

**Hartsfield-Jackson Atlanta International Airport**

**City of Atlanta**

**Department of Aviation**

**Office of Infrastructure Planning & Development**

**Concessions  
New Construction and  
Modifications**

*Design Standards*

**Project Submittal & Review**

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## 1.0 PURPOSE

The purpose of these standards is to provide DOA Concessions, Airport Concessions & their Designers of Record with procedures for submitting a project to the Department of Aviation's Planning & Development Bureau (P&D) for technical review and acceptance. All new construction and modifications to any airport's concessions space, including the addition/remodeling of new & temporary kiosks at Hartsfield-Jackson Atlanta International Airport (ATL) shall follow these standards.

## 2.0 SCOPE

These standards apply to DOA Concessions, airport Concessions & their Designers of Record, contractors and sub-contractors.

## 3.0 RESPONSIBILITIES

### A. DOA Concessions

1. DOA Concessions shall be responsible for REVIEWING / APPROVING all Concessions new construction, modifications, and new/temporary kiosk project submittals before submitting to P&D for review.
2. DOA Concessions shall be responsible for NOTIFYING P&D that the project submittal(s) submitted/uploaded electronically to P&D by the Concessions/Designer of Record can proceed with the technical review.
3. DOA Concessions shall be responsible for all communication(s) and scheduling of required meetings with the Concessions and/or Designers of Record to resolve design issues, unless requested otherwise by DOA Concessions.
4. DOA Concessions shall be responsible for coordinating and assisting in the resolution of all design issues.

### B. DOA Planning & Development Bureau (P&D)

1. P&D shall be responsible for the Architectural/Engineering technical review of all project submittals submitted to P&D by DOA Concessions, Concessions and/or their Designers of Record. Code reviews, Fire/Life Safety code and Grease Interceptor requirement reviews are the responsibility of the City of Atlanta Office of Buildings (OOB), Atlanta Fire Department (AFD) and Department of Watershed Management (DWM) respectively.
2. P&D shall be responsible for ensuring that all project submittals comply with the latest ATL P&D's Concessions New Construction, Design Modifications and Construction Standards located at: (<https://atlstandards.com>)
3. P&D shall be responsible for electronically transmitting technical review comments to DOA Concessions and their Designers of Record (SagesGov).
4. P&D shall be responsible for electronically issuing the final P&D/AFD stamped

accepted project submittals to DOA Concessions, Concessions and their Designers of Record.

### **C. Concessions/Designers of Record**

5. Concessions/Designers of Record shall be responsible for submitting all project submittals to P&D by P&D's Design Review Process, (Appendix A).
6. Concessions/Designers of Record shall be responsible for complying with the latest ATL P&D's Concessions New Construction, Design Modifications and Construction Standards located at: (<https://atlstandards.com>)
7. Concessions/Designers of Record shall be responsible for submitting to P&D and DOA Concessions, all revisions and/or modifications to the P&D stamped/accepted documents, for review and acceptance.
8. Concessions/Designers of Record shall be responsible for obtaining all required building permits from appropriate agencies before the start of any construction work. The City of Atlanta Office of Buildings shall not accept any submittals for permitting without the P&D/AFD stamped/accepted seal.

## **4.0 PROCEDURE**

### **A. Project Submittals**

#### **1. Delivery of Submittals**

- a. All submittals shall be submitted electronically by P&D's SagesGov Design Software.
- b. Review process. Process for Concessions Projects (Appendix A).

#### **2. Submittals to P&D**

- a. Concept Design (30%)
- b. Final Design (Initial review submittal).
- c. Sealed drawings by the State of Georgia Engineer/Architect of Record are not required for this submittal.
- d. Final Design Re-Submittal (Revised drawings and specifications incorporating all review comments).
- e. Sealed drawings by the State of Georgia Engineer/Architect of Record are not required for this submittal.
- f. Issue for Construction Drawings and Specifications. (Final Conformed set of documents).
  - i. Sealed drawings by the State of Georgia Engineer/Architect of Record are required for this submittal.
  - ii. Submit (upload) PDF and CAD (.dwg) format of the sealed, signed plans.
  - iii. Upload sealed, signed Specifications in .pdf and word (.docx)

- iv. Submit one (1) USB Flash drive containing Revit (.rvt) files if Revit was used for drawings or File Share with the Design review Coordinator

## **B. Review Timing**

1. P&D's initial review time shall be fifteen (15) business days.
2. Submitter/Designer comment response shall be ten (10) business days for cycle 1 and five (5) business days for any additional comment response submittals.
3. P&D's re-submittal review time shall be a maximum of five (5) business days.
4. P&D/AFD final Issue for Construction stamp acceptance of digital drawings and Release Notification letter shall be a maximum of five (5) business days.
5. AFD's review time and their resolution of issues are not controlled by P&D. These conditions may be subject to additional review time and full acceptance of the documents.

## **C. Review Responsibility**

1. P&D's technical review and stamped acceptance of documents is solely for compliance with the latest ATL P&D's Concessions New Construction, Design Modifications and Construction Standards located at: (<https://atlstandards.com>)
2. City of Atlanta Office of Buildings, Atlanta Fire Department and Department of Watershed Management are responsible for code reviews. Compliance with City, State and Federal Codes, Regulations and Ordinances shall be the responsibility of the Concessions/Designers of Record.
3. Concessions/Designers of Record shall be responsible for any liability resulting from their design and construction. And for any errors, omissions and any other conditions resulting from the submitted Issue for Construction documents.

## **5.0 PROJECT REQUIREMENTS**

- A. Design/Construction Standards: Concessions/Designers of Record shall be responsible for adhering to all the latest ATL P&D's Concessions New Construction, Design Modifications and Construction Standards located at: (<https://atlstandards.com>)
- B. Building Permit: Concessions/Designer of Record shall be responsible for submitting the P&D/AFD stamped accepted documents and the copy of P&D's Release Letter (per OOB request) to OOB for permitting. OOB will not accept any submittal and/or issue a permit without the P&D/AFD stamped acceptance and copy of P&D's Release Letter.
- C. As-Builts: At project completion, Designer shall be responsible for submitting As-Builts to DOA Concessions and P&D the following:
  1. Two (2) USB Flash drives, one (1) for DOA Concessions and one (1) for P&D, containing the final As-Built drawings in CAD/PDF format and specifications in Word/PDF format.

## **6.0 APPENDICES**

### Appendix A - Electronic Design Review Process, Concessions/Tenants

APPENDIX A

Sages Design Review Process for Concessions Projects

