

Hartsfield-Jackson Atlanta International Airport

City of Atlanta

Department of Aviation

Office of Infrastructure Planning & Development

Tenant

**New Construction and
Modifications**

Design Standards

**Project Submittal &
Review Standards**

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1.0 PURPOSE

- A. The purpose of these standards is to provide airport Tenants and 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 Tenant space at Hartsfield-Jackson Atlanta International Airport (ATL) shall follow these standards.

2.0 SCOPE

- A. These standards apply to all airport Tenants and their Designers of Record, contractors and subcontractors.

3.0 RESPONSIBILITIES

A. Tenants

1. Tenants/Designers of Record shall be responsible for submitting all project submittals to P&D per P&D's Design Review Process for Tenant Projects, Tenant Flow Chart (Appendix A).
2. Tenants/Designers of Record shall be responsible for complying with the latest ATL P&D's Tenant New Construction, Design Modifications and Construction Standards located at: (<https://atstandards.com>)
3. Tenants/Designers of Record shall be responsible for submitting to P&D all revisions and/or modifications to P&D for review and acceptance.
4. Tenants/Contractors/Subcontractors 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.

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 Tenants 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 Tenant New Construction, Design Modifications and Construction Standards located at: (<https://atstandards.com>)
3. P&D shall be responsible for transmitting the technical review comments to Tenants and their Designers of Record. (Appendix A)
4. P&D shall be responsible for issuing the final P&D/AFD electronically stamped accepted project submittals to Tenants and their Designers of Record.

4.0 PROCEDURE

A. Project Submittals

1. Delivery of Submittals

- a. All submittals shall be submitted electronically per P&D's Electronic Design Review Process for Tenant Projects (Appendix A).

2. Submittals to P&D

- a. Tenant Review (review submittal).
 - i. Sealed drawings by the State of Georgia Engineer/Architect of Record are not required for this submittal.
- b. Issue for Construction (Final Conformed/Permitting) Sealed drawings by the State of Georgia Architect/Engineer of Record are required for this submittal. Submit the following Source Files:
 - i. PDF and CAD format of the sealed and signed plans
 - ii. PDF and Word format of the signed and sealed specifications
 - iii. PDF format of the design calculations
 - iv. File Share Revit files if applicable to Sages Design Review Coordinator or deliver a flash drive with listed project files to ATL P&D

B. Review Timing

1. P&D's Preliminary submittal review time shall be ten (10) business days.
2. Designer / Submitter comment response review shall be ten (10) business days
3. P&D's Final submittal review time shall be a maximum of ten (10) 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 is 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 ATL P&D's Tenant New Construction and Modifications Design and Construction Standards. Latest revision 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,
 - a. State and Federal Codes, Regulations and Ordinances shall be the responsibility of the Tenants/Designers of Record.
3. Tenants/Designers of Record shall be responsible for any liability resulting from their design and construction. As well as any errors, omissions and any other conditions resulting from the submitted Issue for Construction documents.

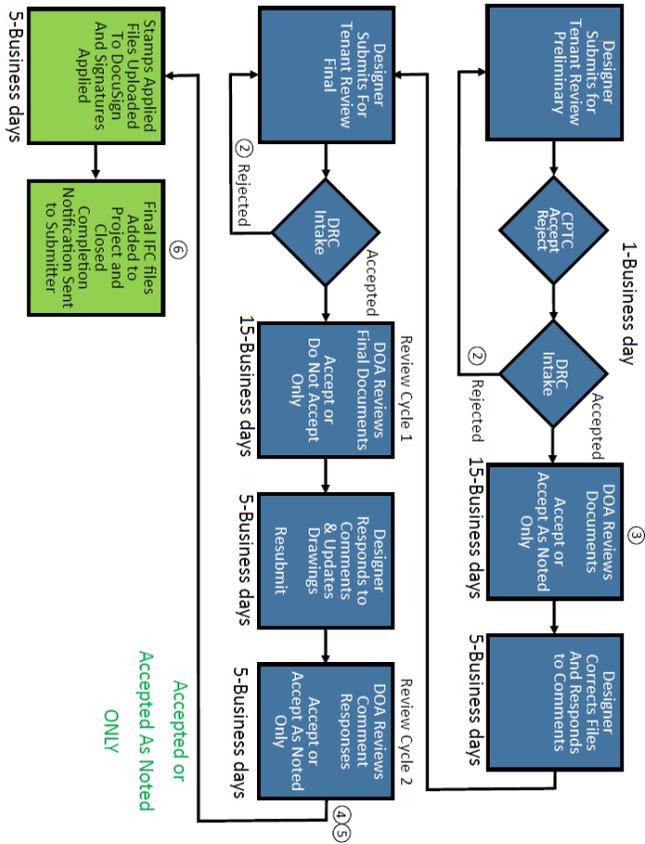
5.0 PROJECT REQUIREMENTS

- A. Design/Construction Standards: Tenants/Designers of Record shall be responsible for adhering to all P&D's Tenant New Construction and Modifications Design and Constructions Standards. Latest revision located at: (<https://atlstandards.com>)
- B. Building Permit: Tenants/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, Tenants shall be responsible for submitting to P&D the following:
 - 1. Two (2) USB Flash drives for P&D, containing the final AS-Built drawings in CAD/PDF format and specifications in Word/PDF format.

6.0 APPENDICES

Appendix A: Design Review Process for Tenant Projects

Design Review Process for Tenant Projects



Accepted or
Accepted As Noted
ONLY

- NOTES:
- ② Intake rejections can occur due to missing or incomplete package files and improper Cover Page or Title Block entries. Can also be rejected by CPTC.
 - ③ If Reviewer assesses that the design submittal is not technically acceptable, it can be rejected by the Director of Architecture/Engineering upon the request of the Reviewer. A meeting with the Designer shall be scheduled immediately to resolve the issues and/or move forward with the Assessment.
 - ④ Tenant Final Review is 2 Cycles Only. Accept and Accept As Noted are the only Final Submittal Options.
 - ⑤ For any unresolved review comments after Review Cycle 2, the Designer accepts full responsibility to address these comment issues before submittal for IFC documents. There is no review after Review Cycle 2. Any rejection by City of Atlanta, Office Of Buildings (OOB) for comments made by DOA reviewers and not corrected, is the sole responsibility of the Designer.
 - ⑥ Designer / Submitter collects IFC files from completed project for submittal to City of Atlanta, Office Of Buildings (OOB)

Revision 12/01/2025