



**COBB COUNTY  
COMMUNITY DEVELOPMENT AGENCY | DEVELOPMENT & INSPECTIONS**

**Commercial Permit Application Form**

All applicable items must completed before submittal to the Fire Marshal's Office. See page 2 for minimum plan requirements.  
INCORRECT, INVALID, OR INCOMPLETE INFORMATION MAY RESULT IN A STOP WORK ORDER AND ADDITIONAL FINES

Print date next to appropriate job type:

Site \_\_\_\_\_ Shell \_\_\_\_\_ New Bldg \_\_\_\_\_ New Tenant \_\_\_\_\_ Add (Int/New) \_\_\_\_\_ Remodel \_\_\_\_\_  
 HB 493    Other \_\_\_\_\_ Apt. \_\_\_\_\_ F/S Townhouse \_\_\_\_\_ Condo \_\_\_\_\_ Fire Damage (R/C) \_\_\_\_\_

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

Arch/Designer \_\_\_\_\_ Phone \_\_\_\_\_

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

Job Site Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Project Address \_\_\_\_\_ Suite \_\_\_\_\_

Job/Tenant Name \_\_\_\_\_

City \_\_\_\_\_ **City Limits**     Acworth     Kennesaw     Powder Springs    Zip \_\_\_\_\_

Complex Name \_\_\_\_\_

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

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

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

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

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

**Construction Cost \$** \_\_\_\_\_ Occupancy Type per NFPA 101 \_\_\_\_\_ O/Load per NFPA 101 \_\_\_\_\_

New Bldg. Sq. Ft \_\_\_\_\_ New Tenant Sq.Ft. \_\_\_\_\_ Addition Sq.Ft. \_\_\_\_\_ Remodel Sq. Ft. \_\_\_\_\_

Construction Type per Building Code \_\_\_\_\_ Serving Alcohol?  Yes     No    State Tenant?  Yes     No

Space Completely Sprinklered?  Yes     No    Type \_\_\_\_\_ Req. by Code?  Yes     No    Code Section \_\_\_\_\_

Supervised System?  Yes     No    Type \_\_\_\_\_ Req. by Code?  Yes     No    Code Section \_\_\_\_\_

Other fire protection system(s) \_\_\_\_\_ LSC Year \_\_\_\_\_

**Please check if building/job will have any of the following new work performed:**

**Electrical:**     Yes     No    **Plumbing:**     Yes     No    **Heating/Air:**     Yes     No

**Fire Sprinklers:**  Yes     No    **Hood System:**     Yes     No    **Fire Alarm:**     Yes     No

**Signature** \_\_\_\_\_ **Print** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title/Relation** \_\_\_\_\_

*Please send your completed form to [structuralplanreview@cobbcounty.org](mailto:structuralplanreview@cobbcounty.org).*

**\*\*\*Official Use Only - DO NOT WRITE BELOW THIS LINE \*\*\***

Building Department Comments \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Comments \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Certificate of Occupancy Required	<input type="checkbox"/>	FMO	<input type="checkbox"/>	Bldg.	<input type="checkbox"/>	New Construction Only, O.C.G.A. 25-2-13: <input type="checkbox"/> Yes <input type="checkbox"/> No
Letter of Completion Required	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Special Inspections Required	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<b>PERMIT #</b>

**Cobb County Water System (CCWS) (770) 419-6327 and Health Department Requirements**

1. Submit completed Commercial Permit Application to [CCWSPlanReview@cobbcounty.org](mailto:CCWSPlanReview@cobbcounty.org) 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 on line A below 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.com](http://www.CobbAndDouglasPublicHealth.com) for more information.

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**Water System Use Only**

A. Plan Approval Required:  Yes  No    Fees Due:  Yes  No    Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 B. Plans Approved On \_\_\_\_\_    Fees Paid On \_\_\_\_\_    Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Fire Marshal's Office Requirements**

Visit [www.CobbFMO.org](http://www.CobbFMO.org) to schedule a plan review appointment

**The Required Plan Review Information Needed In the Fire Marshal Plan Review Appointment:**

1. Minimum of (4) sets of plans which contains:

Minimum Required Information	Pass / Fail	Minimum Required Information	Pass / Fail
Job Name & Project Address on the plans		Show a top view of the tenant location inside the building	
Overall area of the space shown – It must be scaled or show dimensions of each room		Show all door, window and wall locations & Furniture Layout, merchandise, shelving/fixtures for the tenant space	
Identify and label each room on the drawings		Show all exit sign, emergency light & fire extinguisher locations	
Key Plan (Show the proximity of the space in conjunction with building and/or property )		Scope of work letter (Explain the construction, if any, being done with your permit)	
Complete egress route to outside the building (Show how to access two exits)		Cash or Check to pay for the plan review, make checks payable to: <b>Cobb County Fire and Emergency Services</b>	

2. One complete set of plans on CD in PDF Format
3. Complete permit application (this *form*) before the start of your appointment; both sides.
4. Line A above must be completed and signed by Water System prior to appointment

**NOTE: PLANS SUBJECT TO REJECTION IF INFORMATION NOT SUFFICIENT TO DETERMINE CODE COMPLIANCE**

**4. Building Department Requirements Structural Plan Review Office (770) 528-2071**

Plans must be approved by Fire Marshal prior to submittal for structural plan review. Review procedures are as follows:

- Renovations are reviewed as time permits; freestanding buildings & additions are required to be dropped off for review. Review time varies depending upon the complexity of the plans.
- Any plans stating "Not Released for Construction" or similar are not acceptable.
- If required, Water System plan approval must be obtained and fees must be paid prior to plan submittal for structural plan review.
- Zoning approval may be required (770-528-2035).

In addition to the above requirements, the following steps are **mandatory before issuance of a Permit for a freestanding building or addition.** (Energy Affidavit, Temporary Pole, and Temporary Power forms must accompany this application).

- Land Disturbance Permit issued by Site Plan Review. (770-528-2147)  
LDP #: \_\_\_\_\_
- Address Verification issued by Cobb County GIS. (770-528-2002)
- Grading Permit (On site Erosion Control Approval) issued by Site Inspections. (770-528-2142)  
Grading #: \_\_\_\_\_
- Architectural Design Worksheet completed.  
Required: \_\_\_\_\_ Actual: \_\_\_\_\_
- Statement and Schedule of Special Inspections. (See [www.seaog.org](http://www.seaog.org) for forms and example.)
- Health Department Approval. (770- 435-7815)
- 1 Complete Set of Plans on separate CD in PDF Format
- Georgia Business License #: \_\_\_\_\_
- Erosion Control Certification (See [gaswcc.georgia.gov](http://gaswcc.georgia.gov)) #: \_\_\_\_\_
- State Contractor License: Type \_\_\_\_\_ # \_\_\_\_\_

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**Zoning Department Use Only**

Comments \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_