Expedited Commercial Plan Review Program

Peer Review Policy Manual

DeKalb Development Services
Department of Planning and Sustainability
DeKalb County Government

1/8/2014

DEFINITIONS

Building Code: The applicable *International Building* Code in effect from time to time pursuant to and as amended by the Georgia Department of Community Affairs and DeKalb County.

Certification: The approval issued pursuant to Section II of this Procedure Manual by the Code Official to a business entity or a sole proprietorship certifying qualification as a Peer Review Provider. Receipt of certification is a prerequisite to a business entity or sole proprietorship holding itself out as a Peer Review Provider or being permitted to conduct a Peer Review in DeKalb County.

Code Official: The Development Administrator or his or her designee.

Construction Codes: Collectively, the Georgia Construction Codes as adopted by the Board for Community Affairs of the Georgia Department of Community Affairs as adopted and amended by DeKalb County, and the State Minimum Fire Safety Standards as adopted by the Safety Fire Commissioner, as adopted and amended by DeKalb County.

County Review Staff: Any plan reviewer employed or contracted by DeKalb County to review any of the disciplines included in the Expedited Commercial Plan Review Program.

Deficiency Report: A report provided to the applicant by a Peer Review Provider after each review to demonstrate deficiencies discovered through the review process. Upon final approval, the architect or engineer signs the document to indicate that all deficiencies were corrected.

Discipline: The construction code-based discipline or disciplines for which plan review is performed.

Final Report: Report created by Peer Reviewer, and provided to permit applicant, to indicate that plans are in conformity with all relevant accessibility, building, fire protection, and life safety codes, and which contains all prior deficiency reports prepared for the project.

General Contractor: A company hired by an Owner to undertake a construction project under specific terms of a mutual agreement or contract. The General Contractor is also responsible for executing the work in accordance with the Construction Codes and applicable local ordinances.

Owner: The owner of the property on which the construction work is to be performed pursuant to a building permit. An "Owner" may be the contractor, developer, lessee or company responsible for the proposed construction.

Peer Review: Review by Discipline of construction plans for new construction, additions, alterations and repairs in DeKalb County, pursuant to a building permit application, which are performed by non-governmental persons or entities

Peer Review Checklist: Document provided by the County and filled out by the Peer Reviewer to verify coverage of the entire scope required for the discipline(s) reviewed

Peer Review Coordinator: County staff member who serves as a point of contact for Peer

Reviewers to resolve interpretive ambiguities in the Code, and to provide information about the Expedited Commercial Plan Review Program

Peer Review Registry: Documents each registered Peer Review Provider and approved Peer Reviewer. This document is available on the Planning and Sustainability website, and by request at 330 West Ponce de Leon Avenue, Suite 200, Decatur, GA 30030

Peer Review Provider: A business entity or sole proprietor that registers with DeKalb Development Services, employs or contracts with one or more plan reviewers eligible to participate in this program, and is legally allowed to conduct business in DeKalb County.

Peer Review Stamp: Stamp used by Peer Reviewers on the cover sheet of each approved plan set and the Final Report to indicate conformity with all Construction Codes relevant to the Disciplines reviewed.

Peer Reviewer: A Professional Architect or Professional Engineer who has applied to, and been approved by DeKalb Development Services to conduct a Peer Review in one or more disciplines. Criteria for attainment and maintenance of this designation are found in Section III of this manual

Permit Applicant: The person or entity, either an Owner or representative of the Owner, who applies for and to whom construction permit(s) related to the Project are issued.

Procedure Manual or Manual: This document setting forth policies and procedures for the Expedited Commercial Plan Review Program, entitled "Peer Review Policy Manual."

Professional Architect: A person who holds a certificate of registration issued under O.C.G.A. §43-4 (2012)

Professional Engineer: A person who holds a certificate of registration issued under O.C.G.A. §43-15 (2012)

Project: The construction activity covered by a specific permit application that requires code compliance plan review pursuant to the Construction Codes.

SECTION I

INTRODUCTION AND OVERVIEW

DeKalb County Government (the County), through the Development Services Division, is responsible for the review and examination of all construction documents for construction projects to ensure consistency with all Building and Life Safety Codes adopted by the County and mandated by state law. The County is responsible for reviewing plans for consistency with all Building and Life Safety Codes, and for issuing building permits for unincorporated DeKalb County and municipalities with which it holds a memorandum of understanding, intergovernmental agreement, or contract for services.

The process to obtain a building permit in DeKalb County has become onerous and an impediment to growth. In response to this problem, the administration has created the Expedited Commercial Plan Review Program that will allow Permit Applicants to obtain an accelerated, guaranteed service level if they employ an approved Peer Reviewer to review their Project plans for conformance to Construction Codes. The *Expedited Commercial Plan Review Program* was created to offer permit applicants a separate and optional processing method to accelerate the county's review. The program's process is outlined below.

Step 1

A building owner or developer hires certified Peer Reviewers for their project from the Approved Peer Reviewer List. Plans must be reviewed for all applicable disciplines, including Accessibility, Structural, Non-Structural, Fire and Life Safety, and Fire Protection Systems.

Step 2

Construction documents are submitted to the Peer Reviewers for review. For a more thorough review and to save even more time, some clients involve their Peer Reviewers early in the project by submitting their plans periodically during the design phase rather than at design completion.

Step 3

The construction documents are thoroughly reviewed by the Peer Reviewers. If the Peer Reviewers have comments relative to code compliance, the appropriate corrections are made by the design team. Once the drawings meet construction code requirements, the Peer Reviewers certify the drawings and recommend them for submission to the county.

Step 4

The construction documents are submitted to the county for review and permit issuance. Drawings submitted under the *Expedited Commercial Plan Review Program* are given the highest priority by county reviewers. Please note, in many cases, county reviewers may find additional code deficiencies or missing documentation.

Step 5

When all deficient items found by the county, if any, have been addressed by the design team and the corresponding corrections have been certified by the Peer Reviewers, the drawings are approved and permits are issued.

Revisions after permit issuance

Alterations after the permit has been issued are called revisions. All revisions must be peer reviewed prior to submission to the county. Revisions do not have to be reviewed by the same Peer Reviewer who reviewed the original drawings.

PROGRAM SCOPE

The Expedited Commercial Plan Review Program applies only to building permits for projects with valid addresses. The accelerated, guaranteed service level does not apply to any requirement related to Special Land Use Permits (SLUP), rezoning, variance from the Zoning Code or conditions of zoning, or a certificate of appropriateness from the historical preservation commission. The guaranteed service level does not apply to any application to the Board of Health, Department of Agriculture, or other state or federal agency. When a project resides in an overlay district that requires comments from the Board of Commissioners, the guaranteed service level will be contingent on timely receipt of those comments.

The County will create and maintain a Peer Review Registry that displays each approved Peer Reviewer, grouped by Peer Review Provider. The Peer Review Registry will be made available through the County website and by request at by request at 330 West Ponce de Leon Avenue, Suite 200, Decatur, GA 30030.

The scope of permission for Peer Review does not include the following: review for consistency with County Zoning Code and conditions of land use; any review associated with the process to obtain a Land Development Permit; or any review falling under the purview of the Department of Watershed Management.

All food service establishments must comply with DeKalb County's Fats Oils and Grease ordinance (Chapter 25, §265). For more information on FOG requirements, call (404)687-7150. Applicants should verify zoning and land use conformity for their project before acquiring peer review services. Contact the Division of Current Planning at 330 West Ponce de Leon Avenue, Decatur, GA 30030, or call at 404-371-4915.

This Policy Manual: (1) establishes a registration process by which a Peer Review Provider becomes registered with the County; (2) sets forth the application process and minimum qualifications required for Peer Reviewers; (3) sets forth the minimum scope of Peer Review of a Discipline and clarifies the documentation and reports that must be completed by each participant in the process, including the Owner of the Property, the Peer Review Provider, the Peer Reviewer, any Plan Reviewer and the Department; (4) establishes the duties and responsibilities of the Permit Applicant and the Code Official in the Peer Review process; and (5) defines the process for removal or suspension of a Peer Review Provider where it does not adhere to the Department's guidelines and procedures.

SECTION II

PEER REVIEW PROVIDERS

A. REGISTRATION PROCESS

In order to be certified to participate in the Expedited Commercial Plan Review Program, a business entity or sole proprietor must qualify as a Peer Review Provider. To qualify as a Peer Review Provider, a business entity or sole proprietor must be legally allowed to conduct business in DeKalb County, and must register with DeKalb Development Services. To become registered as a Peer Review Provider, a business entity or sole proprietor must fill out the "Peer Review Provider Registration Form," and submit it in person at:

330 W. Ponce de Leon Ave
Decatur GA, 30030
Suite 200

or send it by mail to:

Expedited Commercial Plan Review Program
330 W. Ponce de Leon Ave
Decatur GA, 30030
Suite 200

or email to:

expeditedplans@dekalbcountyga.gov

SECTION III
PEER REVIEWERS

A. APPLICATION PROCESS

In order to ensure that an engineer or architect is qualified to perform Peer Reviews, he or she must provide the Code Official with documented evidence of compliance with the minimum qualification requirements set forth in this Procedure Manual. The Code Official shall have 30 business days after receipt of such evidence to review, and to approve or disapprove, the Peer Reviewer's qualifications.

To become an authorized Peer Reviewer for the County, an architect or engineer must submit the following:

- *Peer Reviewer Application*: a standard form issued by DeKalb Development Services that ascertains basic contact information, the third party through which the applicant will operate, and the applicant's experience level related to Accessibility, Building Codes, Fire Protection and Life Safety Codes, and related systems. This form is available on the County website and in the Development Services Division at 330 West Ponce de Leon Avenue, Suite 200, Decatur, GA 30030.
- Proof that architect or engineer holds an errors and omissions liability insurance policy totaling $1 million per incident, and $1 million aggregate coverage. The insurance shall be

cancelable only after thirty (30) days notice to the Planning & Sustainability Department of DeKalb County, by certified mail with return receipt.

- If an architect, proof that he or she holds a certificate of registration issued under O.C.G.A. §43-4 (2012).

or

- If an engineer, proof that he or she holds a certificate of registration issued under O.C.G.A. §43-15 (2012).

To apply, submit all required documentation in person at

330 W. Ponce de Leon Ave
Decatur GA, 30030
Suite 200

or send it by mail to:

Expedited Commercial Plan Review Program
330 W. Ponce de Leon Ave
Decatur GA, 30030
Suite 200

or email to:

expeditedplans@dekalbcountyga.gov

The qualifications of a Peer Review Provider are directly affected by the credentials of the personnel of that Agency serving as a Peer Reviewer or a Plan Reviewer. When there is a change in approved personnel of a Peer Review Provider, DeKalb County must be notified and issue approval prior to execution of any plan review related duties for non-approved personnel.

Approved Peer Reviewers will receive a distinct Peer Review Number from the County. Approved peer reviewers will also receive contact information for a "Peer Review Coordinator" with the County who will assist the Peer Reviewers with information about the Expedited Commercial Plan Review Program and any ambiguous code interpretations he or she encounters when reviewing plans for this program.

SECTION IV

DUTIES AND RESPONSIBILITIES OF PEER REVIEWERS

A. SCOPE OF SERVICES

The Peer Reviewer shall provide the services listed in this Section IV for each assigned Project pursuant to the conditions of this Procedure Manual.

1. Execution of Notification. A Peer Reviewer may be engaged by an Owner to perform a Peer Review for one or more of the following disciplines: Accessibility, Structural, Non-Structural, Fire and Life Safety, and Fire Protection Systems.

2. Review Assigned Work.

a. Scope

The Peer Reviewer shall examine and review for compliance with the Construction Codes and the associated referenced standards, the structures, other construction, and systems and features proposed to be constructed or installed in the Project and shall conduct at least the examination and review listed in "Minimum Scope of Review," as applicable for the specific Project as set forth in Appendix A. The Peer Review Provider shall complete all plan or shop drawings reviews of a Project *(shop drawings are reviewed only after construction plans are approved)* required by the Construction Codes for Accessibility, Building, Fire Protection, and Life Safety. The Plan Review shall be based on all applicable codes and standards, and approved documents containing information relevant to the Disciplines covered by this Procedure Manual, including but not limited to the following:

- Architectural Construction Plans
- Life Safety Plans
- Fire Protection Engineering Construction Plans
- Structural Engineering Construction Plans
- Project Specifications
- Fire protection
  - Fire Alarm
  - Fire Suppression
  - Smoke Control
  - Commercial Kitchen Hood

b. Peer Review Coordinator

In order to prevent plans from being approved by Peer Reviewers and then rejected by County review or inspection staff, the County will make Peer Review Coordinators available to Peer Reviewers to assist with interpretive considerations. When the Peer Reviewer encounters any perceived ambiguity in the Construction Codes within the scope of his or her review pursuant to the Expedited Commercial Plan Review Program, the Peer Reviewer shall contact a Peer Review Coordinator to receive interpretive guidance. Peer Review coordinators will also provide guidance to Peer Reviewers when reviewing plans redlined by County review staff. Peer Review Coordinators will be designated when the Peer Reviewer is approved to participate in the Program.

c. Review of Resubmittals and Plans Redlined by the County

After a Peer Reviewer has accepted a project from a Permit Applicant, the Peer Reviewer shall make all efforts to review all resubmittals until the Permit Applicant receives approval from the County. These resubmittals will include those required to correct errors and omissions redlined by the Peer

Reviewer, as well as any errors or omissions redlined by County review staff in the discipline reviewed by the Peer Reviewer.

The Peer Reviewer shall work closely with Peer Review Coordinator to ensure complete comprehension of County redlines, and to ensure consistent application of Construction Codes.

3. Provide Complete and Timely Plan Review Reports.

The Peer Review Provider shall submit the following completed reports to the customer. The Code Official may modify the reporting requirements and procedures from time to time as may be deemed necessary.

a. Deficiency Report

The Peer Review Provider shall complete a "Deficiency Report" containing a list of non-complying items for every contracted Project. The Deficiency Report shall be in the format defined by the Code Official, and shall be amended after each review to reflect non-conforming items that have been corrected. At a minimum, the Deficiency Report shall specify:

- Peer Review Provider name
- Name and contact information for the Peer Reviewer
- Date of review
- Project address
- Construction type and use group classification
- List of items found to be non-conforming, with code sections
- Corresponding response from designer confirming that non conforming items were corrected
- Occupant load

For each noted non-compliance, the Deficiency Report shall cite the relevant code section(s), the nature of the deficiency and the location of the deficiency. The Peer Reviewer shall provide a copy of each Deficiency Report to the Owner or to the Owner's designated recipient(s).

Following completion of a Deficiency Report for a Project, the Peer Reviewer shall communicate with the Owner or its designated representatives, as necessary, to clarify the requested corrections to accomplish code compliance. The Deficiency Report shall contain a column titled "Correction Done" or provide other controls that assure that identified corrections are in fact corrected prior to returning plans and accompanying documents to the Peer Reviewer for re-review.

b. Final Report

The Final Report certifies the approval of each completed Discipline that is part of the scope of Peer Review for the Project. The report lists and compiles all of the Code Deficiency Reports that resulted in the final approval of the Project by the Peer Review Provider. The Peer Review Provider shall certify the code compliance of the reviewed permit drawings and associated documents in writing. This shall attest that, in the professional opinion of the Peer Reviewer, the reviewed permit

drawings and associated documents have been checked for conformance with the relevant codes and standards of the applicable Disciplines, and are deemed to be in full compliance.

The Final Report shall be stamped with a Peer Review Stamp, and signed by the Plan Reviewer. The Peer Reviewer must also stamp the cover sheet of each set of plans with his or her Peer Review Stamp, and sign it.

The final report shall attest that: (a) the construction plans of the Project were reviewed under his or her direct supervision, in the identified disciplines; (b) based upon the Peer Review performed and substantiating reports, it is the professional judgment of the Peer Reviewer that, to the best of his/her knowledge, the plans reviewed for the disciplines identified were designed in accordance with the Construction Codes; (c) the Peer Reviewer has not violated the conflict of interest policy stated in Section IV.B.4 of this manual

The Final Report shall be delivered to the applicant along with all prior Deficiency Reports, and all approved plans combined into the sets required for permit issuance pursuant to the Construction Codes, unless other arrangements for the responsible individual is made with the permit applicant.

The Final Report shall be made in a format defined by the Code Official and shall be stamped and signed by the Peer Reviewer. At a minimum, the Final Report shall specify:

- Peer Review Provider name
- Name and contact of the Peer Reviewer
- Project address
- Indication that the Peer Reviewer has reviewed the plans, and has approved them for any or all of the following disciplines: Accessibility, Structural, Non-Structural, Fire and Life Safety, and Fire Protection Systems
- Completion of the Peer Review Checklist for reviewed discipline(s)
- A statement testifying to the compliance of the Discipline's plans for the Project with construction documents, specifications and all regulations of DeKalb County and the state of Georgia
- Statement testifying there is no conflict of interest
- Date of approval
- Peer Reviewer's signature and Peer Review Stamp

B. GENERAL CONDITIONS

1. Chain of Custody of Project Documents

The Peer Review Provider shall agree to exercise due diligence in the safekeeping of any Project documents received from the Owner and to promptly return them to the Owner when requested to do so. Copies of plans utilized by the Peer Review Provider shall be solely for the purpose of completing the Peer Review Provider's work under the Program and not for any other purpose, in this or in any other project, and shall be returned to the Permit Applicant upon completion of the Project. The Peer Review Provider agrees to treat such materials as confidential information.

2. Record Retention

The Peer Reviewer shall keep a copy of all Deficiency Reports and Final Reports for a period of no less than one year

3. Access to the Peer Reviewer

The Peer Reviewer shall cooperate with the Code Official or its representative and the Owner and/or to the Owner's representative in scheduling meetings and/or telephone conversations to provide updates and clarification of the results of its Peer Reviews for the Project. The Peer Reviewer shall provide complete Peer Review comments to the Owner and/or to the Owner's representative.

4. Peer Reviewer Conflicts of Interest

It shall be the responsibility of the registered Peer Reviewer, for the duration of the Project, to disclose any potential conflicts of interest that may arise at any time, between the Peer Reviewer and the parties connected to the Project.

The Peer Reviewer shall not enter into the Plan Review of a Project where it determines that there may be a conflict with the criteria identified below. The Peer Reviewer shall bring to the attention of the Code Official, for resolution, cases that require interpretation or clarification.

Peer Reviewer conflict of interest shall include, but not be limited to the following:

- Ownership or control of the Peer Review Provider through which the Peer Reviewer is contracted or employed by Permit Applicant of the Project, the General Contractor, the Subcontractors nor any person or entity responsible for the construction or management of the Project, the registered design professionals of the Project or their firms, or any other party or entity associated with the Owner's interest in the Project
- Review of a Project designed by an individual employed or contracted by the Peer Review Provider through which the Peer Reviewer is employed or contracted
- Service on any Project, as an advisor or consultant to the Owner, the Permit Applicant or the design team in connection with code matters for which the Peer Review Provider or Peer Reviewer is providing Peer Review while at the same time providing those consulting services
- Performance, or anticipated performance, of any work, as an advisor, consultant, designer, or otherwise for the reviewed project by the Peer Reviewer or the Peer Review Provider through which he or she is employed or contracted
- Current or anticipated financial interest in the reviewed project by the Peer Reviewer or the Peer Review Provider through which he or she is employed or contracted

5. Due Diligence

The Peer Review Provider shall exercise due diligence in the discharge of the duties assigned to the Peer Reviewer by law and regulation and shall refrain from any arbitrary or capricious action that

would unduly penalize or benefit the Owner or Permit Applicant whose Project is under the Peer Review. The Peer Reviewer shall abide by the highest ethical standards in the discharge of duties as a Peer Reviewer.

6. Correction of Non-Code Compliant Plans

The Design Professional contracted by the Owner to design the Project shall be responsible for correcting any non-code compliant plans, whether previously or subsequently discovered. Upon receipt of Peer Reviewer's approved documents, if DeKalb County discovers non-code compliant plans or documents DeKalb County shall notify the Peer Review Provider, who shall then advise the Permit Applicant that corrections must be made in the submitted plans. Any monetary claims that may arise from incomplete, inaccurate or defective plan review services provided by the Peer Reviewer shall be remedied without cost to DeKalb County.

7. Maintain Peer Review Stamp

The Peer Review Provider shall create a stamp to be used in conjunction with this program that shall be called a Peer Review Stamp. An example of this stamp is included in Appendix B of this manual. The stamp shall include, at a minimum, the following information:

- Peer Reviewer name, signature, and number
- Disciplines reviewed for the Project
- Project Address
- Affirmation that the Project should be included in the Expedited Commercial Plan Review program because all plans and project documents are consistent with all Building, Accessibility, Fire, and Life Safety codes and regulations adopted by DeKalb County and mandated by state law relevant to the reviewed discipline(s)
- State Certificate of Registration number for Professional Engineer or Architect
- Date approved

C. EXCLUSIONS FROM THE PROGRAM

The following parts of the Project or reviews are outside the scope of the Expedited Commercial Plan Review Program, and the Peer Reviewer shall not have authority to recommend approval of any of the following:

- Granting of modifications (code variance) or alternate methods of material and design from any provision of the Construction Codes, orally or in writing.
- Any activities that fall outside of the building permit review process
- Work subject to review and approval by the Department of Health
- Reviewing plans for conformity with applicable zoning code and land use restrictions
- Work related to public utilities

- Work related to land development activities under Chapter 14 of the Code of DeKalb County

Section V

DUTIES AND RESPONSIBILITIES OF THE PERMIT APPLICANT AND THE CODE OFFICIAL WITH RESPECT TO PEER REVIEW

A. **DUTIES AND RESPONSIBILITIES OF THE PERMIT APPLICANT**

1. **Election by Permit Applicant**

The Permit Applicant for the Project must elect prior to submission of an application for a permit under the Construction Codes whether Peer Review will be used for the Project. If the Permit Applicant elects to use a Peer Reviewer, he or she should contact the Peer Reviewer directly. If a Permit Applicant decides to use peer review for a Project, he or she must utilize peer review for all disciplines applicable.

2. Cost of Peer Review

The Permit Applicant is responsible for funding Peer Review and DeKalb County is not responsible for payment to the Peer Review Provider or any costs relating to Peer Review. All fees and costs related to the performance of Peer Review shall be borne by the Owner and paid directly by the Owner to the Peer Reviewer. The owner shall not be entitled to a refund of any portion of the permit fee paid to DeKalb County, where the Permit Applicant elects to use Peer Review. The compensation (fees and costs) paid to the Peer Reviewer for its plan review services with respect to a Project shall not be contingent upon or affected in any way by the conclusions reached by the Peer Reviewer or the contents of any of the deliverables described in this Procedure Manual.

3. Application Submittal

When the project being reviewed resides in unincorporated DeKalb County, Permit Applicant must submit three sets of plans, approved by the Peer Reviewer, in addition to the final report prepared by the Peer Reviewer, along with all required forms and fees to DeKalb Development Services. When the project resides in Incorporated DeKalb County, the Permit Applicant shall submit three sets of plans, approved by the peer reviewer, in addition to the final report prepared by the Peer Reviewer, along with all required forms and fees to DeKalb Development Services.

4. Use of Multiple Peer Reviewers

The Permit Applicant may employ two or more Peer Reviewers on a single Project to review for different Disciplines. It shall be the responsibility of the Permit Applicant to ensure all applicable Disciplines have been reviewed for the Project before bringing the plans to DeKalb County for submittal.

5. Plans Failed by County Review Staff after Peer Review Approval

If plans approved by a Peer Reviewer are subsequently failed by DeKalb County, the Permit Applicant must make necessary changes, and resubmit corrected plans, along with redlined plans to the Peer Reviewer. Permit Applicant is responsible for all resubmittal review costs.

B. DUTIES AND RESPONSIBILITIES OF THE CODE OFFICIAL

1. Approve Qualify Peer Reviewers

If the Code Official validates that a party is qualified and has provided all pre-requisite information to become qualified as a Peer Review Provider, then the applicant will be approved as a Peer Review Provider.

2. Review Third Party Reviewed Plans, Deficiency Reports, and Final Reports

The Code Official shall implement the necessary mechanisms to process Peer Review Documents expeditiously and shall make all the delegations of authority and assignment of duties as the Code Official deems necessary for the success of the Program.

The Code official shall direct staff to perform a review of all plans approved by a Peer Reviewer to ensure conformity with applicable accessibility, building, life safety, and fire protection codes.

3. Evaluation of Peer Reviewer Performance

The Code Official will monitor the performance of Peer Reviewers, including the Peer Reviews conducted and the quality of the submitted approved documents, in order to evaluate performance of Peer Reviewers to determine whether the Peer Review Provider should be removed or suspended from the Program.

4. Adherence to Customer Service Standard

The Code Official will establish a Customer Service Standard in conjunction with this program that will provide Permit Applicants with a number of business days during which their County reviews will be completed. The Code Official is responsible for ensuring constant adherence to the stated Customer Service Standard.

SECTION VI

QUALITY ASSURANCE

A. EVALUATION OF PERFORMANCE

DeKalb County will maintain a record of each incident when plans approved by a Peer Reviewer were subsequently rejected through the quality control review. DeKalb County will also maintain a log of customer complaints related to Peer Reviewers and Peer Review Providers.

B. REMOVAL FROM PROGRAM

If the Code Official determines that a Peer Review Provider has failed to perform its assigned duties, he or she is authorized to remove the Peer Review Provider from the Expedited Commercial Plan Review Program

The following provides examples of Program requirement failures:

- Failure of the Peer Review Provider to remain in good standing as a business entity qualified to do business in DeKalb County
- Failure of the Peer Reviewer to maintain certificate of registration as an engineer or architect
- Failure to perform adequate Peer Review in accordance with the Construction Codes
- Failure to file complete and accurate information in applications, forms or reports
- Failure to attend required training or meetings that are required by the Code Official
- Violation of conflict of interest policy
- Failure to follow any of the requirements or provisions of this Procedure Manual

APPENDIX A - MINIMUM SCOPE OF PLAN REVIEW

MINIMUM SCOPE OF PLAN REVIEW

To the extent that the items that follow are part of the scope of proposed work, as depicted or specified on the permit application documents, at least the following features and provisions shall be the subject of the Plan Review performed by Peer Reviewer.

A. Non-Structural Plan Review
B. Structural Plan Review
C. Fire and Life Safety Plan Review
D. Accessibility Plan Review
E. Fire Protection Plan Review

A. MINIMUM SCOPE OF NON-STRUCTURAL PLAN REVIEW

Building Planning

1. Verify Occupancy
2. Identify Types of Occupancy (Single, Mixed, Incidental, Accessory)
3. Identify Types of Construction
4. Determine Proposed Building Height, Number of Stories and Area
5. Verify Allowable Building Height and Area and Calculations for Area Modifications
6. Determine Minimum Type of Construction for Single Occupancy or Non-Separated Mixed Uses
7. Determine Minimum Type of Construction for Separated Mixed Occupancies
8. Check Occupancy Separation
9. Identify Unlimited Area Buildings
10. Verify that Special Detailed Requirements based on Use and Occupancy are addressed

Fire Resistance-Rated Construction and Interior Finishes

1. Check Exterior Walls and continuity
2. Check Fire Barriers and continuity
3. Check Fire Partitions and continuity
4. Check Fire Walls and continuity
5. Check Smoke Barriers and continuity
6. Check Smoke Partitions and continuity
7. Check Shafts and continuity
8. Check Floor Construction and continuity
9. Check Roof Construction and continuity
10. Check Penetration Protection
11. Check Interior Finishes

Fire Protection Systems

1. Check for Automatic Sprinkler Systems (Where Required)

Interior Finishes

1. Water Resistant Surfaces
2. Tempered Glazing

Plumbing Fixtures

1. Check Plumbing Fixture Requirements

B. MINIMUM SCOPE OF STRUCTURAL REVIEW

SUBMITTED CONSTRUCTION DOCUMENTS

Step 1- Verify that all construction documents necessary to ensure compliance with applicable standards have been submitted

1. Design drawings
2. Structural calculations at the request of the reviewers
3. Material specifications
4. Soils report

Step 2- Verify that construction documents are prepared by a registered design professional

Step 3- Check construction documents for design loads

1. Floor live loads (uniformly distributed, concentrated and impact)
2. Roof live load
3. Roof snow loads
4. Wind design loads
5. Earthquake design data
6. Flood design data, when applicable

Step 4- Check construction documents for special loads

1. Interior walls and partitions
2. Partition loads
3. Loads on handrails, guard, grab bars and vehicle barriers
4. Soil lateral load
5. Crane loads
6. Piping and mechanical equipment (e.g. sprinklers)
7. Other loads
8. Verify load combinations are clearly indicated on the construction documents
9. Verify that the owner has submitted a Statement of Special Inspections report, if required
10. Verify that the contractor has submitted a statement of responsibility for high seismic or high wind force-resisting components (when applicable)

Step 5- Check load combinations

Step 6- Check for statements of special inspections

STRUCTURAL LOADS

Live Loads, Dead Loads and Special Loads

1. Check uniform floor live loads
2. Determine if partition loads comply
3. Check concentrated loads
4. Consider impacts loads and crane loads
5. Consider other loads.

Roof Loads

1. Minimum roof live load
2. Determine the rain loads
3. Determine snow loads
4. Determine required roof design load

Wind Load

1. Determine if wind speed is in compliance with code
2. Determine if wind load importance factor is in compliance with code
3. Determine if the wind exposure category is in compliance with the code
4. Verify wind borne debris region
5. Calculate wind loads for components and cladding

Earthquake Load

1. Determine site ground motion
2. Apply importance factor and occupancy category
3. Determine type of soil at building site
4. Determine type of construction used for basic seismic-force-resisting system

Load Combinations

Special Inspections

1. Check for required statement of special inspections
2. Check for statement of special inspections
3. Check for statement of contractor responsibility
4. Check for special inspection for seismic resistance
5. Check for provisions for structural testing for seismic resistance
6. Check for provisions for structural observations

Soils Report

1. Review provisions for excavation grading and fill
2. Verify design of allowable load-bearing values of soils

Footings

1. Determine if frost protection is in compliance with local requirements
2. Determine if footings are in compliance with code requirements

Foundation Walls
The following IBC code sections and tables apply to foundation walls
Section 1801.2 Design Section
1805 Footings and Foundation Section
1805.4.6 Wood Foundations Section
1805.5 Foundation Walls Section
1805.5.1 Foundation Walls Thickness Section
1805.5.1.1 Thickness Based on Walls Supported Section
1805.5.1.2 Thickness Based on Soil Loads, Unbalanced Backfill Height and Wall Section
1805.5.1.3 Rubble Stone Section
1805.5.4 Hollow Masonry Walls Section
1805.5.2 Foundation Wall Materials Section
1805.5.3 Alternative Foundation Wall Reinforcement Section
1805.5.3 Seismic Requirements

STRUCTURAL COMPONENTS AND MATERIALS
Concrete
1. Check specifications for design/construction standards
2. Check specifications for material standards and requirements
3. Check concrete details
4. Check concrete placing and mixing specifications

Masonry
1. Check specifications for design/construction standards
2. Check specifications of masonry materials
3. Check installation details

Steel
1. Check specifications for steel design/construction standards
2. Check specifications for material standards
3. Check details

Wood
1. Check specifications for wood design/construction standards
2. Check specifications for wood materials
3. Check installation details
4. Check additional requirements for conventional construction seismic design Categories B or C
5. Check additional requirements for conventional construction seismic design Categories D or E

C. MINIMUM SCOPE OF FIRE AND LIFE SAFETY PLAN REVIEW

General
Confirm building data with respect to:
1. Code Data
2. Occupancy Classification

3. Life Safety Requirements based upon Occupancy
4. Fire Protection Requirements based upon Occupancy

Review of Architectural Plans

1. Verify detailed requirements based separation from adjacent structures and use and occupancy.
2. Requirements for limited openings in exterior walls
3. Floor openings
4. Fire separations
5. Egress
6. Fire protection systems
7. Fire extinguisher location
8. Elevators
9. Emergency needs etc.

Review of Interior Finishes Verifying Code Compliance

Review of Fire Resistance-Rated Opening Protective Devices or Assemblies including:

1. Fire dampers and smoke dampers
2. Fire rated doors and shutters

Review of Fire-Resistive Construction and/or Fireproofing including:

1. Sprayed-on fireproofing
2. Integrity of rated masonry construction
3. Fire walls and fire separation walls
4. Fire resistance rated protection of structural steel

Review of Means of Egress including:

1. Verify Occupant Load
2. Means of egress layout and protection
3. Identify Size and Capacity of Egress System
4. Check Number of Exits
5. Common path of egress travel
6. Exit travel distance
7. Exit signs and stairway markings
8. Means of egress door hardware
9. Exit Discharge
10. Location of exit lights and emergency lighting

Review of other Life Safety Related Items including:

1. Duct smoke detectors in mechanical systems
2. Electrical emergency and backup power systems and equipment
3. Protection of pipe and duct penetrations of fire resistant rated walls and floors
4. Protection of penetrations of fire rated walls and floors by plumbing and gas piping systems.

Review of Special Facilities including:

1. High-pile combustible storage

2. Commodities List
3. Hazardous solids, liquids and gases facilities

Review of Building Services and Systems including:
1. Layout of gas distribution piping systems
2. Layout of fuel tankage and piping systems location of fuel burning equipment
3. Fuel storage
4. Commercial kitchen exhaust

Automatic Smoke Control
1. Design and layout of smoke control system
2. Location of smoke control equipment including, smoke detection, air supply and smoke exhaust equipment.
3. Electrical power requirements
4. Smoke barriers, smoke proof enclosures.
5. Pressurization, airflow design and exhaust method.
6. Instrumentation
7. Special Inspections Steps:
8. Check for required statement of special inspections.
9. Check for statement of contractor responsibility
10. Check for statement of Special Inspections Special Inspector's responsibility
11. Check for provision for inspection for smoke control systems
12. Check for provisions for testing for smoke control
13. Check for provisions for observations of special inspections

D. MINIMUM SCOPE OF FIRE PROTECTION PLAN REVIEW

General: Confirm building data with respect to
1. Code Data
2. Classification of Hazards
3. Height and Area
4. Type of Construction etc. as applicable

Review of the Design of Fire Protection Systems including:
1. Plan, Section, Elevation Views, Details, Schematics
2. Riser Diagrams
3. Listing of Equipment and Devices accompanied by Manufacturer's Information
4. Commercial Kitchen Suppression Systems
5. FM-200 and Similar Fire Suppression Systems

Automatic Sprinkler Systems
1. Design and layout of Automatic Sprinkler System
2. Location of Fire Pump, its Power Supply and Control Equipment
3. Location of Water Supply and Distribution Piping, Valves, Instrumentation, Sprinkler Heads, etc.
4. Layout and Design of Standpipes

5. Location of Floor Control Assemblies

Fire Alarm Systems
1. Design and Layout of Fire Alarm System
2. Location of Fire Alarm System Devices.
3. Verify monitoring of Sprinkler System Valve and Water Flow Supervisory Devices
4. Verify monitoring of Standpipe Valves and Floor Control Assemblies' Supervisory Devices
5. Location of Fire Alarm System Control and Annunciation Panels
6. Location of Fire Control Room

E. MINIMUM SCOPE OF ACCESSIBILITY PLAN REVIEW

Accessible Routes
1. Exterior routes: ADA Standards 206.2.1, 206.2.2, 206.3
2. Entrances: ADA Standards 206.4
3. Interior routes: ADA Standards 206.2.3, 206.2.4, 206.2.8, 206.31
4. Routes in multilevel buildings (elevators or ramps): ADA Standards 36.404, 206.2.3, Exceptions for lifts ADA Standards 206.7
5. Stairways: ADA Standards 210
6. Ramps: ADA Standards 405, 406
7. Doors: ADA Standards 206.5
8. Reach ranges, controls, etc.: ADA Standards 205

Exiting
1. Exits: ADA Standards 207

Toilet Rooms, Bathing Facilities, Kitchens & Kitchenettes
1. Toilet and bathing rooms: ADA Standards 213
2. Sinks, kitchens & kitchenettes: ADA Standards 212
3. Drinking fountains: ADA Standards 211

Work Surfaces, Service Counters, Dressing, Fitting & Locker Rooms, Saunas and Steam Rooms
1. Seating, tables, counters: ADA Standards 226, 227
2. Dressing, fitting and locker rooms: ADA Standards 222, 225
3. Saunas and steam rooms: ADA Standards 241

Assembly Occupancies
1. Assembly area seating: ADA Standards 221
2. Stages / platforms: ADA Standards 206.2.6
3. Dining & drinking areas: ADA Standards 206.2.5, 226
4. Assistive Listening Systems: ADA Standards 219

I & R Occupancies
1. Dwelling units & sleeping units: scoping for number of accessible, type A and type B

ADA Standards 223, 224, 233

Storage

1. Self-service storage: ADA Standards 225.3
2. Storage: ADA Standards 225.2

Recreational and Sports Facilities, Pools

1. Pools: ADA Standards 242, 1009

Existing Buildings

1. Alterations: ADA Standards 202
2. Path of travel for alterations affecting area of primary function: ADA Standards 36.403, 202.4
3. Order of priority: ADA Standards 36.403(g)(2)
4. Toilet Rooms: ADA Standards 213.2
5. Historic buildings: ADA Standards 36.406, 202.5

Parking

1. Number of Spaces: ADA Standards 208
2. Van Spaces: ADA Standards 208.2.4
3. Space Layout: ADA Standards 502