COMMERCIAL BUILDING PERMIT/REVIEW CHECKLIST

- Tenant Improvement:  4 sets of stamped plans (5 if food is involved)

- Commercial Building:  First Submittal - 6 sets of stamped plans (7 if food is involved), include sprinkler plans; Final Submittal – 3 sets of stamped plans

- Commercial Site:  First Submittal - 6 sets of stamped plans (include landscape plan and lighting plan), 2 hydrology studies, 1 recorded plat; Final Submittal – 6 sets of stamped plans

All plans submitted must have a coversheet with all appropriate project descriptions and contact information contained therein.

All plans for additions, build outs, and renovations must show the project location in relation to the entire existing floor/structure of the building in which said construction is being done.

A complete set of approved plans and specifications SHALL BE MAINTAINED ON THE CONSTRUCTION SITE at all times.

All revisions to plans shall be approved prior to the start of the said construction.

Type of Plans being Submitted: (check all that apply)

- Civil, Disturbed Acreage: ______
- Building
- Build Out from Shell
- Building Shell Only
- Addition
- Remodel

Name of Project: _____________________________________________________________

Description of Project: ____________________________________________________

Location of Project: ________________________________________________________

TMP# ______________________ Zoning of the Property: ________________

Directions to the property: ________________________________________________

________________________________________________________________________
### Building Valuation Data

<table>
<thead>
<tr>
<th>Construction Class</th>
<th>Occupancy Type</th>
<th>Per Sq. Ft. Cost</th>
</tr>
</thead>
<tbody>
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**Estimated Cost of the Project:**

If Addition/Remodel Installing: Plumbing ____  Electric ____  HVAC ____

Water System: Public ____  Community Well ____  Well ____  Septic Number: ______

Power Company: Amicalola _____  Georgia Power _____  Sawnee _____

**Applicant Name:** _________________________________  **Phone #:** ____________________

**Applicant Company:** _______________________________  **E-mail:** ____________________

**Applicant Mailing Address:** ____________________________________________________
____________________________________________________________________________

**Owner Name:** ____________________________________  **Phone #:** ___________________

**Owner Company:** _________________________________  **E-mail:** ____________________

**Owner Mailing Address:** _____________________________________________________
____________________________________________________________________________

**24 Hour Contact Name:** ___________________________  **Contact Phone:** ________________

**Contact E-Mail:** ________________________________

**Project Engineer Name:** ___________________________  **Phone #:** ____________________

**Engineer Company:** _______________________________  **E-Mail:** ____________________

**Engineer Mailing Address:** _____________________________________________________
____________________________________________________________________________
Project Architect Name: ___________________________ Phone #: ____________________
Architect Company: ______________________________ E-Mail: ______________________
Architect Mailing Address: _____________________________________________________
____________________________________________________________________________

Contractor Name: ___________________________ Contractor License # ________________
Contractor Mailing Address: _____________________________________________________
Contractor City: ___________________________ Contractor Phone # ________________
Contractor E-Mail Address: _____________________________________________________

Electrical Contractor Company Name: ___________________________________________
Plumbing Contractor Company Name: ___________________________________________
HVAC Contractor Company Name: _____________________________________________

* Please note a contractor is not required at time of submittal but approved plans and permits will only be issued to contractors licensed through the State of Georgia and registered with Dawson County.

All projects must be designed in accordance with the following adopted codes:
2018 International Building Code with Georgia Amendments
2018 International Residential Code with Georgia Amendments
2018 International Swimming Pool and Spa Code with Georgia Amendments
2018 International Fire Code with Georgia Amendments
2018 International Plumbing Code with Georgia Amendments
2018 International Mechanical Code with Georgia Amendments
2018 International Fuel Gas Code with Georgia Amendments
2015 International Energy Conservation Code with Georgia Amendments
2017 National Electrical Code with Georgia Amendments
2010 Department of Justice ADA Requirements
Dawson County Adopted Ordinance

Acknowledgement/Initial: __________________________________________

Signature of Applicant/Applicant’s Representative ___________________________ Date ______________

Revised: 1/2/2020