

Clayton County Community Development Commercial Plan Review

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Steps In Obtaining A Commercial Plan Review

You must be the legal owner, representative for owner, licensed contractor or tenant of project.
If you are a tenant of project, proof of lease may be required. Application and plans may be sent by courier.
Download plan review application from this site & fill in related spaces.

- A. The completed application for review stating project name, location by street address and suite if it has been assigned and land lot, district and present zoning code;
- B. The landowner's name, address and telephone number;
- C. The contractor's name, address and telephone number, if awarded;
- D. The full contract cost of proposed project;
- E. A full and complete description of proposed project;
- F. A copy of the Approved Fire Marshal's Permit;
- G. A copy of the Approved Septic Tank Permit, if needed;
- H. A letter from Water Authority approving sand and/or grease traps, if needed;
- I. Two (2) complete sets of plans, calculations and specifications, (must include all mechanical, electrical, plumbing and energy calculations and specifications), include occupancy calculations, handicapped details, building square footage from overhang to overhang (under roof), occupied square footage; exterior wall product(s), smoke and fire rated assemblies, if required, ventilation as per ASHRAE 62, statement of required codes used by architect and/or engineer to accomplish drawings, and include construction type, occupancy type and if structure is sprinkled and/or protected. If protected, show all protected assemblies and their material listings, include 'wet seals' and signatures from architect and/or engineer on all sheets that apply, Steel buildings must include the manufacture's specifications with seal, Drawings which seal or signature are not legible will not be reviewed. We will not accept any drawings over 38" x 42" & most suitable is 24" x 36". Regardless of size, all drawings must be scaled at 1/4" maximum and 5/16" minimum. Drawings which are not scaled will not be reviewed;
- J. One complete Civil/site plan with all exterior work detailed, (water and sewer lines, grease trap, sand trap, septic tank, runoff drainage, building roof drainage, dumpster pad, sign, pole lights and etc); Engineer's 'wet seal' and signature must be on site plan. If elevation changes are made, show changes on project drawings.

INTERIOR FINISH/REMODEL OR ADDITION

- A. Follow steps in paragraphs A, B, C, D, E, F, H and I above;
- B. If addition, follow steps in paragraphs A, B, C, D, E, F, H, I and J above;

Review time for your project may be as short as a few minutes, for projects which may not require detailed plans, to a week or so for larger projects. Incomplete permit applications or plans will not be reviewed until this office receives all the necessary information. Structural changes must contain an architect and/or engineer's seal. Plans must comply with all State of Georgia and Clayton County codes and ordinances. If you would like to set up a temporary job trailer, you must first apply for land disturbance permit from Transportation & Development.

Note: All structures, built on major thruways, must be finished with Type A stone/masonry products on exterior walls. This information is for "Building Structure" and contents only, you must present Civil or site drawings to Transportation & Development and Planning & Zoning for approval. All dumpster pads must have sand trap before runoff to detention pond.

If you are not the building owner, you can not permit any changes and/or alterations to the building, a suite within the building or any site changes or perform any of these changes/alterations, without a letter of consent from landowner, stating acknowledgement. Landowner must be fully aware of any changes and/or alterations made by tenant and must agree to these changes. Tenant can not purchase any skilled trade permits.

We are no longer taking applications or plans for Fire Marshal.