

JEFFREY E. TURNER
CHAIRMAN
SONNA SINGLETON-GREGORY
DISTRICT 1
GAIL B. HAMBRICK
DISTRICT 2
SHANA M. ROOKS
DISTRICT 3
MICHAEL L. EDMONDSON
DISTRICT 4

Community Development Department
121 South McDonough Street, Jonesboro, Georgia 30236
Office: (770) 477-3569 Fax: (770) 473-5467
www.claytoncountyga.gov/departments/community-development



PATRICK ELKE
DIRECTOR

Commercial Building Permit Application

Application Submittal/Supporting Documents

See Document Requirements Matrix (attached)
Note Site Plan Requirements

Reviews:

Zoning Approval
Tree Ordinance
Plans Review (structural, mechanical, electrical & plumbing)
Site Plan and Supporting documents

Permit Issuance

Construction mobilized and Initiated

Inspections

Inspections called-in sequentially

Certificate of Occupancy

Issued when applicable codes have been met and all inspections approved.

Site Plan Requirements:

Site Plan is required for all commercial construction. The following list will be required for all commercial site plans:

- Show graphic scale and north arrow and reference applicable subdivision final plat Book/Page.
- Submit paper & PDF file of site plan with boundary line survey sealed by a design professional.
- Show building address, lot number, S/D name, phase/unit number, land lot/district/parcel.
- Show lot size, impervious area, driveway location, proposed structure foot print and square feet.
- Delineate 75-foot undisturbed buffers of state waters from wrested point of vegetation.
- Reference all zoning variances and Conditions obtained from Clayton County.
- Reference elevations and percentages of exterior materials types used.
- Show adjoining structures with zoning and ownership information.
- Show setback lines, disturbed/undisturbed buffers, easements septic field and reserves.
- Show location, size, species of all existing trees 6" and greater, identify all specimen trees.
- Show tree protection fencing and indicate preserved and removed trees.
- Show entire critical root zones of all trees included in preservation calculation.
- Show required Landscaping.

Commercial Building Permit Application Submittal Requirements



Commercial Permit Types

	Required Documents																							
	Application	Site Plan	Survey	*Architectural/Engineering Plans (floor Plans, elevations & Materials)(3)	Fire Marshal Permit	*Environmental Health	Variance (If Applicable)	Grading Permit	*Water Authority	State License	Business License	Authorized Agent Form (If Applicable)	Driver's License Identification	Stamped Drawings (As Needed)	Engineering Structural Analysis	Engineering Letter (If Applicable)	Property Tax Verification	Refund Request Letter	\$500 Cash Bond	Event Route	Sign Face Dimensions	Property Owner Letter Of Authorization	Police Approval	GDOT / County T&D Permit
Accessory Structure	x	x		x	x		x			x	x	x	x			x								
Addition	x	x		x	x	x	x	x		x	x	x	x			x								
Apartment	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x							
Billboard	x	x		x			x	x		x	x	x	x	x		x						x		x
Building Shell (White Box/Shell (80%))	x	x		x	x		x	x		x	x	x	x											
C/O Only	x				x								x											
Condominium	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x							
Construction Trailer	x	x								x	x		x											
Contractor Registration	x									x	x		x											
Demolition Assessment	x											x	x											
Demolition not to Rebuild	x										x		x			x	x	x	x					
Electrical	x									x	x		x	x										
Fence	x		x																					
Fire Alarm	x				x					x	x		x	x										
Foundation Only	x			x						x	x		x			x								
Gas Reconnect	x									x	x		x											
Interior Tenant Finish (20%)	x			x	x	x			x	x	x	x	x											
Low Voltage	x									x	x		x	x										
Mechanical (HVAC)	x									x	x		x	x										
New Commercial Structures	x	x		x	x	x	x	x	x	x	x	x	x			x						x		
Plumbing	x									x	x		x	x										
Power Reconnect	x									x	x		x											
Renovations	x			x	x	x			x	x	x	x	x			x								
Sign - Wall	x		x				x				x		x									x	x	
Sign, Free Standing/Monument (Over 8 feet)	x		x				x				x		x	x		x						x	x	
Slab Only (Bldg., Elec, Plbg) *	x			x				x			x		x			x								
Special Event	x				x	x							x								x		x	x
Sprinkler System	x				x					x	x		x	x										
Swimming Pool	x	x		x				x			x		x											
Telecommunication Tower /Antennas	x	x						x		x	x		x		x									
Temporary Gas	x									x	x		x											
Temporary Parking Permit	x																							
Temporary Pole	x									x	x		x											
Temporary Power	x									x	x		x											
Temporary Sign	x										x		x									x		
Tent	x				x						x		x											

*Water Authority: Approved letter for Environmental Compliance Review for Grease Trap and/or Sand Trap from the Water Authority is required
 *Environmental Health: Approved Plan is required for new structures and a signed letter for renovations during application in-take for food service structures
 * Commercial Slab Only is any combination of Slab, Electrical or Plumbing Permits.
 * First time contractor registration requires the state card holder to be present. A GA business license, driver's license & GA state license is required.
 *All commercial scope of work requires two (2) sets of construction plans including mechanical, electrical and plumbing submitted with each building permit application

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Commercial Building Permit Application

Job Address [Shaded areas for office use only]

Permit #:		Zoning:		Parcel #:		Date Processed:	
Job Address:				City	State	Zip	Unit/Suite#
Building No.	Plan Type	Floor No.	Apt/Lot#	Block	Development Name		

Owner/Applicant/Tenant

			Applicant/Tenant Name				
Owner Name			Business Name				
Address			Type of Business				
City	State	Zip	Address				
Tel#	Mobile #		City		State	Zip	
Fax #	Email		Tel#		Mobile #		
			Fax #		Email		

Contractor

Contractor Name			Authorized Agent				
Company Name			Business Name				
Address			Address				
City	State	Zip	City	State	Zip		
Tel#	Mobile #		Tel#		Mobile #		
Fax #	Email		Fax #		Email		
Contractor's Business License #			State License #		<input type="checkbox"/> Qualifying Agent		<input type="checkbox"/> Licensed Individual
Qualifications Held: <input type="checkbox"/> Residential Basic Contractor <input type="checkbox"/> Residential Light Commercial <input type="checkbox"/> General Contractor							
Trade Restrictions: <input type="checkbox"/> Class I (Restricted) <input type="checkbox"/> Class II (Non Restricted)							

Job Information

Check Applicable Type: <input type="checkbox"/> Retail <input type="checkbox"/> Apartment <input type="checkbox"/> Assembly <input type="checkbox"/> Business <input type="checkbox"/> Education <input type="checkbox"/> Storage <input type="checkbox"/> Mercantile <input type="checkbox"/> Factory/Industrial <input type="checkbox"/> Other							
TYPE OF WORK				DESCRIPTION OF WORK			
<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Demolition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Damage Assessment <input type="checkbox"/> Shell Only <input type="checkbox"/> Slab Only <input type="checkbox"/> Interior Finish							
Estimated Cost (construction or move-in cost) \$				Adjusted Estimated Cost (SBCCI) \$			
Final Plat Recorded: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			Change of Ownership: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable				
Model Home Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			Did the Previous Business Close? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable				
LDP Project Name:			LDP Project #:		Flood Plain : <input type="checkbox"/> Yes <input type="checkbox"/> No		

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Commercial Building Permit Application

Structure Details:

INDICATE ALL ADDITIONAL PERMITS REQUIRED TO COMPLETE THIS JOB:				
<input type="checkbox"/> Electrical <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> T-Pole <input type="checkbox"/> Low Voltage <input type="checkbox"/> Other _____				
CHECK ONE: Sprinkler system?		CHECK ONE: SANITARY FACILITIES		CHECK ONE: ELEVATORS?
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Sewer <input type="checkbox"/> Septic		<input type="checkbox"/> Yes (# of Elevators) _____ <input type="checkbox"/> No
# of Stories:	# of Total Rooms:	# of Baths/Restrooms:	# of Kitchens:	# of Bedrooms:
Total Square Footage _____	Finished Floor Area (Heated) _____	Unfinished Floor Area _____	Garage Floor Area _____	Outdoor Living Area _____ <input type="checkbox"/> Deck/Porch <input type="checkbox"/> Patio
Foundation Type:	Power Company:	Cooling:	Heating:	Fireplace:
<input type="checkbox"/> Slab <input type="checkbox"/> Basement <input type="checkbox"/> Crawl Space	<input type="checkbox"/> Georgia Power <input type="checkbox"/> Central GA EMC <input type="checkbox"/> Fayette Coweta EMC	<input type="checkbox"/> Gas <input type="checkbox"/> Electric	<input type="checkbox"/> Gas <input type="checkbox"/> Electric	<input type="checkbox"/> Prefab <input type="checkbox"/> Masonry
Basement: Floor Area: _____ <input type="checkbox"/> Finished _____ <input type="checkbox"/> Unfinished _____				
BUILDING/STRUCTURE/SETBACKS:		PROPERTY INFO:	Exterior Finish:	Roofing:
Left _____ Right _____ Front _____ Rear _____		Lot Size _____ Easement: <input type="checkbox"/> Yes <input type="checkbox"/> No	(Materials)	(Materials)
Impervious Area Sq. Ft:	Is Grading Needed:		Number of Units:	Height:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Check Construction Type (New Construction/Additions)		(IBC) Construction Types [staff only]		
<input type="checkbox"/> Type IA <input type="checkbox"/> Type IIA <input type="checkbox"/> Type IIIA <input type="checkbox"/> Type IV <input type="checkbox"/> Type IB <input type="checkbox"/> Type IIB <input type="checkbox"/> Type IIIB <input type="checkbox"/> Type VA <input type="checkbox"/> Type VB		<input type="checkbox"/> Type IA <input type="checkbox"/> Type IIA <input type="checkbox"/> Type IIIA <input type="checkbox"/> Type IV <input type="checkbox"/> Type IB <input type="checkbox"/> Type IIB <input type="checkbox"/> Type IIIB <input type="checkbox"/> Type VA <input type="checkbox"/> Type VB		
Building Permit Application submittal requirements is outlined in the Residential and Commercial matrix available online or in the Community Development Department Office.				
Minimum Permit Fee: \$75.00		Certificate of Occupancy Fee: \$140.00		
Renovation Plans Review: \$75.00		New Construction Plans Review: \$150.00		

**** Note: Only the Property Owner, Architect or General Contractor should sign this application. EXCEPTION: If a tenant is applying to move into a commercial space, then the tenant should sign.**

I, _____, do solemnly swear that the information on this application is true, and that no false or
PRINT NAME

misleading statement is submitted herein to obtain a building permit or certificate of occupancy. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of any building permit or certificate of occupancy issued as a result of this application. I understand that I must comply with all county ordinances and regulations. I hereby agree to provide any clearance(s) and/or inspection report(s) required prior to issuance of a permit or certificate of occupancy. I further agree that I shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to persons or property. I agree to exonerate, indemnify and save harmless the county from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the building permit issued as a result of this application.

Signature _____

Welcome to Relay Permitting

In an effort to streamline our operations and improve customer service, Clayton County has implemented an Interactive Voice Response (IVR) system.

We encourage you to use the IVR system to fulfill many of your needs. You can use the system 24 hours a day, 7 days a week, 365 days a year to do many things:

- [Schedule an Inspection](#)
- [Reschedule an Inspection](#)
- [Cancel an Inspection](#)
- [Obtain Inspection Results](#)



Clayton County Relay Permitting



Quick Reference Guide

(770) 347-0497



Clayton County
Community Development
121 South McDonough Street
Jonesboro, GA 30236

*Schedule, Reschedule or
Cancel an Inspection...
Just a Phone Call Away!*

Powered By
Selectron
VOICE • WEB • MOBILE

www.SelectronTechnologies.com

Manage Your Inspections

To use Relay Permitting, just follow these simple steps:

1. Call Relay Permitting at
(770) 347-0497.
2. When the system answers, choose which option.
3. Enter your Permit Number when prompted.
4. Enter the inspection code for the type of inspection needed.

You will be prompted through the entire process. Press [*] at any time for more information on how to use the system. To return to the previous menu at any time, press the [#] key.



Choose Your Option

When Relay Permitting answers your call, you'll hear the following options:

Press [1] Schedule an Inspection
Press [2] Cancel/Reschedule and Inspection
Press [3] Obtain Inspection Results

Press [0] Transfer to Staff
Press [#] Return to Previous Menu
Press [*] Additional Information

You may perform multiple transactions during each call. At the end of the call you will be issued a confirmation number that we recommend that you keep for your records.

Live customer service staff can be reached between the hours of 8:00 a.m.–5:00 p.m. Monday through Friday.

When Inspections Are Not Allowed to Be Scheduled

The IVR system will not allow you to schedule an inspection if any of the following situations apply to your permit:

- Fees Are Owed
- There Is a "HOLD" Status on Your Permit
- Your Permit Is Expired

Instead, you will be prompted to either reenter the permit number or press the pound [#] key to return to the main menu.

Inspection Codes

BUILDING

105 Setback/Footings
110 Slab
111 Wall Coverup
112 Ceiling Coverup
115 Mono Slab
119 Exterior Wrap
120 Framing/Rough
121 Internal Only Rough
122 Demo/Fire Ruling
123 Utility Temp
124 Internal Only Final
125 Outside Final
130 Interior Finish
140 Swimming Pool Final
150 Modular Final

ELECTRICAL

205 Temporary Pole
206 Temporary Power
207 Slab
208 Wall Coverup
209 Ceiling Coverup
210 Swimming Pool
211 Swimming Pool Bonding
215 Rough
217 Demo/Fire Ruling
218 Temporary Utility Electric
220 Residential Final
221 Underground Electrical
225 Commercial Final
250 Modular Final

LOW VOLTAGE

301 Rough
302 Final

MECHANICAL

405 Rough
406 Wall Coverup
407 Demo/Fire Ruling
408 Ceiling Coverup
409 Temporary Utility Gas
410 Final
411 Gas Line

PLUMBING

505 Sewer
510 Slab
511 Wall Coverup
512 Ceiling Coverup
513 Water Line Per Line Foot
514 Gas Line Per Line Foot
515 Rough
516 Sprinkler Rough
517 Demo/Fire Ruling
518 Utility Temporary
519 Grease/Sand Trap
520 Final
540 Swimming Pool
550 Modular Final
591 Sprinkler Final

GENERAL

605 General Code/Half Sheet
701 Mobile Home Combination

