to submittal. You may contact Planning Department staff anytime during regular office hours with general review and permitting questions. You may also schedule a Visioning Meeting with multiple departments prior to submitting. Visioning Meetings are held every other Wednesday at the Planning Department. Use the Visioning Request Form on the Plans Review webpage to request a meeting (athensclarkecounty.com/plansreview). Concept Reviews are another option – projects are submitted for a “Concept Only” review via the regular Plans Review process. The fee is \$25 and applicants receive general/preliminary comments on the project. Detailed construction drawings are not necessary for concept reviews.
8. **What Forms of Payment are accepted by reviewing Departments?**
 - a. Building Permits and Inspections - Cash/Check/Credit (Visa, MasterCard, Discover)/Apple Pay
 - b. Health Department/Environmental Health - Check/Credit (Visa and MasterCard only)
 - c. Fire Department - Cash/Check Only
 - d. Planning Department - Cash/Check Only
 - e. Public Utilities/Engineering Mgmt – Credit Card (in person) or Check (cash is not preferred)
 - f. Transportation and Public Works - Cash/Check Only
 - g. Solid Waste - Cash/Check Only