



COMMERCIAL BUILDING PERMIT/REVIEW CHECKLIST

- Commercial Site: First Submittal - 4 sets of stamped plans (include landscape plan and lighting plan), 2 hydrology studies, 1 recorded plat and 1 pdf set;
Final Submittal – 4 sets of stamped plans and 1 pdf set
 - Commercial Building: First Submittal - 2 sets of stamped plans, 1 pdf set
Final Submittal – 3 sets of stamped plans, 1 pdf set
 - Tenant Improvement: 2 sets of scaled plans 11x17 minimum size
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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.

Type of Plans being Submitted: (separate application required for each)

- Civil, Disturbed Acreage: _____
- Building, Complete Construction
- Build Out from Shell
- Building, Shell Only
- Addition/Remodel
- Tenant Change/improvement

Name of Project: _____

Description of Project: _____

Location or Address of Project: _____

TMP# _____ **Zoning of the Property:** _____

Directions to the property: _____

Building Data

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

Building Valuation Estimate

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
2011 National Electrical Code with Georgia Amendments
2010 Department of Justice ADA Requirements
Dawson County Adopted Ordinance
Please visit the Georgia Department of Community Affairs at
<http://www.dca.state.ga.us/development/constructioncodes/programs/codes2.asp>
for more information regarding required construction codes

Acknowledgement/Initial: _____

Signature of Applicant/Applicant's Representative

Date