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2010 PLAN REVIEW GUIDELINES

The plan review process for **ALL** construction projects, regardless of cost or C-O-N Reviewability, involving new construction, remodeling, additions or alterations at the following facilities:

HOSPITALS

NURSING HOMES

AMBULATORY SURGICAL 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 include an Adobe format (.pdf) copy of the floor plans on CD or DVD.

Please call or e-mail for an appointment. Mail in reviews will be done as time permits.

STEP 2 - FINAL REVIEW OF CONSTRUCTION DOCUMENTS

A complete set of Signed and Sealed Construction Plans in Adobe format (.pdf) on CD or DVD along with One paper set of construction floor plans (Architectural, Reflected Ceiling, Finish, Furniture, Equipment, Mechanical, Electrical, Plumbing and Communications) shall be mailed in for review and approval, along with the required “CONSTRUCTION/RENOVATION PROGRAM NARRATIVE” and “PLANS TRANSMITTAL LETTER.”

*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 “CONSTRUCTION PERMIT” letter, with or without comments, will be issued.

Construction shall start within 6 months of issue.

Plans will not be returned.

STEP 3 - ADDENDUM AND CHANGE ORDERS

Changes to the 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

Look under “CON INFORMATION”

Click on “INFO FOR DESIGN AND CONSTRUCTION”