



Community Development Department

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

<https://www.claytoncountyga.gov/government/community-development>

Telecommunication 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.

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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Property Information

[Shaded areas for office use only]

Permit #:	Zoning:	Parcel #:			Date Processed:
Site Address:		City	State	Zip	Commission District

Owner/Applicant

			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)					

Proposed Telecommunication Facility

<p>Check Applicable Type:</p> <p>Co-location/Attached Antennas <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Temporary Wireless Communication Facility <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>New Tower/Concealed Support Structure <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If Temporary Wireless Communications Facility or New Tower/Concealed Support Structure, identify the date that the conditional use permit (CUP) was granted.</p> <p>CUP Date: _____</p> <p>Any Accessory Equipment: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Check New Tower Construction Type: <input type="checkbox"/> Monopole <input type="checkbox"/> Lattice <input type="checkbox"/> Guyed <input type="checkbox"/> Concealed Support Structure</p> <p>Maximum height of New Tower: _____ Feet Setback from Property Line: _____</p>	

Date of Installation:



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Structure Details:

INDICATE ALL ADDITIONAL PERMITS REQUIRED TO COMPLETE THIS JOB:				
<input type="checkbox"/> Electrical <input type="checkbox"/> T-Pole <input type="checkbox"/> Low Voltage <input type="checkbox"/> Other _____				
Tower Height _____	Antenna Height _____	Accessory Structure Floor Area _____	Foundation Type: <input type="checkbox"/> Footings <input type="checkbox"/> Other	Power Company: <input type="checkbox"/> Georgia Power <input type="checkbox"/> Central GA EMC <input type="checkbox"/> Fayette Coweta EMC
Impervious Area Sq. Ft:	Is Grading Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

Telecommunication Permit Application submittal must include a structural analysis detail in addition to the submittal requirements as shown on the attached matrix.

<i>Minimum Permit Fee: \$75.00</i>		<i>Certificate of Completion Fee: \$140.00</i>
<i>Renovation Plans Review: \$75.00</i>		<i>New Construction Plans Review: \$150.00</i>

**** 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 _____