



INSTRUCTIONS FOR OBTAINING A COMMERCIAL BUILDING PERMIT

A commercial building permit is for:

- Interior & exterior commercial and multifamily
- Commercial and multifamily additions
- New commercial and multifamily construction

All construction must comply with both, zoning and building requirements. The City's Code of Ordinances may be viewed online through Municode at: https://library.municode.com/ga/clarkston/codes/code_of_ordinances?nodid=PTIICOOR_CH5BUCOREMA.

Individual PDF files may not exceed 50 MB. Larger files should be separated into individual PDFs.

- A. Submit a PDF digital version of a site plan** showing all existing structures, new structures or additions, curb cuts, sidewalks, landscaping, utility locations and property/right-of-way/setback lines and other pertinent details. For interior finish only, no site plan is required. Plans must be to scale and include address and contact information for the owner and design professionals. See Site Plan Review Checklist in this application packet for more information.
- B. Submit a PDF digital version of the plans** as required for the construction of all new buildings, additions or remodeling involving structural changes. All plans should be clearly drawn to scale (feet/inches). For interior remodel, site plans are not required unless requested by the Department, but applicants must clearly indicate the scope of work within the structure.

Depending on the type of construction, plans may be required to be prepared by a registered design professional. See [Section 21-5 of the City Ordinances](#) for details on structural plan requirements. Site plans may be required to be prepared by a registered surveyor at the discretion of the Planning and Economic Development Department.

All plans should be clearly drawn to scale (feet/inches) and include the details below. For interior finish or tenant build-outs, clearly indicate the scope of work within the structure.

1. Structural plans including interior layouts, exits, door/windows, designated use of the rooms, dimensions of the building and interior spaces, typical interior/exterior wall sections, foundation details, floor/roof/wall framing, stairways, finish schedules, site retaining walls, piers/columns, detention vaults, parking decks, etc., detailing the types of construction materials to be used and with general notes as needed. Designs must conform to current building codes as adopted and amended by the State and City.
 2. Electrical plans must indicate existing/new circuits, outlets/switches, fixtures, panels, service locations, emergency lights, exit signs, and locations of alarm systems, low voltage systems (phone, data, TV, irrigation systems and security), fault current, load calculations and panel schedules as per the latest approved edition of the National Electrical Code. Detail location of Georgia Power transformers.
 3. Mechanical and plumbing systems or additions to existing systems must be detailed (mechanical rooms, one-line plumbing detail with fixtures (esp. greasetraps/jacuzzis/spas), specs on heating/air cond. systems/ducts/vents/fans, sprinkler system, kitchen hoods, paint booths. Food service establishments must have Board of Health checklist and DeKalb Watershed Dept. F.O.G. permit forms with equipment and greasetraps locations. Tap fees for new connections are paid to DeKalb County Water/Sewer Dept.
- A. Fees. Building permit fees are based on standard ICC Valuation Tables. (See Fee Schedule.) A Plan Review Fee of 50% of the Permit Fee will be charged on all commercial building permits (min. permit fee/\$200; min. plan review fee/\$200). Payment of the Plan Review fee is required with the first submittal.**



- B. Plan Revision and Resubmittal Process.** Code compliance comments from the Department will be sent jointly via email to the contact person listed on the application. All resubmittals must be submitted electronically along with a separate document that includes detailed responses to any comments provided. The applicant must work directly with any other outside review agencies, if required (see attached flowchart).
- C. Plan Approval.** When the plans are approved, an approval letter will be emailed to the contact person listed on the application. This letter will notify the applicant of any outstanding items necessary to issue a permit. The applicant will be asked to submit at least one electronic final version of all plans, if needed. The applicant must also provide all required outstanding, supporting documentation appropriate to the project (i.e. bonds, COMcheck, Board of Health, DeKalb Watershed, etc.) outlined in the approval letter. Once the plans are digitally signed, they will be returned electronically to the applicant. Once the permit is issued the City will contact the applicant about arranging a Pre-construction meeting, if required. A permit card will be distributed at that time. The applicant must bring a printed set of the plans to the Pre-Construction Meeting. These plans will remain onsite during construction.

Additional information to be submitted with Building Permit Application:

- a. Complete Building Permit Application.
- b. DeKalb County Sewer Capacity Letter or Approved Sewer Action Plan.
- c. Redevelopment Assessment Form (For all modifications to existing structures per ZO Section ____).
- d. Federal Aviation Administration FM Form 7460-1 and any and all response received from FM
- e. Copies of the current Georgia Business License, qualifying Georgia State License for the General Contractor and GSWCC (Soil & Erosion Control certification) card, along with contact information for site supervisors. (must be submitted prior to issuance of building permit)
- f. Subcontractor Affidavits (may be submitted after issuance of building permit)
- g. LEED or Green Globes Checklist, if applicable.

Code Requirements:

New construction or major renovations involving design professionals must comply with the provisions stated in **Chapter 1 of the International Building Code**. Documentation from the Responsible Design Professional should be in the **ACEC/SEAOG SI GL 01- 2009 format**. The General Contractor should submit his documentation when obtaining the permit. Records of all Special Inspections shall be maintained on site for review by the City's Building Official. A final report from the Special Inspectors and/or RDP/SER will be required prior to issuance of a Certificate of Occupancy. The Building Official may require additional engineering reports as required on the project. Submit COMcheck documentation required to comply with the current International Energy Conservation Code.

Applicable codes as adopted and amended by the Georgia Department of Community Affairs (DCA) can be found in the current editions on the DCA website at <https://www.dca.ga.gov/>, and include the following:

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| <ul style="list-style-type: none"> i. INTERNATIONAL BUILDING CODE ii. GEORGIA ACCESSIBILITY CODE iii. INTERNATIONAL PLUMBING CODE iv. FIRE SPRINKLER CODE: NFPA #13 v. INTERNATIONAL FUEL GAS CODE vi. FIRE ALARM CODE: NFPA #72 vii. INTERNATIONAL MECHANICAL CODE | <ul style="list-style-type: none"> • COMMERCIAL COOKING: NFPA#96 • NATIONAL ELECTRICAL CODE • CHEMICAL EXTINGUISHING SYS: NFPA#17A • INTERNATIONAL FIRE CODE • LIFE SAFETY CODE: NFPA #101 • INT'L ENERGY CONSERVATION CODE • INT'L RESIDENTIAL CODE • INT'L EXISTING BUILDING CODE |
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Notes to Contractors:

- The street address and/or suite numbers must be clearly posted at all project locations.
- Construction dumpsters may not be placed in the street.
- The inspection card and an approved set of the plans must remain on the site at all times during construction.
- Permits are not transferable nor are they refundable.
- Permits expire if work is not begun within 6 months or completed within two years of issuance.
- A **Certificate of Occupancy** or **Certificate of Completion** may be obtained when all permits issued have been approved, final Building and Life Safety Code inspections have passed, and all required fees, bonds, site work, documentation and as-built/stormwater and landscaping reviews have been completed.



COMMERCIAL BUILDING PERMIT SUBMITTAL CHECKLIST

Initial Submittal:

- Complete Building Permit Application
- Plan Review Fee
- PDF digital version of plans

Plan Revisions:

- PDF digital version of plans
- Document including detailed responses to any plan comments
- Any other requested supporting documents from reviewers

Prior to Issuance of Permit:

- Building Permit Fee
- C/O or CIC Fee
- Federal Aviation Administration FM Form 7460-1 and any and all response received from FM
- Copy of current Georgia Business License
- Copy of qualifying Georgia State License for the General Contractor
- Copy of GSWCC (Soil & Erosion Control certification) card
- General Contractor affidavit
- Subcontractor Affidavits (may be submitted after issuance of building permit but prior to any subcontractor work being done)
- Outside Agency Approvals
 - Sewer Capacity Letter or Sewer Action Plan
 - Others are required depending on construction and/or use
- Any other required supporting documents and/or bonds, if necessary
- Electronic set of final engineered/architectural plans



Building Permit Application

Job Address:		City:	State:	Zip:
Uni/Apt/Suite/Floor #s:	Number of residential units:	Purpose: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alter <input type="checkbox"/> Repair		
Project/Business Name:		Scope of work: <input type="checkbox"/> Interior <input type="checkbox"/> Exterior	Structural Review Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of work to be performed:				
Building Type: <input type="checkbox"/> Single-family detached residential <input type="checkbox"/> Townhome(s) <input type="checkbox"/> Multi-family residential, mixed-use, or non-residential		<input type="checkbox"/> Land Disturbance: Total Disturbed Acreage: _____		
Construction areas (check all that apply): <input type="checkbox"/> Heated area square feet _____ <input type="checkbox"/> Deck square feet _____ <input type="checkbox"/> Unheated basement square feet _____ <input type="checkbox"/> Unheated garage square feet _____				
Business Owner Name (non-residential permits only):		Phone#:	Right-of-way encroachment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Stream within 200 feet of property? <input type="checkbox"/> Yes <input type="checkbox"/> No

Property/Building Owner (of Job Address):			General Contractor Co. (If homeowner, provide Declaration Form):		
Name:			Company Name:		Contact Name:
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Tel#:		Mobile#:	Tel#:		Mobile#:
E-Mail:			E-Mail:		

Primary Contact Name:		Primary Contact Phone:		Primary Contact Email:	
Type of Construction (VB, IIB, IA, etc.) - Single-family residential = VB			Occupancy Type (Business, Residential, Mercantile, etc.):		

Contractor's Business License #:	State License#:	<input type="checkbox"/> Qualifying Agent	<input type="checkbox"/> Licensed Individual
Qualifications Held: <input type="checkbox"/> Residential Basic Contractor <input type="checkbox"/> Residential Light Commercial <input type="checkbox"/> General Contractor			

Sub-contracted work for this job				
<input type="checkbox"/> Electric	<input type="checkbox"/> Plumbing	<input type="checkbox"/> HVAC	<input type="checkbox"/> Low Voltage	<input type="checkbox"/> Other _____

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided is true and correct. I further certify that all construction will comply with the current City and State Building Codes. This permit is void if no construction activity commences within six months of issuance date or an extension is granted per City Code.

I further agree that I shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to person or property. I agree to exonerate, indemnify and save harmless the city from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the building permit issued as a result of this application. I also agree to allow all inspections and right of entry per Section 5-405 of the ZO.

****Note: Only the Property Owner, Architect, General Contractor or other Authorized Agent should sign this application as an applicant. EXCEPTION: If a tenant is applying to move into a commercial space, then the tenant should sign as the applicant.**

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____



Owner Permission Affidavit

Subject Property Address: _____

Property Owner:

Name (Person, Firm, Corporation, or Agency): _____

Mailing Address: _____

Phone: _____

Email: _____

Authorized Applicant:

Name (Person, Firm, Corporation, or Agency): _____

Mailing Address: _____

Phone: _____

Email: _____

I (Property owner/agent) am applying for, or I hereby give authority to the authorized applicant to file an application for the following address: _____

Type of Application: _____

Property Owner's signature

Property Owner's printed name

This instrument was signed before me on this date: _____

County: _____ Georgia Notary Signature: _____

Affix seal/stamp as close to signature as possible



Disclosure of Campaign Contributions

Pursuant to OCGA, Section 36-67A-3(a), the following disclosure is mandatory when an applicant or any representative has made campaign contributions aggregating \$250.00 or more to a local government within two (2) years immediately preceding the filing of this application.

It shall be the duty of the applicant and the attorney representing the applicant to file a disclosure with the governing authority of the respective local government. The following questions **must** be answered:

Have you, the applicant, made \$250.00 or more in campaign contributions to a **local** government official within two years immediately preceding the filing of this application?

Yes No

If the answer is **yes**, you must file a disclosure report with the governing authority of City of Clarkston showing:

1. The name and official position of the local governing authority in City of Clarkston to whom the campaign contribution was made.

Name and official position of the applicant/representative (Please Print)

2. The dollar amount and description of each campaign contribution made during the two (2) years immediately preceding the filing of this application and the date of each such contribution was made.

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Description of Campaign Contribution (Please Print)		Dollar Amount

This disclosure must be filed within ten (10) days after the application is first filed and must be submitted to the City of Clarkston, 3921 Church Street, Clarkston, GA 30021.

Signature (choose one) Applicant Owner

Date

Notary Signature

Date and Seal