



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

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

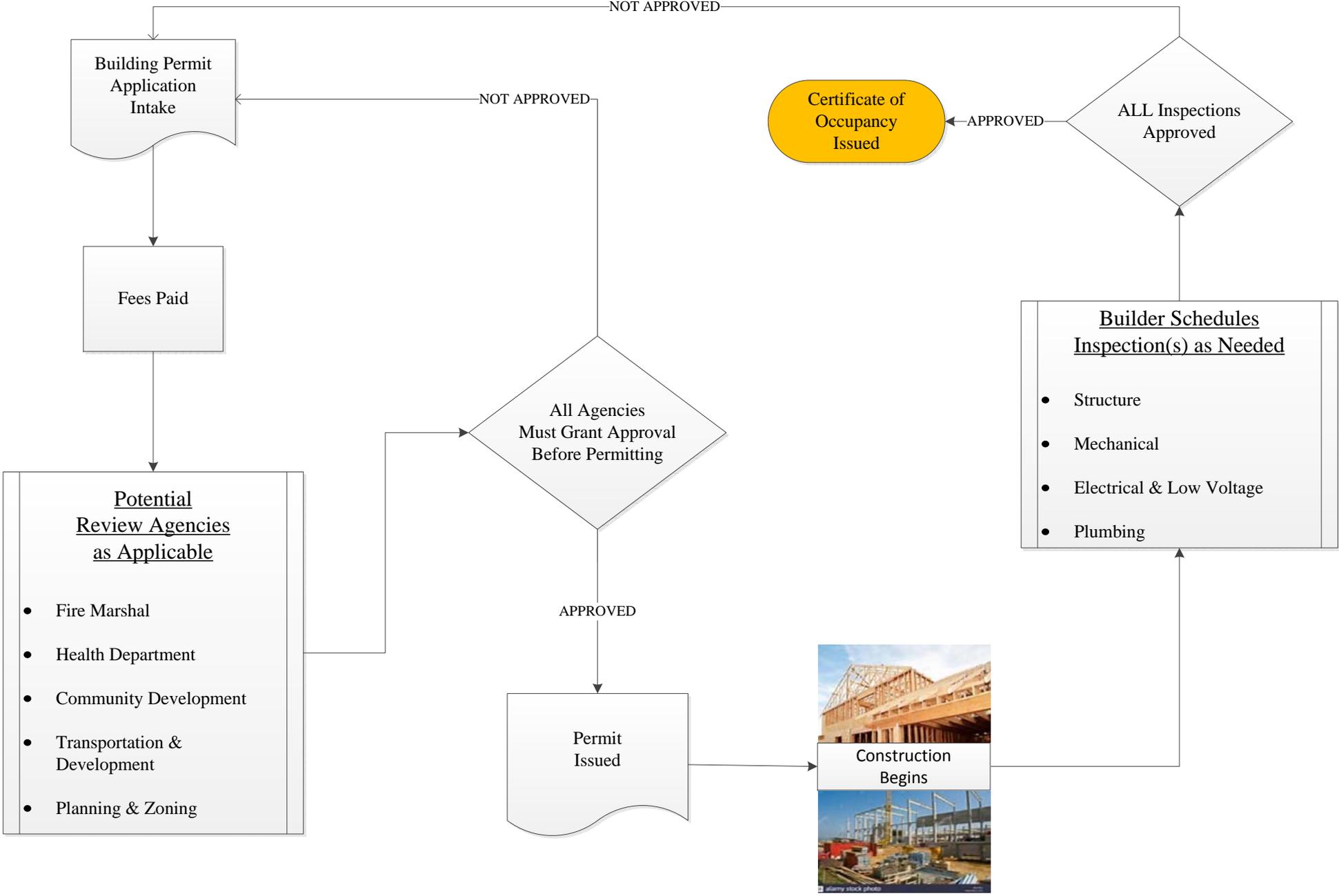
Issued when applicable codes have been met and all inspections approved.

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 Process



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

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

Note: Applications that are incomplete or have insufficient funds, will not be processed. Applications will be deemed Abandoned if the applicant is non-responsive during review.

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

PERMIT TYPE <input type="radio"/> Retail <input type="radio"/> Industrial <input type="radio"/> Place of Worship <input type="radio"/> Office/ Institutional <input type="radio"/> Communication Tower	DESCRIPTION OF WORK Estimated Cost (construction or move-in cost)		Adjusted Estimated Cost (SBCCI)	TYPE OF WORK <input type="radio"/> New <input type="radio"/> Addition <input type="radio"/> Demolition <input type="radio"/> Renovation <input type="radio"/> Accessory Structure <input type="radio"/> Damage Assessment <input type="radio"/> Slab Only
	INDICATE ALL ADDITIONAL PERMITS REQUIRED TO COMPLETE THIS JOB: <input type="checkbox"/> Electrical <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> T-Pole <input type="checkbox"/> Low Voltage <input type="checkbox"/> Other		Current Use: Proposed Use:	

STRUCTURE DETAILS

CHECK ONE: Sprinkler system? <input type="radio"/> Yes <input type="radio"/> No	CHECK ONE: SANITARY FACILITIES <input type="radio"/> Sewer <input type="radio"/> Septic	SLAB INSPECTION TYPE <input type="radio"/> Mono Slab <input type="radio"/> Slab CHECK ONE: Elevator <input type="radio"/> Yes <input type="radio"/> No	# of Stories: # of Units:	Total Square Footage: Finished Floor Area (Heated):
Foundation Type: <input type="radio"/> Slab <input type="radio"/> Basement <input type="radio"/> Crawl Space	Power Company: <input type="radio"/> Georgia Power <input type="radio"/> Central GA EMC <input type="radio"/> Fayette Coweta EMC	Basement: Floor Area: _____ Finished _____ Unfinished _____	# of Baths/Restrooms: # of Kitchens:	Unfinished Floor Area: Garage Floor Area:
Heating: <input type="radio"/> Gas <input type="radio"/> Electric	Fireplace: <input type="radio"/> Prefab <input type="radio"/> Masonry	Cooling: <input type="radio"/> Gas <input type="radio"/> Electric	Building Height:	Exterior Finish: (Materials) Outdoor Living Area: sq ft. _____ <input type="radio"/> Deck/Porch <input type="radio"/> Patio

LOT DETAILS

BUILDING/STRUCTURE/SETBACKS: Left _____ Right _____ Front _____ Rear _____	PROPERTY INFO: Lot Size _____ Easement: <input type="radio"/> Yes <input type="radio"/> No	Flood Plain: <input type="radio"/> Yes <input type="radio"/> No	Impervious Area Sq. Ft:
Is Grading Needed: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Check Construction Type (New Construction/Additions) <input type="radio"/> Type IA <input type="radio"/> Type IB <input type="radio"/> Type IIA <input type="radio"/> Type IIB <input type="radio"/> Type IIIA <input type="radio"/> Type IIIB <input type="radio"/> Type IV <input type="radio"/> Type VA <input type="radio"/> Type VB		

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

I do solemnly swear that the information on this application is true, and that no false or 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/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. **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.**

Print Name _____ Signature _____ Date _____