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

# Commercial Building Permit Application

PATRICK EJIKE
DIRECTOR

## 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-feet 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 | 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 | 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

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DIRECTOR

## 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 #** ☐ Qualifying Agent ☐ Licensed Individual

**Qualifications Held:** ☐ Residential Basic Contractor ☐ Residential Light Commercial ☐ General Contractor

**Trade Restrictions:** ☐ Class I (Restricted) ☐ Class II (Non Restricted)

## Job Information

**Check Applicable Type:** ☐ Retail ☐ Apartment ☐ Assembly ☐ Business ☐ Education ☐ Storage ☐ Mercantile ☐ Factory/Industrial ☐ Other

| **TYPE OF WORK** | | | **DESCRIPTION OF WORK** |
|---|---|---|---|
| ☐ New | ☐ Addition | ☐ Demolition | |
| ☐ Alteration | ☐ Repair | ☐ Damage Assessment | |
| ☐ Shell Only | ☐ Slab Only | ☐ Interior Finish | |
| **Estimated Cost** (construction or move-in cost) $ | | | **Adjusted Estimated Cost** (SBCCI) $ |

| | | |
|---|---|---|
| Final Plat Recorded: ☐ Yes ☐ No ☐ Not Applicable | Change of Ownership: ☐ Yes ☐ No ☐ Not Applicable | |
| Model Home Permit: ☐ Yes ☐ No ☐ Not Applicable | Did the Previous Business Close? ☐ Yes ☐ No ☐ Not Applicable | |
| LDP Project Name: | LDP Project #: | Flood Plain ☐ Yes ☐ No |

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## Structure Details:

**INDICATE ALL ADDITIONAL PERMITS REQUIRED TO COMPLETE THIS JOB:**

☐ Electrical ☐ HVAC ☐ Plumbing ☐ T-Pole ☐ Low Voltage ☐ Other _____

| **CHECK ONE: Sprinkler system?** | **CHECK ONE: SANITARY FACILITIES** | **CHECK ONE: ELEVATORS?** |
|---|---|---|
| ☐ Yes ☐ No | ☐ Sewer ☐ Septic | ☐ Yes (# of Elevators) _____ ☐ 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 _____ ☐ Deck/Porch ☐ Patio |

| **Foundation Type:** | **Power Company:** | **Cooling:** | **Heating:** | **Fireplace:** |
|---|---|---|---|---|
| ☐ Slab<br>☐ Basement<br>☐ Crawl Space | ☐ Georgia Power<br>☐ Central GA EMC<br>☐ Fayette Coweta EMC | ☐ Gas<br>☐ Electric | ☐ Gas<br>☐ Electric | ☐ Prefab<br>☐ Masonry |

**Basement:** Floor Area: _____ ☐ Finished _____ ☐ Unfinished _____

| **BUILDING/STRUCTURE/SETBACKS:** | **PROPERTY INFO:** | **Exterior Finish:** (Materials) | **Roofing:** (Materials) |
|---|---|---|---|
| Left _____ Right _____<br>Front _____ Rear _____ | Lot Size _____<br>Easement: ☐ Yes ☐ No | | |

| **Impervious Area Sq. Ft:** | **Is Grading Needed:** ☐ Yes ☐ No ☐ N/A | **Number of Units:** | **Height:** |
|---|---|---|---|

| **Check Construction Type (New Construction/Additions)** | **(IBC) Construction Types [staff only]** |
|---|---|
| ☐ Type IA ☐ Type IIA ☐ Type IIIA ☐ Type IV<br>☐ Type IB ☐ Type IIB ☐ Type IIIB ☐ Type VA<br>☐ Type VB | ☐ Type IA ☐ Type IIA ☐ Type IIIA ☐ Type IV<br>☐ Type IB ☐ Type IIB ☐ Type IIIB ☐ Type VA<br>☐ 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

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

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

# Clayton County Relay Permitting

## Quick Reference Guide

## (770) 347-0497

## 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