



Whitfield County

Inspections & Enforcement

Checklist for submission of plans for commercial, industrial and multi-family development-new construction and additions.

Applicable codes:

- International Building Code, 2018 edition with Ga. State amendments**
- International Fuel Gas Code, 2018 edition with Ga. State amendments**
- International Mechanical Code, 2018 edition with Ga. State amendment**
- International Plumbing Code, 2018 edition with Ga. State amendments**
- International Fire Code, 2018 edition with Ga. State amendments**
- International Energy Conservation Code, 2015 edition w/ Ga. amendments**
- National Electrical Code, 2020 edition with Ga. State amendments**
- NFPA 101 Life Safety Code, 2018 edition with Ga. State amendments**
- Rules and Regulations of the Safety Fire Commissioner, Chap. 120-3-3, Jan 2020**
- 2010 ADA Standards for Accessibility**

The Georgia Amendments are available at the below web link: <https://www.dca.ga.gov/local-government-assistance/construction-codes-industrializedbuildings/construction-codes>

GENERAL REQUIREMENTS FOR SITE AND ARCHITECTURAL PLANS

All plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate).

All buildings described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.

Site Plan

- 1. Property survey.**
- 2. Grading and civil engineering plans.**
- 3. Show complete boundaries and topography.**
- 4. Show locations of all buildings, driveways and all other proposed improvements to be constructed including fences, walls, retaining walls, accessory buildings, etc.**
- 5. Fire apparatus access roads and hydrant locations.**
- 6. Indicate zoning district.**
- 7. Show parking required and provided.**
- 8. Show dimensions from the property lines to the building and required setbacks.**
- 9. Indicate any existing 100-year floodplain, floodway limits and elevations, waters of the state, wetlands, etc.**
- 10. Indicate any existing easements and their dimensions**
- 11. Tree planting and landscaping. (City of Dalton)**

Architectural/ Engineering Plans

- 1. Indicate name, address and phone number of project designer(s) of record.**
- 2. Indicate street address for all buildings or structures.**
- 3. List applicable codes used.**
- 4. Provide drawing index.**
- 5. Occupancy classification.**

6. Occupant load.
7. Type of construction.
8. Sprinkled/ nonsprinkled.
9. Building area in square feet. Area modifications.
10. Building height in feet.
11. Number of stories.
12. Basis of structural design per IBC chapter 16.
13. Statement of special inspections per IBC chapter 17.

The project plans should also include drawings and documentation detailing:

1. Mixed occupancies.
2. Incidental uses.
3. Fire rated assemblies.
4. Fire protection.
5. Means of egress.
6. Accessibility.
7. Compliance with the International Energy Conservation Code.
8. Structural, Mechanical, Electrical, Plumbing and Fuel gas engineered drawings.

Plans must be submitted electronically through ePlan Solutions.

Link to ePlan Solutions can be found on our website or at:

[ePlan Solutions Home \(daltonwhitfieldga.eps.tech/whitfield-dalton/index.html\)](http://daltonwhitfieldga.eps.tech/whitfield-dalton/index.html)

- 1) Account will need to be setup if not an existing user.
 - Select new project.
 - Enter project information.
 - Be sure to enter Description of project in detail. Description must include new building, renovation, interior remodel, remodel and addition, complete scope of work to be performed.
 - Continue to step 2.
- 2) Enter address of project. And verify on map that will pop-up.
 - Verify if the project is located within City of Dalton, City of Tunnel Hill or City of Varnell. To verify project location visit [GIS \(whitfieldcountyga.com\)](http://whitfieldcountyga.com), turn on town boundaries layer to display each of the city limits. Mailing address does not indicate city limits.
 - Continue to step 3.
- 3) Select project type. Be sure to select the correct project type, you will need to verify if the project parcel is located within the city limits of Dalton or unincorporated Whitfield. All City of Dalton project types begin with “Dalton _____” and all other projects should be under “Whitfield _____”. Wrong project type will cause delays in the plan review process.
- 4) Enter project details.
- 5) Confirm project location has been verified.
- 6) Pay fees
- 7) Upload construction drawings to “Submittal 1” by clicking on Submittal tab then “Manage Files”
- 8) When uploading files, depending on number of pages, separate to approximately 30 pages per file. Example: for larger projects separate the architectural and structural drawings as one file and the MEP drawings as another, etc.. For smaller projects with less than 30 pages upload all sheets as one file, do not upload each page separate as this will delay approval time. For more info visit: [File Naming](#)
- 9) Any other supporting documents, Hydrology reports, checklist, specifications, permit applications etc. will need to be uploaded in the Open files tab.
- 10) Once files are uploaded, click Review to place the submittal under review. Drawings are submitted to required departments for approval.
- 11) Any comments from plan reviewer and or approval or denial will be processed through ePlan portal.