



## Community Development Department

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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



# Commercial Building Permit Application

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## **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

 Clayton County Georgia Cc: Clayton connected  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								
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								
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						
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												

\*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

**\*\* Note: Only the General Contractor or Authorized Agent should sign this application.\*\***

Pqvg<Cr rnkcvkqpu"vj cv"ctg"lpeq o rnvvg"qt" jcxg"kpwwhkkpvp"hwfpu." ykm"pqv"dg" r tgeuugf"Cr rnkcvkqpu" ykm"dg"fgg o g f" Cdcpfqpgf"kh"vjg"cr rnkcepv"ku"non responsive during the review. Permit and license refunds are based on the percentage of the application process completed.

<b>Applicant Type:</b> <input type="radio"/> Owner <input type="radio"/> Contractor <input type="radio"/> Authorized Agent		<b>Subdivision Name'</b>	
<b>Job Address:</b>		<b>Apt/Lot#</b>	<b>City/ State/ Zip</b>
		<b>Unit/Suite#'</b>	
<b>Contractor Name</b>		<b>Company/ Business Name'</b>	
<b>Address</b>		<b>City/State/ Zip'</b>	
<b>Mobile #</b>	<b>Tel#</b>	<b>Email: (Required for online access)'</b>	

<b>PERMIT TYPE'</b> <input type="radio"/> "Tgvckn" <input type="radio"/> "kp fwvutkcn" <input type="radio"/> "Rnceg" qh" Yqtujkr" <input type="radio"/> "Qhhkegl"Kpukvwkqpcn" <input type="radio"/> "Eq o o wpkcvkqp"Vq ygt"	<b>DESCRIPTION OF WORK'</b>		<b>TYPE OF WORK</b>	
	<b>Estimated Cost</b> *eqpvtwvkwq"qt" o qxg/lp" eqv+*	<b>Adjusted Estimated Cost</b> *UDEEK*	<input type="radio"/> "Pgy" <input type="radio"/> "C f fvkq" <input type="radio"/> "Fg o qnkq" <input type="radio"/> "Tgpqxcvkq" <input type="radio"/> "Ceeguq" { "Uvtwewtg" <input type="radio"/> "F c o c i g"Cuugu o gpv" <input type="radio"/> "Uncd"Qpn"	
<b>INDICATE ALL ADDITIONAL PERMITS REQUIRED TO COMPLETE THIS JOB:'</b>			<b>Ewtg"p"Wug&lt;</b>	
<input type="checkbox"/> "Gngevtkecn" <input type="checkbox"/> "JXCE" <input type="checkbox"/> "Rnw o d k p i" <input type="checkbox"/> "Ictdcig" Fkurqucn" <input type="checkbox"/> "V/Rqng" <input type="checkbox"/> "Nqy"Xqnvicig" <input type="checkbox"/> "Qvjgt"			<b>Rtrqrugf"Wug&lt;</b>	

### STRUCTURE DETAILS

<b>CHECK ONE:'</b> <b>Sprinkler system?'</b> <input type="radio"/> [ gu" <input type="radio"/> "Pq"	<b>CHECK ONE:'</b> <b>SANITARY FACILITIES'</b> <input type="radio"/> "Ugygt" <input type="radio"/> "Ugrvke"	<b>SLAB INSPECTION TYPE'</b> <input type="radio"/> "OqpqUncd" <input type="radio"/> "Uncd" <b>CHECK ONE: Elevator'</b> <input type="radio"/> [ gu" <input type="radio"/> "Pq"	<b># of Stories:'</b>	<b>Total Square Footage:'</b>
<b>Foundation Type:'</b> <input type="radio"/> "Uncd" <input type="radio"/> "Dcug o gpv" <input type="radio"/> "Etc yn"Ur ceg"	<b>Power Company:'</b> <input type="radio"/> "I gqt i kc"Rq ygt" <input type="radio"/> "Egptcn" I C"GOE" <input type="radio"/> "Hc { gwv"Eq y gvc"GOE"	<b>Basement:'</b> Hnqqt" Ctgc<_____ Hkpkujgf" _____ Wphkpkujgf" _____	<b># of Units:'</b>	<b>Finished Floor Area (Heated):'</b>
<b>Heating:'</b> <input type="radio"/> "I cu" <input type="radio"/> "Gngevtke"	<b>Fireplace:'</b> <input type="radio"/> "Rtghcd" <input type="radio"/> "Ocuqpt {"	<b>Cooling:'</b> <input type="radio"/> "I cu" <input type="radio"/> "Gngevtke"	<b>Building Height:'</b>	<b># of Baths/Restrooms:'</b>
			<b># of Kitchens:'</b>	<b>Unfinished Floor Area:'</b>
			<b>Exterior Finish:'</b> *Ocvgticnu+*	<b>Garage Floor Area:'</b>
				<b>Outdoor Living Area:'</b> us"hv" _____ <input type="radio"/> "FgemlRqtej" <input type="radio"/> "Rcvkq"

### LOT DETAILS

<b>BUILDING/STRUCTURE/SETBACKS:'</b> Ngh" _____ " Tki jv" _____ a" Htqpv" _____ Tgct"	<b>PROPERTY INFO:'</b> Nqv"Uk l g" _____ Gcug o gpv" <input type="radio"/> [ gu" <input type="radio"/> "Pq"	<b>Flood Plain&lt;</b> <input type="radio"/> [ gu" <input type="radio"/> "Pq"	<b>Impervious Area Sq. Ft.:'</b>
<b>Is Grading Needed:'</b> <input type="radio"/> [ gu" <input type="radio"/> "Pq" <input type="radio"/> "PIC"	<b>Check Construction Type (New Construction/Additions)</b> <input type="radio"/> "V { rg"KC" <input type="radio"/> "V { rg"KD" <input type="radio"/> "V { rg"KKC" <input type="radio"/> "V { rg"KKD" <input type="radio"/> "V { rg"KKK" <input type="radio"/> "V { rg"KKKD" <input type="radio"/> "V { rg"KX" <input type="radio"/> "V { rg"XC" <input type="radio"/> "V { rg"XD"		

**(Minimum Permit Fee: \$75.00; Certificate of Occupancy Fee: \$35.00)"**

K"fq"uqng o pn{ "u y gct" v j cv" v j g" kphqt o cvkqp" qp" v j ku" cr rnkcvkq" ku" vtvg. " cpf" v j cv" pq" hcnuq" qt" o kunge f k p i " uvcv g o gpv" ku" uwd o kvgf" j g t g k p " v q" d v c k p " c" d w k n f k p i " r g t o k v" q t" e g t v k h k e c v g" q h" q e e w r c p e { 0 " k" w p f g t u w c p f " v j c v" k h" k" r t q x f g" h c a u g" q t" o k u n g e f k p i " k p h q t o c v k q p" k p" v j k u" c r r n k c v k q p" k" o c { " d g" u w d l g e v" v q" e t k o k p e n" r t q u e w k q p" c p f l q t" k o o g f k c v g" t g x q e e v k q p" q h" c p { " d w k n f k p i " r g t o k v l e g t v k h k e c v g" q h" q e e w r c p e { " k u u w g f" c u" c" t g u w n v" q h" v j k u" c r r n k c v k q p" k" w p f g t u w c p f " v j c v" k" o w u v" e q o r n { " y k v j" c m" e q w p v { " q t f k p e p e g u" c p f" t g i w n c v k q p u" k" j g t g d { " c i t g g" v q" r t q x f g" c p { " e n g c t p e g" u + " c p f l q t" l p u r g e v k q p" t g r q t v" u + " t g s w k t g f" r t k q t" v q" k u u w c p e g" q h" c" r g t o k v" q t" e g t v k h k e c v g" q h" q e e w r c p e { 0 " k" h w t v j g t" c i t g g" v j c v" k" u j c m" d g" t g u r q p u d n g" h t q o " v j g" f c v g" q h" v j k u" r g t o k v. " q t" h t q o " v j g" v k o g" q h" v j g" d g i k p p k i " q h" v j g" h k t u v" y q t m. " y j k e j g x g t" u j c m" d g" g c t k g t. " h q t" c m" k p l w t { " q t" f c o c i g" q h" c p { " m k p f" t g u w w k p i " h t q o " v j k u" y q t m. " y j g y j g t" h t q o" d e u k e" u g t x l e g u" q t" c f f k v k q p c n" u g t x l e g u. " v q" r g t u q p u" q t" r t q r g t v { 0 " k" c i t g g" v q" g z q p g t c v g. " k p f g o p h { " c p f" u c x g" j e t o n g u u" v j g" e q w p v { " h t q o" c p f" c i c k p u v" c m" e n c k o u" q t" c e v k q p u. " c p f" c m" g z r g p u g u" k p e k f g p v c n" v q" v j g" f g h p p u g" q h" c p { " u w e j" e n c k o u. " n k v i c v k q p" c p f" c e v k q p u. " d c u g f" w r q p" q t" c t k u k p i " q w w" q h" f c o c i g" q t" k p l w t { " k p e n w f k p i " f g e v j + v q" r g t u q p u" q t" r t q r g t v { " e c w u g f" d { " q t" u u w v c k p g f" k p" e q p p g e v k q p" y k v j" c p { " y q t m" r g h t q o g f" w p f g t" v j g" d w k n f k p i " r g t o k v" k u u w g f" c u" c" t g u w n v" q h" v j k u" c r r n k c v k q p" **NOTICE: A zoning review and building plans redline are required before a permit can be issued. Should you decide not to make required revisions to the application and/or supporting documents, you will forfeit the building permit application fees. The cost to reinitiate an abandoned permit application is \$75.**

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
CDD Building Permit Division		Rev: 12-2019
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