

Non-Residential & Multifamily Building Plan Review
General Checklist

Project Name: _____

1.	Applicable codes noted on cover sheet.
2.	Type of construction noted on cover sheet.
3.	Occupancy type listed on cover sheet.
4.	Occupancy load(s) noted on cover sheet.
5.	Separated or non-separated use noted on cover sheet.
6.	Sprinkled or not, Alarmed or not noted on cover sheet (NFPA 13, 13r, 72)
7.	Adequate building information for scope of work. (Height, area, listed fire barrier design, partition wall design, floor ceiling assembly, area increase, perimeter increase, stories, corridor walls, safety glass, concrete, masonry, steel, wood, foundation, mezzanines, listed penetration designs, firewalls, roof coverings, interior finish, stair construction, draftstops, equip. access)
8.	Adequate life safety information for scope of work. (sprinklers, alarms(detection),adequate# egress & illumination, exits, portable fire extinguishers –NFPA 10, handrails & guards, smoke detection, interior finishes, and vertical openings)
9.	Structural design systems identified for scope of work. (Floor loads, roof live loads, roof snow loads, wind loads, seismic loads, dead loads, engineered mezzanines)
10.	Compliance with accessibility requirements. (Accessible route, signage, elevator, ramp, stairs (no open risers), toilet facilities, doors, alarms, detectable warnings)
11.	International Energy Conservation Code Compliance. (COMcheck™ output)
12.	Plans to scale or dimension.
13.	Mechanical plans complete. (Ventilation-exhaust-supply-return rates, equipment schedule, return air plenums, outdoor air, NFPA 96, dampers, detection)
14.	Electrical plans complete. (Risers, panel schedules, circuitry, service and panel calculations and location of all, wiring-raceway method specified)

	15.	Plumbing plans complete. (Backflow, accessibility requirements, equipment schedule, fixture types, safe waste, supply and waste risers, minimum# toilet facilities, gas piping compliance, water heater detail)
	16.	Architectural plans complete. (All systems not in an engineering scope)
	17.	Structural plans complete. (Any structural system not in the architect's scope)
	18.	Structural plans complete. (Any structural system not in the architect's scope)
	19.	Plans stamped by Architect/Engineer/Interior Design Professional. (OCGA 43-4-14 & 43-15-24)
	20.	Key plan of building must be submitted if multi-tenant building.
	21.	One page civil/site plan must be submitted with plans for all new structures, shells & additions showing scaled location of building relative to property lines and other buildings.

Disclaimer. This checklist is a general list of items for review of the architectural plans. It is not meant to cover every code requirement. The City of Oakwood is not responsible for any oversights or violations that arise during the inspection process.