COMMERCIAL PLAN REVIEW PERMITTING & OCCUPANCY PROCESS

Simultaneous submission is allowed

Submit Documents for Site Development Approval to the Engineering Department

Submit four (4) copies of civil drawings for site work with application for site development permit, driveway permit and minor land disturbance permit.

- 2 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.
  - Traffic Eng. Copy
  - Engineering copy
  - File Copy
  - Arborist Copy
- 4 sets returned to contractor approved

Approved plans sent to Engineering Inspector Site Development Permit Issued

Approved plans sent to Arborist Inspector

GC to submit 1 copy of cover sheet of approved drawings to Inspections & Codes

Submit Permit Application and Construction Documents for the Building Permit to Inspections & Code

Two (2) copies of the site plan, two (2) copies of complete construction drawings, Ga. State Energy Code compliance, Fire hydrant approval, Chapter 17 (special inspections), code summary, all Assembly, Educational, and Institutional projects and any project over 5000 sq. ft. shall be stamped by a licensed Architect or Engineer, ASBESTOS/LEAD AFFIDAVIT, Digital plans submitted after completion of plan review

- 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 and/or Trade Permits are 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