



**City of Fort Oglethorpe**  
**Building Department**  
500 City Hall Drive  
Fort Oglethorpe, Georgia 30742  
706-866-2544 ext. 1200

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## Commercial Plan Review Checklist

1. Three sets of construction drawings-sealed and stamped by a registered Georgia architect/engineer also provide in digital form.

These drawings must have the following information:

- The Cover Sheet must have:
  - Use Group
  - Type of Construction
  - Occupant Load
  - Sprinkler drawings if applicable
- ADA details on drawings
- Emergency plans showing emergency lighting and exit signage, alarm system
- Site plan, foundation plan, floor plan, life safety plan, roof framing plan, wall section
- Mechanical, plumbing, electrical, and gas piping plan, energy code
- Fire protection plans

2. 3 copies of survey (plot plan) to scale (not reduced or enlarged) showing proposed construction.

3. Restaurant/Food Service plans must be filed with Catoosa County Health Department.

4. A letter from the property owner or management company accepting the plans for construction.

5. Facilities that fall under the State Fire Marshal's jurisdiction must be stamped and approved prior to submitting to the Building Official.

**PLEASE NOTE: IF THE ABOVE REQUIREMENTS ARE NOT PROVIDED, THE BUILDING OFFICIAL WILL SUSPEND OR REJECT THE PLANS AND APPLICATION.**



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Name of Owner/Applicant: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Site Address: \_\_\_\_\_  
 Architect/Engineer: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Application Type:

- Addition     New Building     Alteration/Renovation  
 New Structure/Facility  
 Revision of App. Plan     Accessibility Review

ADA

Use/Occupancy Class: (Check all that apply)

- Assembly    Day Care    Personal Care    Ambulatory Health    Nursing Home  
 Business    Hotel    Apartment Building    Hospital  
 Educational    Industrial    Hazardous    Detention/Correctional  
 Mercantile    Residential    Storage

Project: Provide a description of existing and/or proposed use(s), with sufficient detail for determination of appropriate classification of occupancy type(s):

Conditioned Space (sq. ft.)	Floor area new construction (sq. ft.)
Unconditioned Space (sq. ft.)	Floor area addition (sq. ft.)
No. of stories above grade	Floor area renovated (sq. ft.)