



City of East Point Planning & Community Development

2757 East Point Street
East Point, GA 30344

RESIDENTIAL PLAN SUBMITTAL CHECKLIST

The following is a checklist for a typical new single-family dwelling, two-family dwelling (duplex), or townhome proposed under the 2024 International Residential Code (2024 IRC), as adopted and amended by the State of Georgia. Its purpose is to assist with a complete residential plan submittal.

This list can be used for 2024 IRC residential additions, interior renovations, and detached garages or sheds; however, not every item may be applicable to your project scope since they are for the full construction of a new dwelling. If you have questions concerning project specific requirements based on your design, please feel free to contact staff for assistance.

USE THOSE CHECKLIST ITEMS APPLICABLE TO YOUR SPECIFIC DESIGN

Y	N	N/A	Y	N	N/A
GENERAL REQUIREMENTS					
		Plan submittal must be a PDF without a security setting locking the document			Plan shows and dimensions the property boundary lines
		Hand drawn plans may be accepted when legible using blue or black ink and scanned as a PDF that maintains the plan scale.			Provide a North Arrow corresponding to building site and building placement
		PDF set to display and print at 11" x 17"			Shows all proposed buildings and structures on the property
		All plan sheets within PDF are same size throughout			Shows all existing buildings and structures on the property
		All plan sheets are oriented, so the top of the page is at the top of the computer screen			Dimension from dwelling to property boundary lines
		Text and design drawings do not use red ink, which is reserved for staff mark-ups and approvals only.			Dimension from dwelling to any other buildings or structures on the same parcel
		Plans and details are prepared to an approved scale, with the scale noted on the plans and details throughout the PDF.			Location of the electrical service with the size noted in amperes. (100-amps, 125-amps, etc.) – Indicate if overhead or underground
		All floor plans, foundation, & framing plans shall be fully dimensioned to each construction point and overall length wall line			Show the location of the water service point of connection to dwelling.
ENERGY CODE COMPLIANCE					Show the location of the sewer connection to the dwelling
		REScheck printout embedded within the plan set OR a breakdown of the mandatory requirements per 2015 IECC Sec. R103.2			Show the location of the gas meter, if applicable
		Building sections depiction of the R-values and areas of the building thermal envelope. (2015 IECC Sec. R103.2.1)			Show the location of any LPG tank(s) and connection to dwelling, if applicable
COVER SHEET (First Page of PDF Plan Set)			FLOOR PLANS		
		Plans must indicate the project address			Compliant exit door(s) and exit door(s) location(s)
		Cite reference to all applicable adopted codes, using the format that indicates the edition, code and amendment years			Compliant exterior door landings
		Reference all applicable design criteria (wind loads, roof loads, floor loads, etc.) See 2024 IRC Table R301.2 & Table 301.5			Compliant garages, with fire separation
		Brief scope of work narrative. This must align with the permit application project description			Compliant Kitchen(s)
		Area (square footage) of condition spaces, unconditioned spaces, and total area of dwelling.			Compliant bathroom(s)
		Total height of dwelling			Compliant minimum room sizes
		Number of stories			Compliant light & ventilation
		Sheet index identifying each of the pages or sheets within the plan set (PDF)			Compliant ceiling heights, with ceiling heights noted on floor plans
SITE PLAN					Compliant hallway widths
		Prepared to an approved architectural or engineer scale			Compliant glazing / windows with safety glazing locations noted
		Scale noted on plan			Compliant Emergency Escape & Rescue Openings (EERO)
					Compliant Stairway Construction, Tread & Risers Details

FLOOR PLANS (Con't)				MECHANICAL			
			Compliant ramp construction and fully dimensioned details				ACCA Manual J and Manual S printout (2015 IECC Sec. R403.7)
			Handrail locations shown on plans				Mechanical equipment schedule on the floor that aligns with the Manual J & Manual S equipment determination
			Fully dimensioned handrail details				Mechanical equipment location on the floor plan
			Guard and fall protection locations shown on plans				Size, type and method of combustion air for fuel fired mechanical equipment
			Fully dimensioned guard and fall protection detail(s)				Auxiliary drains and pan Requirements
			Location and type of townhouse separation	ELECTRICAL			
			Location and type of two-family separation				East Point Electrical Load Calculation form embedded within plan set
EXTERIOR ELEVATIONS							Electrical service location with size in amperes (100-amp, 125-amps, 150-amps, etc.), with working space at panel on Floor Plan
			Fully dimensioned exterior elevation view of four sides of the dwelling				Branch circuit / feeder panel(s) location(s), with working space at panel on Floor Plan
			The elevations are fully dimensioned for height to the various construction points and the overall height				Electrical lighting schedule (75% being low-voltage or high-efficacy (LED) lamps identified in compliance with 2015 IECC Sec. R404.1)
			Elevations showing and identifying the exterior building material types (wood siding, brick veneer, stone veneer, etc.)				Electrical lights, switches, and receptacle outlet locations on Floor Plan. (A panel schedule and circuit designation is not required)
BUILDING SECTIONS							Disconnect location and working space for all fixed in place electrical equipment (A/C, HVAC, water heater, etc.)
			Fully dimension building sections (Min. of two full sections – lengthwise and cross the midpoint of the dwelling)				GFCI protected outlets are noted on Floor Plan (2023 NEC Sec. 210.8(A), as amended by 2026 GA Amendments)
			Sections show all structural members (foundation, wall framing, floor framing, ceiling joists, roof framing, etc.)				AFCI protection noted on Floor Plan (2023 NEC Sec. 210.12(A), as amended by 2026 GA Amendments)
			Sections show all exterior and interior finishes, with insulation R-values				Smoke Alarm locations (2024 IRC Sec. R310)
ROOF PLAN							Carbon monoxide (CO) alarm locations (2024 IRC Sec. R311 & Sec. R311.2.1, as amended by 2026 GA Amendments)
			Fully dimensioned plan view of the roof	PLUMBING			
			Roof plan identifies all ridges, with pitch for each rood section (4:12, 8:12, etc.)				Plumbing fixture schedule, with WaterSense High Efficiency noted. (2024 IPC Sec. 412, as amended by 2026 GA Amendments)
			Roof plan identifies the roofing material types (asphalt shingles, standing seam metal, tile, wood shake, etc.)				Water heater size and first hour refresh rate (2024 IPC Sec. 506.1 & Table 506, as amended by 2026 GA Amendments)
STRUCTURAL PLANS AND DETAILS							Plumbing fixture locations shown on Floor Plan
			If designed by a Professional Engineer, the structural plans must be sealed in compliance with O.C.G.A. § 43-15-22(b)	FUEL GAS			
			All lumber sizes, species and grade identified with on center spacing (2x6 SYP #2 @ 16 oc, 2x8 Doug Fir #3, etc.)				Fuel gas fired appliance equipment schedule with fuel gas type and demand embedded within the Floor Plan
			All engineered lumber is identified (Glu-Lam, LVL, PSL, etc.), with engineering design calculations to verify imposed loads.				Fuel gas fired appliance locations on Floor Plan
			Braced panel plan with braced panel types clearly identified in compliance with 2024 IRC Sec. R602.10				Size, type and method of air for combustion, ventilation, and dilution of flue gases for fuel fired appliances (2024 IFGC Sec. 304)
			Fully dimensioned plan view of foundation(s) with anchor bolt sizes and types, and any engineered holdowns identified.				Gas piping one line (2024 IFGC Sec. 402 & for additional guidance see 2024 IFGC Appendix A)
			Basement wall waterproofing and drainage details				
			Soil bearing capacity for foundation / footing design. (1,000-psf, 1,500-psf, 2,000-psf, etc.)				
			Fully dimensioned footing / foundation details with sizes and types of reinforcing steel and any holdown hardware				
			Fully dimensioned floor framing plans with all bearing points of all joists with joist span direction, with on center spacing				
			Fully dimensioned engineer floor truss or I-joist layout, with type and size of the flooring framing system, with on center spacing				
			Full structural section of posts with structural connections of post to beam, post size and type, and post connection to footing				
			Cripple wall framing, with dimensions and structural framing members identified				
			Underfloor size and type of ventilation				
			Size and location of underfloor access				
			Fully dimensioned roof framing plan, with all rafters, beams, and ridge beams. Wood framing identified and on center spacing.				
			If pre-engineered trusses are used, provide the truss layout.				
			Roof sheathing size and type				
			Roofing materials				

East Point, GA Residential Design Criteria - 2024 IRC

TABLE R301.2 CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD ^o	WIND DESIGN				SEISMIC DESIGN CATEGORY ^f	SUBJECT TO DAMAGE FROM			ICE UNDERLAYMENT REQUIRED ^h	BARRIER REQUIRED ^h	FLOOD HAZARD 5 ^g	AIR FREEZING INDEX ⁱ	MEAN ANNUAL TEMP ^j
	Speed (mph)	Topograp hic effects ^k	Special wind region ^l	Windborne debris zone ^m		Weat herin g ^a	Frost line depth ^b	Ter mit e ^c					
15-psf	105	NO	NO	NO	B	MODERATE	18"	YES	NO		Note #1	40	65.3
MANUAL J DESIGN CRITERIA ⁿ													
Elevation			Altitude correction factor ²	Coincident wet bulb	Indoor design humidity	winter relative	Indoor winter design dry-bulb temperature	Outdoor winter design dry-bulb temperature	Heating temperature difference				
1,050			0.970	74	50%		70	23	47				
Latitude			Daily range	Summer design gains	Indoor design humidity	summer relative	Indoor summer design dry-bulb temperature	Outdoor summer design dry-bulb temperature	Cooling temperature difference				
33			Medium	37	50%		75	91	16				

Note #1: Refer to East Point Zoning Code and Development Regulations Chapter 5, Article A

For SI: 1 pound per square foot = 0.0479 kPa, 1 mile per hour = 0.447 m/s.

1. a. Where weathering requires a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of this code, the frost line depth strength required for weathering shall govern. The weathering column shall be filled in with the weathering index, "negligible," "moderate" or "severe" for concrete as determined from [Figure R301.2\(1\)](#). The grade of masonry units shall be determined from [ASTM C34](#), [ASTM C55](#), [ASTM C62](#), [ASTM C73](#), [ASTM C90](#), [ASTM C129](#), [ASTM C145](#), [ASTM C216](#) or [ASTM C652](#).
2. b. Where the frost line depth requires deeper footings than indicated in [Figure R403.1\(1\)](#), the frost line depth strength required for weathering shall govern. The jurisdiction shall fill in the frost line depth column with the minimum depth of footing below finish grade.
3. c. The jurisdiction shall fill in this part of the table to indicate the need for protection depending on whether there has been a history of local subterranean termite damage.
4. d. The jurisdiction shall fill in this part of the table with the wind speed from the [ultimate design wind speeds](#) map [[Figure R301.2\(2\)](#)]. Wind exposure category shall be determined on a site-specific basis in accordance with [Section R301.2.1.4](#).
5. e. The jurisdiction shall fill in this section of the table to establish the design criteria using Table 10A from [ACCA Manual J](#) or established criteria determined by the jurisdiction.
6. f. The jurisdiction shall fill in this part of the table with the seismic design category determined from [Section R301.2.2.1](#).
7. g. The jurisdiction shall fill in this part of the table with: the date of the jurisdiction's entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas); and the title and date of the currently effective Flood Insurance Study or other flood hazard study and maps adopted by the authority having jurisdiction, as amended.
8. h. In accordance with [Sections R905.1.2](#), [R905.4.3.1](#), [R905.5.3.1](#), [R905.6.3.1](#), [R905.7.3.1](#) and [R905.8.3.1](#), where there has been a history of local damage from the effects of ice damming, the jurisdiction shall fill in this part of the table with "YES." Otherwise, the jurisdiction shall fill in this part of the table with "NO."
9. i. The jurisdiction shall fill in this part of the table with the 100-year return period air freezing index (BF-days) from [Figure R403.3\(2\)](#) or from the 100-year (99 percent) value on the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°F)."
10. j. The jurisdiction shall fill in this part of the table with the mean annual temperature from the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°F)."
11. k. In accordance with [Section R301.2.1.5](#), where there is local historical data documenting structural damage to buildings due to topographic wind speed-up effects, the jurisdiction shall fill in this part of the table with "YES." Otherwise, the jurisdiction shall indicate "NO" in this part of the table.
12. l. In accordance with [Figure R301.2\(2\)](#), where there is local historical data documenting unusual wind conditions, the jurisdiction shall fill in this part of the table with "YES" and identify any specific requirements. Otherwise, the jurisdiction shall indicate "NO" in this part of the table.
13. m. In accordance with [Section R301.2.1.2](#) the jurisdiction shall indicate the wind-borne debris wind zone(s). Otherwise, the jurisdiction shall indicate "NO" in this part of the table.
14. n. The jurisdiction shall fill in these sections of the table to establish the design criteria using Table 1a or 1b from [ACCA Manual J](#) or established criteria determined by the jurisdiction.
15. o. The jurisdiction shall fill in this section of the [allowable stress design](#) table using the Ground Snow Loads in [Figure R301.2\(3\)](#).

TABLE R301.5 MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS (in pounds per square foot)

USE	UNIFORM LOAD (psf)	CONCENTRATED LOAD (lb)
Uninhabitable attics without storage ^b	10	—
Uninhabitable attics with limited storage ^{b, g}	20	—
Habitable attics and attics served with fixed stairs	30	—
Balconies (exterior) and decks ^e	40	—
Fire escapes	40	—
Guards	—	200 ^{h, i}
Guard in-fill components ^f	—	50 ^h
Handrail ^d	—	200 ^h
Passenger vehicle garages	50	2,000 ^a
Areas other than sleeping areas	40	—
Sleeping areas	30	—
Stairs	40 ^c	300 ^c

For SI: 1 inch = 25.4 mm, 1 pound per square foot = 0.0479 kPa, 1 square inch = 645 mm², 1 pound = 4.45 N.

- Elevated garage floors shall be capable of supporting the uniformly distributed live load or a 2,000-pound concentrated load applied on an area of 4 1/2 inches by 4 1/2 inches, whichever produces the greater stresses.
- Uninhabitable attics without storage are those where the clear height between joists and rafters is not more than 42 inches, or where there are not two or more adjacent trusses with web configurations capable of accommodating an assumed rectangle 42 inches in height by 24 inches in width, or greater, within the plane of the trusses. This live load need not be assumed to act concurrently with any other live load requirements.
- Individual stair treads shall be capable of supporting the uniformly distributed live load or a 300-pound concentrated load applied on an area of 2 inches by 2 inches, whichever produces the greater stresses.
- A single concentrated load applied in any direction at any point along the top. For a guard not required to serve as a handrail, the load need not be applied to the top element of the guard in a direction parallel to such element.
- See Section R507.1 for decks attached to exterior walls.
- Guard in-fill components (all those except the handrail), balusters and panel fillers shall be designed to withstand a horizontally applied normal load of 50 pounds on an area equal to 1 square foot. This load need not be assumed to act concurrently with any other live load requirement.
- Uninhabitable attics with limited storage are those where the clear height between joists and rafters is 42 inches or greater, or where there are two or more adjacent trusses with web configurations capable of accommodating an assumed rectangle 42 inches in height by 24 inches in width, or greater, within the plane of the trusses.

The live load need only be applied to those portions of the joists or truss bottom chords where all of the following conditions are met:
 - The attic area is accessed from an opening not less than 20 inches in width by 30 inches in length that is located where the clear height in the attic is not less than 30 inches.
 - The slopes of the joists or truss bottom chords are not greater than 2 units vertical in 12 units horizontal.
 - Required insulation depth is less than the joist or truss bottom chord member depth.

The remaining portions of the joists or truss bottom chords shall be designed for a uniformly distributed concurrent live load of not less than 10 pounds per square foot.
- Glazing used in handrail assemblies and guards shall be designed with a load adjustment factor of 4. The load adjustment factor shall be applied to each of the concentrated loads applied to the top of the rail, and to the load on the in-fill components. These loads shall be determined independent of one another, and loads are assumed not to occur with any other live load.
- Where the top of a guard system is not required to serve as a handrail, the single concentrated load shall be applied at any point along the top, in the vertical downward direction and in the horizontal direction away from the walking surface. Where the top of a guard is also serving as the handrail, a single concentrated load shall be applied in any direction at any point along the top. Concentrated loads shall not be applied concurrently.

ADOPTED RESIDENTIAL CODES

The following is the complete list of adopted codes that are applicable to the construction of a typical new single-family dwelling, two-family dwelling (duplex), or townhome under the 2024 International Residential Code (2024 IRC).

These codes must be noted on all plan submittals, as formatted below. This formatting reflects how the State of Georgia adopts codes for enforcement by local municipalities. The format must include the edition (year), code title, and the current date of the State of Georgia amendments.

In addition, you need only to cite reference to those adopted codes that are applicable to your project scope of work. As an example, if your project does not include fuel gas, the reference to the “2024 International Fuel Gas Code, with Georgia Amendments (2026)” would not apply. This would also apply to citing reference to the swimming pool code and NFPA 13D for residential automatic sprinkler systems installed for fire suppression.

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- **2024 International Building Code, with Georgia Amendments (2026)**
 - **2024 International Residential Code, with Georgia Amendments (2026)**
 - **2024 International Plumbing Code, with Georgia Amendments (2026)**
 - **2024 International Mechanical Code, with Georgia Amendments (2026)**
 - **2024 International Fuel Gas Code, with Georgia Amendments (2026)**
 - **2024 International Swimming Pool and Spa Code, with Georgia Amendments (2026)**
 - **2015 International Energy Conservation Code, with Georgia Supplements and Amendments (2020), (2022), (2023)**
 - **2023 National Electrical Code, with Georgia Amendments (2026)**
 - **2022 edition of NFPA 13D (Standard for the Installation of Sprinkler Systems in One-and Two-Family Dwellings and Manufactured Homes), as adopted and amended by the Rules and Regulations of the Safety Fire Commissioner Chapter 120-3-3.-04(11)**