

“Do It Right the First Time”

“Do It Right the First Time” is the way to go to save time, money and reduce work stoppages. Many of us may have heard this phrase spoken by our parents, teachers and employers at some point of our lives to direct us to a more successful outcome of our endeavors and to bring about the successful completion of specific project goals and objectives. Having a well thought out plan is the initial step in achieving success the first time.

When construction is proposed, plans are usually required to be submitted. This could range from a simple single and multi-family residential buildings to a complex commercial and industrialized building. Plan review (or checking) is a meticulous review of construction drawings submitted by an applicant to ensure that all applicable building codes and city ordinances are complied with in order to ensure the health and safety of the occupants and the general public is attained.

Minor projects such as roofing, HVAC, and minor electrical work and repairs do not normally require detailed plans unless the complexity of the work warrants one.

Required Documents

We recommend that one full set of plans be submitted for the initial review. The plan reviewer will review the plans and make any necessary comments directly on the plan sheets or attach a separate plan review comment sheet addressing items that are needed. The following documents may be requested at the time that the permit application initially is submitted:

- Site Plan
- Foundation Plan
- Floor Plan
- Electrical Plan
- Mechanical Plan
- Wall framing details
- Roof Framing/Layout Plan
- Front, Rear, Right and Left Side Wall Elevation Views
- ResCheck/ComCheck Energy Code Compliance Certificates
- Others if needed, depending on individual project such as soil investigation reports.



Review Times

The length of time for a thorough plan review is commensurate with the complexity of the plans, the proposed construction method and the number of other projects that was submitted prior to the application date. Under normal circumstances, it may take up to 3 weeks to review plans of large construction projects like places of worship, medical and educational facilities, shopping malls and similar high occupancy buildings. Additionally, these plan sets may require other governmental review and approvals from agencies such as the State Safety Fire Commissioner (Fire Marshal).

However, for smaller plans, the time to review the plans could be significantly shorter, depending on the complexity of the scope of the proposed work.

Call the Inspections Department at 912-876-4147 with any questions or to request a quick consultation before you build. We will be glad to help you to “Do It Right the First Time”.

