



# CITY OF BRUNSWICK

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

## Residential Project Review Check List

The information contained in the plan submittal review checklist is general and does not preclude additional information being required for 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 something is falsely checked, then we will request that you return to our office and retrieve your plans and make the necessary changes and/or additions to your set of plans.

**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.

### Plan review submittal requirements:

1. ROW Permit, see ROW Permit Procedure.
2. Certificate of appropriateness, If needed.
3. Conditional use permit, If needed.
4. Complete application filled out in its entirety.
5. Recent property plot survey with elevations.
6. document qualification if needed
7. Five (5) sets of drawings by an architect and or Engineers with seal.
8. One set of PDF plans emailed with an architect and or Engineers with seal.
9. Three separate sets of engineer stamped Final Civil plans for JWSC Contractors Before the JWSC Pre-Construction meeting to be signed during the pre-construction meeting.
10. Notes
11. Site Civil plan
12. Foundation
13. Architectural drawings
14. Structural
15. General Plumbing/Natural Gas
16. Mechanical
17. Electrical
18. Energy Efficiency
19. Environmental Protection Erosion sediment plan, See the ES&PC plans
20. Landscaping plans if needed

**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. These drawings should be a full clean set prepared by the designers. Partial sets will not be accepted.

### **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