



Community Affairs
5000 Austell Powder Springs Rd
Suite 141
Austell, GA 30106
Office: (770) 944-4309
Web: www.austellga.gov

COMMERCIAL PERMIT APPLICATION

All contractors are required to have a Georgia Contractor's License and a business license from a Georgia municipality

Date of Submittal: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Staff: \_\_\_\_\_

Cost of Permit: \_\_\_\_\_

\*Note: A separate permit is required for each building or structure on which work is to be done. If building contains more than (1) Dwelling unit, a separate permit is required for each unit in which work will be done.

Expiration of Permits: A building permit for new construction shall be valid for a period of 1 year. The building permits will expire at the end of the issuance day the following year whether work has been completed or not at which time the permit will be required to be renewed for work to continue. The renewal shall be submitted in writing by the permit holder prior to such permit expiring. If you fail in renewing your permit and continue to work under an expired permit you will be found in violation of the ordinance, resulting in a fine starting at \$150.00 or 2 days incarceration for your first violation.

THE FOLLOWING ITEMS MUST BE ATTACHED TO THE APPLICATION BEFORE ZONING AND THE BUILDING DEPARTMENT WILL APPROVE YOUR PERMIT.

- Site plan showing the location of the Building and all structures
Copy of State Card, Business License and DL of state card Holder.
Permit Agent form and DL of agent. (if applicable)
3 sets of min. 18x24 plans including mechanical, electrical, plumbing and life safety.
Electronic copy
All plans should have "Released for construction" on them.

PERMIT # \_\_\_\_\_

SHELL: \_\_\_\_\_ NEW TENANT: \_\_\_\_\_ ADD: \_\_\_\_\_ REMODEL: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Bldg. Outside Dimensions: \_\_\_\_\_ Septic Sewer Parcel ID# \_\_\_\_\_

Person Responsible for Plans: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Stories in Building: \_\_\_\_\_ Number of Buildings: \_\_\_\_\_ Basement? Yes No

Superintendent/Project manager on site: \_\_\_\_\_

Phone#: \_\_\_\_\_

Construction Cost: \_\_\_\_\_

Occupancy type per NFPA 101: \_\_\_\_\_ Load per NFPA 101: \_\_\_\_\_

New Bldg. Sq. Ft: \_\_\_\_\_

Addition Sq. Ft.: \_\_\_\_\_ Remodel Sq. Ft.: \_\_\_\_\_

Construction Type per Building Code: \_\_\_\_\_ Space Completely Sprinkled: Yes No

Other fire protection system(s): \_\_\_\_\_

Cost of permit: See fee Schedule



Community Affairs  
5000 Austell Powder Springs Rd  
Suite 141  
Austell, GA 30106  
Office: (770) 944-4309  
Web: [www.austellga.gov](http://www.austellga.gov)

**RE-INSPECTION FEES: \$50.00 each occurrence.**

**Work Commencing Without a Permit:** Where any work for which a permit is required is started without such a permit having been issued, the applicable fees shall be doubled. (This includes permits for Building, Electrical, Plumbing, Mechanical, Gas Etc.) The payment of such a double fee shall not relieve any persons from fully complying with the requirements if all applicable codes and City Ordinances including on work already performed, concealed or otherwise not inspected, nor shall it relieve them from any other penalties as may be prescribed by law. As stated by the city's ordinance Article 1 Section 22-2 the first violation will result in a fine \$150.00 dollars or 2 days incarceration increasing with each violation.

**I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing This type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.**

DATE

\_\_\_\_\_  
CONTRACTOR OR AUTHORIZED AGENT - PRINT NAME

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT



Community Affairs  
5000 Austell Powder Springs Rd  
Suite 141  
Austell, GA 30106  
Office: (770) 944-4309  
Web: www.austellga.gov

The provisions of the Georgia State Minimum Standard Energy Code, as adopted and amended the Georgia Department of Community Affairs, shall regulate the design of building envelopes for adequate thermal resistance and low air leakage, as well as the design and selection of mechanical, electrical, service water heating and illumination systems and equipment that will enable the effective use of energy in new building construction. **Any duct or envelope tightness verification or testing required by this Code shall be performed by an independent contractor hired by the builder.** The results of such testing shall be made available to the Building Official for his/her acceptance. Failures in meeting the provisions of the Code concerning duct and envelope tightness shall result in the testing being required to be performed again, after corrections to deficiencies have been made, and a re-inspection fee in the original amount has been paid.

**The air tightness of the building, dwelling or dwelling unit(s) shall be performed in accordance with Code and after all rough-in inspections have been approved, after the installation of all exterior and interior wall coverings and after installation of all penetrations of the building envelope, including doors and windows and penetrations for utilities, plumbing, electrical, ventilation, combustion appliances, etc.**

**FOR OFFICE USE ONLY**

BASE APPLICATION ACCEPTED BY: \_\_\_\_\_  
PLANS CHECKED BY: \_\_\_\_\_  
ZONING APPROVAL: \_\_\_\_\_ TAX PARCEL NUMBER: \_\_\_\_\_  
STORMWATER APPROVAL: \_\_\_\_\_ FLOOD ZONE \_\_\_\_\_  
APPROVED FOR ISSUANCE BY: \_\_\_\_\_

**Stipulations / Comments**

---

---

---

---

---

---

---

---