

# Tenant Move-In / Certificate of Occupancy

## \*\*\*Permitting Guidelines\*\*\*

1. Submit completed Commercial Permit Application to [CCWSPlanReview@cobbcounty.org](mailto:CCWSPlanReview@cobbcounty.org) or 770-419-6335 (fax) so that CCWS may determine if plan approval and water and sewer fees are required for the project. CCWS may request additional information in order to make a final determination. CCWS will mark the requirements and return the application. Allow five business days for CCWS to process. If required, plans must be approved and fees must be paid prior to submitting plans for structural plan review.

2. Health Department (770-435-7815) approval is required for septic systems, public swimming pools, restaurants/cafeterias, catering, bars, personal care homes, hotels/motels, body art businesses, etc. Go to [www.CobbAndDouglasPublicHealth.org](http://www.CobbAndDouglasPublicHealth.org) for more information.

3. Visit [www.CobbFMO.org](http://www.CobbFMO.org) to set up a plan review appointment. On average, expect a 5-7 business day wait for a plan review appointment date.

You will need:

- 3 (three) copies of floor plan of your space drawn to scale showing layout, restrooms, and square footage, emergency and exit lights.
- Business name, address & phone number.
- Owners name, address and phone number.
- A completed commercial building permit application form, signed by CCWS.

4. After Fire Department approves your plans, bring them to Cobb County Community Development Department. Bring application form and plans to the Structural Plan Review Division, (770-528-2071), 1150 Powder Springs St., Suite 400, Marietta, GA 30064. After a permit number is assigned, Zoning approval is required. Return to Structural Plan Review to complete your permit. The permit fee is \$100.00, Visa, MasterCard, exact cash or check made payable to Cobb County.

5. You then need to request an inspection from the Fire Department. Schedule inspections at [www.CobbFMO.org](http://www.CobbFMO.org) & from the Building Inspections Division @ 770-528-2073. **Note:** The Building Inspection number is an automated inspection request line. The Interactive Voice Response (IVR) system will request you to enter an inspection code. Enter No. 113; your inspection will be scheduled for the following business day.

6. When your inspections are complete, call 770-528-2157 to arrange to pick up your Certificate of Occupancy. **Please Note: Certificates of Occupancy require 24 to 48 hours to prepare.**