



# CITY OF BRUNSWICK

601 Gloucester Street \* Post Office Box 550 \* Brunswick \* Georgia \* 31520-0550 \* (912) 267-5500 \* Fax (912) 267-5549

## Commercial Project Review Submittal Check List

The information contained in the plan submittal review checklist is general and does not preclude additional information being required on a project.

All Final plan sets are to be bound unbroken clean sets. Unbound, Loose sets, one-page drawings, and Architectural drawings without any other supporting documents will not be accepted.

**NOTE:** The plans will not be accepted if the following information is not provided. If the documentation is inaccurate, then we will request that you return to the permit tech and retrieve your plans and make the necessary changes and/or additions to your set of plans to correct the issue.

**ES&PC plans, Erosion Sediment Plan:** Depending on the size and the proximity of State Waters should be submitted to (GSWCC) or the City Engineer for approval then incorporated into the full clean final set of five drawings for submittal. See ES&PC plans qualification.

**Procurement:** Documents that are allowed for a procurement extension, See procurement deadline below:

1. Fire sprinkler plans.
2. Fire alarm plans.

### Plan review submittal requirements:

1. Complete application filled out in its entirety.
2. Certificate of appropriateness, If needed
3. Conditional use permit, If needed
4. Sign Permit
5. ROW Permit, see ROW Permit Procedure
6. Five (5) sets of drawings sealed by an architect and Engineers.
7. One electronic set of plans in pdf format
8. Three separate sets of engineer stamped Final Civil plans for JWSC contractors to be signed during the pre-construction meeting.
9. Page size D, E, or project size justifies drawing size.
10. Recent property plat survey
11. Environmental Protection Erosion sediment plan, See the ES&PC plans document qualification If needed.
12. General Notes
13. Life Safety Plan

14. Civil site plan
15. Foundation
16. Structural
17. Elevations
18. Architectural drawings
19. Plumbing/ Natural Gas
20. Mechanical
21. Landscaping
22. Electrical
23. Energy Efficiency
24. Fire Alarm
25. Fire Sprinkler Plan Hood suppression systems

**Thirty-day procurement deadline:** Procurement There will be a 30-day deadline to procure contractors for the Fire Sprinklers and Fire Alarm plans and Calculations and produce an approved set of plans for final submittal. Understand after the thirty days and on the thirty-first day a “Stop-Work Order,” will be placed on the project by code enforcement. Also, work will cease for one week. After one week Code Enforcement will remove the “Stop-Work Order,” and work may resume.

**Communication and documentation:** It is understood that communication is important to the progress of any project. Architects, Engineers, Designers, General Contractors, and Sub Contractors are to keep the Building's Official Office informed on all plan changes and documentation submittals. All submittals preliminary or final will be directed through the Building Officials Office for processing. All email communications should be copied to the DRT email, [drtreview@cityofbrunswick-ga.gov](mailto:drtreview@cityofbrunswick-ga.gov) this will ensure that your comments will be documented accordingly and directed to the needed department for response.

**Final Drawings:** Final drawings will be submitted to the Building official's Office and the Building Officials Office will obtain all necessary seals and signatures before permitting.



# CITY OF BRUNSWICK

601 Gloucester Street \* Post Office Box 550 \* Brunswick \* Georgia \* 31520-0550 \* (912) 267-5500 \* Fax (912) 267-5549

## **ES&PC plan Procedure Soil Erosion Sediment Plan Guidelines**

Projects disturbing one acre or more and or that are within 200 feet of State Waterways and Marshes require and Erosion and Sediment Control Plan.

**Planning:** Plan accordingly, By-Law the GSWCC has 35 days from the date received to review your plans; however, GSWCC will be making every effort to ensure that plans are reviewed as quickly as possible. If you have any questions please feel free to contact my office at 912-279-2655 or by email at [pkersey@cityofbrunswick-ga.gov](mailto:pkersey@cityofbrunswick-ga.gov)

**Permitting:** Prior to Permitting The ES&PC plans will be reviewed by the Georgia Soil & Water Conservation Commission (GSWCC) at the McDonough Office

**Procedure:** The Design Professional will send six (6) copies of plans directly to the GSWCC office in Dawson. You must provide a UPS or FedEx account number to them (GSWCC) so they will be able to send the stamped approved plans to the Local Issuing Authority (LIA, Glynn County) after review and approval, for permitting. Also, deliver Five (5) copies to this office incorporated into the Final clean sets of plans and at the same time to begin the local Development Review Team (DRT) review and approval. The plans will be reviewed by GSWCC and be either approved or denied. Approved plans will be redlined, sent for corrections and resubmitted to the Georgia Soil & Water Conservation Commission (GSWCC)

All copies of approved plans will be stamped by GSWCC as approved and sent back to the local (LIA). Once we receive these back, as approved, we can issue the soil erosion permit. If a plan is denied, GSWCC will fax/email a copy of the technical review sheet to the Design Professional and the (LIA) Glynn County Ga. Plans must be sent to GSWCC: 507 Hampton St. McDonough GA 30253. You may contact GSWCC at (470) 226.4698