



## PLAN REVIEW GUIDELINES

The plan review process is for all construction projects involving new construction, renovation, additions or alterations at the following facility types.

**AMBULATORY SURGICAL CENTERS/OBSTETRICAL FACILITIES  
DIAGNOSTIC TREATMENT OR REHABILITATION CENTERS  
FREESTANDING EMERGENCY DEPARTMENTS  
HOSPITALS & HOSPITAL OUTPATIENT FACILITIES  
SKILLED NURSING/INTERMEDIATE CARE FACILITIES**

Please comply with the following:

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

It is strongly recommended that you either request a meeting or submit your preliminary/design development plans to us so we may make an initial determination on whether functional and space requirements have been met. Meeting requests and preliminary plan submissions should be sent to either e-mail addresses above. Please ensure your plan is in Adobe PDF format and is accompanied by the DCH PLANS TRANSMITTAL LETTER. Review requests will be completed in the order of receipt.

### STEP 2 – FINAL REVIEW OF CONSTRUCTION DOCUMENTS

You may submit your final review documents via one of the following methods.

1. An electronic only set of Signed and Sealed Architectural, Electrical, Mechanical, Plumbing, Equipment and Communications drawings in Adobe PDF format may be transmitted via the internet. Use the email addresses above to provide a link to a Dropbox folder or similar platform where the electronic files can be easily downloaded (*preferred method*), or
2. An electronic only set of Signed and Sealed Architectural, Electrical, Mechanical, Plumbing, Equipment and Communications drawings in Adobe PDF format on CD or Flash Drive may be mailed to the address above (no "point-to-point courier").

All submissions, regardless of the chosen method, shall include an overall site plan showing the location of any new buildings along with the required "DCH PROGRAM NARRATIVE," "DCH PLANS TRANSMITTAL LETTER" and a copy of the approval letter from the Office of Health Planning. Upon successful plan review a "DCH CONSTRUCTION PERMIT" letter, with or without comments, will be issued. If construction has not started within 6 months of permit issuance, please contact us for a revised permit. Additional plan review may be required. Construction Plans, once reviewed and approved, will be kept on file and used as reference when inspecting the project.

**Plans shall be submitted A MINIMUM OF 45 DAYS PRIOR to the desired start of construction.  
Sit down review of final plan submission is not available.**

This office does not issue Grading and Foundation or Early Release permits. Local and State Fire permits may be required for these and if obtained copies shall be submitted for our files.

### **STEP 3 – ADDENDUM AND REVISIONS**

Changes to the approved floor plans shall be submitted for review and approval.

### **STEP 4 – CONSTRUCTION INSPECTIONS**

Please email the “DCH INSPECTION REQUEST” form a minimum of 28 days prior to substantial completion so that we may schedule our final inspection. **Note: inspection shall occur before occupancy.** Intermediate inspections are not provided. Our inspection may occur before, during or after inspections by the State Fire Marshall and Local Building Authorities.

Forms are available on our website at:

<http://dch.georgia.gov/office-health-planning-design-and-construction>