



## Community Development Department

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

### Commercial Plans Review Application

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#### Requirements for Commercial Plans Review

##### Plans Submission Requirements:

A: Two (2) sets of professionally drawn plans or three (3) sets if food service related. Plans must be sealed and signed by an architect or engineer.

B: A PDF copy of the plans must also be sent via email, file sharing link or the following link:

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

On this Page, Select "Commercial Building Plans Review".

Required set of plans are - Building, Mechanical, Electrical, Plumbing and Site plan (for land disturbance). You must show what's existing and what is new. Include electrical, plumbing and mechanical riser diagrams. Building elevations must show finish materials and include all required schedules.

Cover sheet must include name of project, statement of codes used, construction type, occupancy type, and if structure is sprinkled and/or protected.

All drawings must be scaled at 1/16" or larger. Preferable drawing size is 24" X 36". We will not accept drawings over 24" x 36".

##### **Commercial Plans Review Submittal Package:**

- A. Commercial Plan Review Application (please note above requirements A & B)
- B. Applicable sets of plans
- C. Fire Marshal approval or waiver form.
- D. Commercial Zoning Approval Letter

##### **The Following Documents may be required if Applicable**

- Environmental Health Department Approval for projects on private sewer or food service.
- Transportation and Development Department grading permit for new construction only.
- Water Authority Approval or waiver for plans involving food service or oil discharge.
- Site plans needed for all land disturbance activities.

**Note: It is the responsibility of the applicant to verify proper zoning for the intended use. The review/approval of your plans is ONLY for architectural plans review and does not address zoning requirements.**



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## Commercial Plans Review Application

**Job Address** [Shaded areas for office use only]

<b>Plan Rev-#:</b>		<b>Zoning:</b>		<b>Parcel #:</b>		<b>Date Processed:</b>	
<b>Job Address:</b>				<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Unit/Suite#</b>
<b>Building No.</b>	<b>Plan Type</b>	<b>Floor No.</b>	<b>Apt/Lot#</b>	<b>Block</b>	<b>Project Name:</b>		

**Property Owner**

**Architect/Engineer**

<b>Name</b>				<b>Name</b>			
<b>Address</b>				<b>Address</b>			
<b>City</b>		<b>State</b>	<b>Zip</b>	<b>City</b>		<b>State</b>	<b>Zip</b>
<b>Tel#</b>	<b>Mobile #</b>	<b>Fax #</b>		<b>Tel#</b>	<b>Mobile #</b>	<b>Fax #</b>	
<b>Email</b>				<b>Email</b>			

**Builder/Contractor**

**Check Construction Type (New Construction/Additions)**

<b>Name</b>				<input type="checkbox"/> Type IA <input type="checkbox"/> Type IIA <input type="checkbox"/> Type IIIA <input type="checkbox"/> Type IV <input type="checkbox"/> Type IB <input type="checkbox"/> Type IIB <input type="checkbox"/> Type IIIB <input type="checkbox"/> Type VA <input type="checkbox"/> Type VB			
<b>Address</b>							
<b>City</b>		<b>State</b>	<b>Zip</b>				
<b>Tel#</b>	<b>Mobile #</b>	<b>Fax #</b>		<b>Current Use:</b>			
<b>Email</b>				<b>Proposed Use:</b>			

**Job Information**

<b>Occupancy Type:</b> <input type="checkbox"/> Retail <input type="checkbox"/> Apartment <input type="checkbox"/> Assembly <input type="checkbox"/> Business <input type="checkbox"/> Education <input type="checkbox"/> Storage <input type="checkbox"/> Mercantile <input type="checkbox"/> Factory/Industrial <input type="checkbox"/> Other _____							
<b>TYPE OF WORK</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Demolition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Damage Assessment <input type="checkbox"/> 80% Shell Only <input type="checkbox"/> Slab Only <input type="checkbox"/> 20% Interior Finish				<b>SCOPE OF WORK</b>			
<b>Estimated Cost</b> (construction or move-in cost) \$				<b>Adjusted Estimated Cost</b> (ICC) \$			

**Structure Details:**

<b>INDICATE ALL ADDITIONAL WORK REQUIRED TO COMPLETE THIS JOB:</b>							
<input type="checkbox"/> Electrical <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Hood System <input type="checkbox"/> Low Voltage <input type="checkbox"/> Fire Sprinklers <input type="checkbox"/> Gas							
<b>Fire Sprinkler system?</b>		<b>SANITARY FACILITIES</b>			<b>CHECK ONE: ELEVATORS?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Public Sewer <input type="checkbox"/> Private Sewer <input type="checkbox"/> Septic			<input type="checkbox"/> Yes (# of Elevators) _____ <input type="checkbox"/> No		
<b>Total Square Footage:</b>		<b># of Stories:</b>		<b># of Spaces/Units:</b>		<b># of Kitchens:</b>	<b># of Bedrooms:</b>

**\*\* 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.**

**Note: It is the responsibility of the applicant to verify proper zoning for the intended use. The review/approval of your plans is ONLY for architectural plans review and does not address zoning requirements.**

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_



Clayton County Fire & Emergency Services

Landry Merkison

Fire Chief

New Construction Division
121 S. McDonough St.
Jonesboro, GA 30236

Plans Review Application

Telephone: 770-473-7833
Fax: 770-473-3837
www.ccfes.org

ALL FEES must accompany a completed application along with two sets of plans upon submittal

If a review is not required by the Fire Marshal's Office, you must still obtain a waiver form from the Fire Marshal's Office prior to issuance of your permits with Community Development.

Table with 3 columns: Construction Plan Review, Fire Alarm Plans, and Sprinkler Plans. Includes fee amounts for various device and head counts.

TYPE OF PLANS: [ ] FULL SET [ ] ARCHITECTURAL [ ] SPRINKLER [ ] ALARM
FACILITY NAME: \_\_\_\_\_ EXISTING [ ] NEW [ ]
STREET ADDRESS: \_\_\_\_\_ Ste: \_\_\_\_\_
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ Date submitted: \_\_\_\_\_

TYPE OF OCCUPANCY (PER LSC, 2012 ED.)
[ ] Business [ ] Mercantile [ ] Storage [ ] Assembly [ ] Office [ ] Daycare
[ ] Industrial [ ] Education [ ] Pers. Care [ ] Amb. Health [ ] Apartment/Townhome

Contact Information: \_\_\_\_\_ Phone: (Office) \_\_\_\_\_
(Person to be called to pick up plans) Cell/Other: \_\_\_\_\_

PURPOSE OF SUBMISSION

[ ] Review / Approval [ ] Preliminary [ ] Information only [ ] Resubmission
Square Footage \_\_\_\_\_ Scope of Work Square Footage \_\_\_\_\_
Construction Cost \_\_\_\_\_ Sprinkled YES [ ] NO [ ]
Occupant Load (PER NFPA 101) \_\_\_\_\_ # of Stories \_\_\_\_\_
Construction Type I \_\_\_ II \_\_\_ III \_\_\_ IV \_\_\_ V \_\_\_
OCC ID # \_\_\_\_\_ Permit # \_\_\_\_\_ Waiver \_\_\_\_\_

NOTE: PLANS WILL NOT BE REVIEWED WITHOUT PROPER PAYMENT

Construction Fee: \$ \_\_\_\_\_ Fire Alarm: \$ \_\_\_\_\_ Sprinkler Plans \$ \_\_\_\_\_
Date Notified for for pick up: \_\_\_/\_\_\_/\_\_\_ Initials: \_\_\_\_\_ Left Message [ ] Made Contact [ ]
DATE PAID: \_\_\_\_\_ Payment Type: \_\_\_\_\_ CASH CHECK # \_\_\_\_\_