



## Commercial Building Permit Submittal Requirements

**The following items are required for Submission**

### **CELL TOWER CO-LOCATE**

- Commercial Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor's current Business License
- Hours of Construction Agreement
- Drawings and Specifications:
- 3 Sets of Site Plans
- 3 Sets of Engineering/Structural Plans (drawn to scale)
- All drawings must be stamped by a Georgia Structural Engineer
- Mechanical, Electrical and Plumbing plans showing equipment & fixtures
- Structural Conditions and Mounting Reports
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

### **COMMERCIAL ADDITION**

- Commercial Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- General Contractor's Information
- Authorized Permit Agent Form, notarized and copies of Driver's Licenses
- Copy of State Professional Trade License
- Copy of Business License/Occupation Tax Jurisdiction & Number.
- Commercial Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Drawings and Specifications:
- 4 Sets of Site Plans
- 4 Sets of Architectural & Structural Plans (drawn to scale)
- All drawings must be stamped by a Georgia Design Professional
- Mechanical, Electrical and Plumbing plans showing equipment & fixtures
- Geotechnical Subsurface (soil-boring) Investigation Report
- Energy Compliance Reports – COM check or equivalent
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

### **COMMERCIAL ALTERATIONS – EXTERIOR**

- Commercial Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- General Contractor's Information
- Authorized Permit Agent Form, notarized and copies of Driver's Licenses
- Copy of State Professional Trade License
- Copy of Business License/Occupation Tax Jurisdiction & Number.
- Commercial Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Drawings and Specifications:
- 4 Sets of Architectural & Structural Plans (drawn to scale)
- All drawings must be stamped by a Georgia Design Professional
- Location plan with streets and a north arrow for orientation
- Mechanical, Electrical and Plumbing plans showing equipment & fixtures

- Energy Compliance Reports – COM check or equivalent (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

### **COMMERCIAL ALTERATIONS – INTERIOR**

- Commercial Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- General Contractor’s Information
- Authorized Permit Agent Form, notarized and copies of Driver’s Licenses
- Copy of State Professional Trade License
- Copy of Business License/Occupation Tax Jurisdiction & Number.
- Commercial Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Drawings and Specifications:
- 4 Sets of Architectural & Structural Plans (drawn to scale)
- All drawings must be stamped by a Georgia Design Professional
- Location plan with streets and a north arrow for orientation
- Mechanical, Electrical and Plumbing plans showing equipment & fixtures
- Energy Compliance Reports – COM check or equivalent (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

### **COMMERCIAL FOOD SERVICE ESTABLISHMENTS - ADDITIONAL REQUIREMENTS**

- **PRIOR TO SUBMITTAL THE FOLLOWING STEPS MUST BE TAKEN:**
- Fulton County Health Department Approval – Each set requires Original Stamps
- Fulton County Public Works Pre-Treatment Permit & FOG Discharge Approval FOR NEW and EXISTING GREASE TRAP INTERCEPTORS – Each set requires Original Stamps

### **COMMERCIAL DEMOLITION - EXTERIOR**

- Commercial Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor’s current Business License
- Erosion Control/Tree Protection Agreement Form
- Hours of Construction Agreement
- Pest/Vermin Abatement Certification
- Asbestos Abatement Survey
- Georgia Asbestos Project Notification Form for Demolition
- Drawings and Plans:
- 3 Copies of a Site Plan or Plat of Survey, identifying extent of demolition
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

### **COMMERCIAL – NEW CONSTRUCTION**

- Commercial Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor’s current Business, State and Driver’s license
- Authorized Permit Agent Form, notarized and copies of Driver’s Licenses
- Commercial Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Fulton County Sewer and Water Permits
- Drawings and Specifications:
- 4 Sets of Site Plans
- 4 Sets of Architectural & Structural Plans (drawn to scale)
- All drawings must be stamped by a Georgia Design Professional
- Mechanical, Electrical and Plumbing plans showing equipment & fixtures
- Geotechnical Subsurface (soil-boring) Investigation Report

- Energy Compliance Reports – COM check or equivalent
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)
- Trade Permit Application – for each applicable trade, must be applied for separately and issued prior to construction

### **COMMERCIAL SWIMMING POOL/SPA**

- Pool Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor’s current Business, State and Driver’s license
- Commercial Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Fulton County Health Department Approval stamp (obtained prior to submittal)
- Drawings and Specifications:
  - 4 Sets of Site Plans, locating pool or spa with dimensions to property lines
  - 4 Sets of Structural Drawings (drawn to scale)
    - Enlarged plan (dimensioned), with profile/section of pool showing depths, equipment location and related plumbing from pool to pool equipment
    - Show or note the bonding grid around pool
    - Provide a list or schedule of all pool equipment with model numbers
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **COMMERCIAL – TEMPORARY STRUCTURES**

- Commercial Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor’s current Business, State and Driver’s license
- Commercial Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Drawings and Specifications:
  - 4 Sets of Site Plans, locating structure with dimensions to property lines
  - 4 Sets of Structural Drawings (drawn to scale)
    - Enlarged plans identifying spaces, exits, equipment and fixtures
    - Elevations of all facades, showing heights and materials
- Tent material certifications (if applicable)
- Anchoring must be noted or detailed
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)
- Trade Permit Application – for each applicable trade, must be applied for separately and issued prior to construction

### **COMMERCIAL TRAILER – CONSTRUCTION OR SALES**

- Commercial Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor’s current Business, State and Driver’s license
- Hours of Construction Agreement
- Drawings and Specifications:
  - 4 Sets of Site Plans, locating trailer with dimensions to property lines
  - 4 Sets of Structural Drawings (drawn to scale)
    - Enlarged plans identifying spaces, exits, equipment and fixtures
    - Elevations of all facades, showing heights and materials
    - Anchoring (hold-downs) must be noted or detailed
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)
- Trade Permit Application – for each applicable trade, must be applied for separately and issued prior to construction

## **COMMERCIAL ROOF REPLACEMENT**

- Commercial Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor's current Business License
- Hours of Construction Agreement
- Copy of Manufacturer's cut-sheet and specifications
- Credit Card Payment Authorization Form (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

## **TRADE PERMIT APPLICATION**

- Copy of State Professional Trade License
- Copy of Business License/Occupation Tax Certificate
- Copy of License holder's Driver's License
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

Email application to [Buildingpermits@johnscreekga.gov](mailto:Buildingpermits@johnscreekga.gov)

- **General Note**
- **ALL PLANS SITE AND ARCH/ENGINEERING MUST BE LEGIBLE WITHOUT THE AID OF MAGNIFICATION.**
- **CERTIFICATE OF OCCUPANCY OR COMPLETION CAN BE OBTAINED BY SUBMITTING THE APPLICATION AND COPY OF THE PERMIT AND INSPECTION CARD TO [BUILDINGPERMITS@JOHNSCREEKGA.GOV](mailto:BUILDINGPERMITS@JOHNSCREEKGA.GOV).**