

The proposal of new or additional mechanical equipment will require the following documents to be submitted for full review by City of Douglasville staff if it is not proposed along with the main set of Building Permit Documents. This checklist is also for a separate stand-alone Mechanical Permits and may not include building, electrical or plumbing scopes of work. A separate demolition permit can be obtained as an optional phase of construction otherwise it will be considered a portion of the main building permit.

**Separate permits and reviews are required**

- Health Department review for Commercial Kitchen

- [New or Altered Electrical Connections \(PE\)](#)
- [New or Altered Plumbing Connections \(PP\)](#)

Projects that Require Plan Review: must have the following documents submitted to the Douglasville Building Department for full review. A Plan review fee of \$125.00 will be required at intake of documents.

[See applicable Plan Review Checklists for further information](#)

Required Documents		Number of Copies	
Mechanical Application Form		1	
Site Plan for equipment located outside of the structure		2	
Mechanical Plan with equipment and duct locations		2	
Equipment Schedules with energy code ratings/information		2	
Exterior Elevations for any penetrations of exterior walls (Zoning Review may be required)		2	
Structural Plan and Details for support of any equipment over 400 lbs		2	
Roof Equipment Layout with Curb & Roofing Details. Must show all new and existing equipment		2	
Com-Check Energy Code Data Sheets (or identical information on the plans)		2	
Mechanical Contactor Licensing Information (State, Business & Owner's ID)		1	
Optional Documents for Review	Number of Copies	Inspection Documents for Certificate of Occupancy	Number of Copies
Fire Life Safety Plan showing location of vertical and horizontal Fire Rated Assemblies for Fire Damper Review	2	Air Balancing Test Report of HVAC System	2
		Revised Drawings As Directed by Inspector	1

**Currently Adopted Codes:**

- 2018 IBC and 2012 NFPA 101
- 2018 International Mechanical Code (IMC)
- 2018 International Fuel Gas Code (IFGC)
- 2020 National Electrical Code (NEC) published as the NFPA 70
- 2015 International Energy Conservation Code (IECC)

- Approved Permits are valid for 180 days after issuance.
- Notarized, Authorized Permit Agent Form required if owner of company is not present at issuance.
- All Commercial Work is to be completed by licensed contractors as required by the State of Georgia – Dept of Secretary of State