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# **2009 PLAN REVIEW GUIDELINES**

The plan review process for **ALL** construction projects involving new construction, remodeling, additions or alterations at the following facilities:

**HOSPITALS**  
**NURSING HOMES**  
**AMBULATORY SURGICAL TREATMENT CENTERS**

Shall comply with the following:

## **STEP 1 – PRELIMINARY or DESIGN DEVELOPMENT PLAN REVIEW**

A sit down review of the project is highly recommended and will allow us to determine if the functional as well as the space requirements have been met. Only Floor plans will be reviewed at this time. Please call or e-mail for an appointment. Mail in reviews will be done as time permits.

## **STEP 2 - FINAL REVIEW OF CONSTRUCTION DOCUMENTS**

One set of paper construction plans along with an electronic Adobe .pdf format copy on CD or DVD shall be mailed in for review and approval, along with the **required** "DCH PLANS TRANSMITTAL LETTER" and a copy of the **required** Department of Community Health (DCH) approved Certificate of Need (CON), Determination Letter (DET) or Letter of Non Reviewability (LNR).

Plans submitted without the required CON, DET or LNR will not be logged in for review.

*Due to the volume of healthcare construction in Georgia, plans shall be submitted  
**A MINIMUM OF 45 DAYS PRIOR** to the desired start of construction.*

The plans, once reviewed and approved, will be kept on file and used as reference when inspecting the project. A "DCH CONSTRUCTION PERMIT" letter, with or without comments, will be issued upon review of the plans. Construction shall start within 6 months of issue of the DCH Construction permit. Plans will not be returned.

## **STEP 3 - ADDENDUM AND CHANGE ORDERS**

All changes to the approved floor plans shall be mailed in for review and approval.

## **STEP 4 - CONSTRUCTION INSPECTIONS**

Please submit our "DCH INSPECTION REQUEST" form a minimum of 28 days prior to substantial completion so that we may schedule our final inspection. Intermediate inspections are not provided.

*(Our inspection may occur before or after inspections by the State Fire Marshal and Local Building Authorities)*

Updated forms are available on our website [www.dch.georgia.gov](http://www.dch.georgia.gov)  
Look under "CON INFORMATION"  
Click on "INFO FOR DESIGN AND CONSTRUCTION"