COMMERCIAL PLAN REVIEW PERMITTING & OCCUPANCY PROCESS

Simultaneous submission is allowed

Submit Documents for Site Development Approval to the Engineering Department

Submit three (3) copies of civil drawings for site work with application for site development permit, driveway permit and minor land disturbance permit.

- 1 set to Engineer Division (Revisions)
- 1 set to Traffic Engineer Division (Revisions)
- 1 set to Forestry Division (Revisions)

Eight sets of revised plans submitted

Site Development is approved, the applicant is notified by email

- 4 sets sent to departments approved.
- 4 sets returned to contractor approved

- Engineering Copy
- Arborist Copy
- File Copy
- Inspections Copy

Approved plans sent to Engineering Inspector Site Development Permit Issued

Approved plans sent to Arborist Inspector

Submit Documentation for the Building Permit to Inspections & Code

Three (3) copies of the site plan, three (3) copies of complete construction drawings, Ga. State Energy Code compliance, Fire hydrant approval, Chapter 17 (special inspections), code summary, and all Assembly, Educational or Institutional projects stamped by a licensed Architect or Engineer.

- Documents distributed and reviewed for approval of any applicable codes, e.g. Building, Fire, Life Safety, Electrical, Mechanical, Plumbing and Fuel Gas, as well as Zoning and UDO compliance.
- Applicable projects reviewed by Fire Prevention

Reviews are completed and approved site development is received

Building Permit is issued

Construction inspections are conducted at various applicable phases

The Building Inspector finals the permit after all applicable requirements are approved by the appropriate Divisions

Application is made for the Certificate of Occupancy

Application is made for a Business License