



### COMMERCIAL BUILDING PERMIT/REVIEW CHECKLIST

- Tenant Improvement: 2 sets of stamped plans (3 if food is involved)
  - Commercial Building: First Submittal - 2 sets of stamped plans (3 if food is involved), include sprinkler plans; Final Submittal – 3 sets of stamped plans
  - Commercial Site: First Submittal - 3 sets of stamped plans (include landscape plan and lighting plan), 2 hydrology studies, 1 recorded plat; Final Submittal – 6 sets of stamped plans
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**All plans submitted must have a coversheet with all appropriate project descriptions and contact information contained therein.**

**All plans for additions, build outs, and renovations must show the project location in relation to the entire existing floor/structure of the building in which said construction is being done.**

**A complete set of approved plans and specifications SHALL BE MAINTAINED ON THE CONSTRUCTION SITE at all times.**

**All revisions to plans shall be approved prior to the start of the said construction.**

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**Type of Plans being Submitted:** (check all that apply)

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|--|--|
| <input type="checkbox"/> Civil, Disturbed Acreage: _____ | <input type="checkbox"/> Building            |
| <input type="checkbox"/> Build Out from Shell            | <input type="checkbox"/> Building Shell Only |
| <input type="checkbox"/> Addition                        | <input type="checkbox"/> Remodel             |

**Name of Project:** \_\_\_\_\_

**Description of Project:** \_\_\_\_\_

**Location of Project:** \_\_\_\_\_

**TMP#** \_\_\_\_\_ **Zoning of the Property:** \_\_\_\_\_

**Directions to the property:** \_\_\_\_\_

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Total Project Sq. Ft. Under Roof	Total Project Sq. Ft. NOT Under Roof

**Building Valuation Data**

Construction Class	Occupancy Type	Per Sq. Ft. Cost

Estimated Cost of the Project: \_\_\_\_\_

If Addition/Remodel Installing: Plumbing \_\_\_\_ Electric \_\_\_\_ HVAC \_\_\_\_

Water System: Public \_\_\_\_ Community Well \_\_\_\_ Well \_\_\_\_ Septic Number: \_\_\_\_\_

Power Company: Amicalola \_\_\_\_\_ Georgia Power \_\_\_\_\_ Sawnee \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Company: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner Company: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

Project Engineer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Engineer Company: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Engineer Mailing Address: \_\_\_\_\_

Project Architect Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Architect Company: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Architect Mailing Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor License # \_\_\_\_\_  
Contractor Mailing Address: \_\_\_\_\_  
Contractor City: \_\_\_\_\_ Contractor Phone # \_\_\_\_\_  
Contractor E-Mail Address: \_\_\_\_\_  
Electrical Contractor Company Name: \_\_\_\_\_  
Plumbing Contractor Company Name: \_\_\_\_\_  
HVAC Contractor Company Name: \_\_\_\_\_

**\* Please note a contractor is not required at time of submittal but approved plans and permits will only be issued to contractors licensed through the State of Georgia and registered with Dawson County.**

*All projects must be designed in accordance with the following adopted codes:*

- 2012 International Building Code with Georgia Amendments
- 2012 International Residential Code with Georgia Amendments
- 2010 International Fire Code with Georgia Amendments
- 2012 International Plumbing Code with Georgia Amendments
- 2012 International Mechanical Code with Georgia Amendments
- 2012 International Fuel Gas Code with Georgia Amendments
- 2009 International Energy Conservation Code with Georgia Amendments
- 2014 National Electrical Code with Georgia Amendments
- 2010 Department of Justice ADA Requirements
- Dawson County Adopted Ordinance

**Acknowledgement/Initial:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant/Applicant's Representative**

\_\_\_\_\_  
**Date**