



INITIAL SUBMITTAL:

Send an email with the name of the project to the Site Permit Specialist JFleck@SavannahGa.Gov requesting link to upload electronic files to the City's FTP site. Upload PDF copies of all submittal documents required per the **Full Site Application Checklist** (THIS CHECKLIST IS MANDANTORY), including Permit Application, Submittal Letter, Water/Sewer Checklist, Design Calculations, etc.

All PDF's must have appropriate submittal number preceding the project name, date and title of the document. **EXAMPLE:**

Submittal 1_Project Name_Date_Construction Plans

Maximum PDF file size: 100 megabytes per file (*If plan sets are larger than 100mg, files may be broken into 2 or more as required*)

CONSTRUCTION PLAN requirements:

- One PDF for entire set of construction drawings.
- Black and White only – No Color. Color exhibits may be submitted in addition to the plans for clarification.
- Graphic Scale: Located in lower right corner of each page (*All plan PDFs must be to scale.*)
- Plans must be created using **True Type Fonts**.
- All drawings must be electronically sealed, signed, and dated per O.C.G.A. (initial submittals, resubmittals and City Engineer review submittal).
- For ease of review, the following must be shown on separate plan sheets rather than the same sheet: Water & Sewer, Stormwater, Soil Erosion, and Landscaping.
- Include an exhibit showing the AutoTurn analysis for all roads and parking lots.

PAYMENT OF PERMITTING FEES:

2 options for submitting Permitting Fees:

- Submit fee check in person **OR** US mail @ 5515 Abercorn St., Savannah GA, 31405
- Pay the fee online in eTRAC after the submittal is made, the permit record is created, and the fee is invoiced through eTRAC.

ACCESS TO PLAN REVIEW COMMENTS:

The SPR Plan Reviewers will make mark-ups and comments directly on the PDF plans using a PDF writer. Reviewers have ten business days to complete their review once the electronic submittal is processed, typically within 2 business day of receipt.

- Once the review is complete by all reviewers, a PDF of the reviewed marked-up plans with a summary report of comments can be downloaded from eTRAC. This file will be located under the PLAN record near the bottom of the record under "Attachment Details". Applicants can view the reviewed plans using any PDF reader.
- If you wish to view the comments prior to all reviews being completed, you can be invited via email to view the comments as they are being made by the plan reviewers. These comments may only be viewed through the Bluebeam software (a free version is available). The final comments must be accessed via eTRAC once all reviews of the submittal are complete.

FINAL SUBMITTAL:

Once plans are approved by all reviewers and the City Engineer, an "**Approved**" **stamped** PDF construction plan set will be electronically transmitted back to the consultant, the consultant must provide the following:

- **Transmittal letter certifying the hard copy plans and documents exactly match the City approved electronic plans.**
- Six (6) full-size hard copies of the approved plans (for field use by the reviewing departments, Inspector & Contractor). Plans must be sealed, signed, and dated by the engineer, including the soil erosion certifications by the owner and design professional.
- One hard copy of the following documents, signed and sealed if applicable: all Engineering Reports and Design Calculations, Water & Sewer Exhibits, Fire Hydrant Flow Test, Backflow Preventer Certification, Grease Trap Sizing Calculations, Landfill Certification, Water and Sewer Agreement w/ Exhibits, Restrictive Covenants, Existing Easements/Deeds/Courthouse Research Verifying Existing Information shown on the construction plans.