



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

Commercial Permit Application Form

All applicable items must be 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 CommBldgApplication@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"/>	PERMIT #		
Special Inspections Required	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			

1. Submit application & plans via email to commbldgapplication@cobbcounty.org
 - a. If plans are larger than 20MB, request a shared folder in the body of the email.
2. Once the application has been processed you will receive an automatic email with your application number & the contact information for other departments involved.
 - a. Contact the Cobb County Fire Marshal's office at the number provided for their plan submittal instructions and review processes.
3. Contact the Cobb & Douglas Public Health office at (770)-435-7815 or by visiting www.CobbAndDouglasPublicHealth.com for approval if you are applying for any of the following:
 - a. Septic systems
 - b. Public Swimming Pools
 - c. Restaurants/Cafeterias
 - d. Catering
 - e. Bars
 - f. Personal Care Homes
 - g. Hotels/Motels
 - h. Body Art Business
 - i. *Other business types may apply*
4. After receiving Fire Marshal approval, forward the email with the Mobile-eyes link to the approved plans to commbldgapplication@cobbcounty.org

Additional Information

The following items are required for new building application submittal:

1. Land Disturbance Permit issued by Site Plan Review (770) 528-2147
 - a. LDP #: _____
2. Address Verification issued by Cobb County GIS (770) 528-2002

The following items may be requested by the plan reviewer:

- Completed Architectural Design Worksheet
- Statement and Schedule of Special Inspections (See www.seaog.org for forms and examples)

Contractor Licensing & payment are required prior to the permit being issued.

Grading permit is required for new buildings. (770) 528-2142