

**Cobb County Commercial Permit Application Form**

All applicable items in this box must be completed before submittal to the Fire Marshal's Office.

\*\*\*\*Put date next to appropriate job type\*\*\*\*

Site \_\_\_\_\_ Shell \_\_\_\_\_ New Bldg \_\_\_\_\_ New Tenant \_\_\_\_\_ Add (Int / New) \_\_\_\_\_ Remodel \_\_\_\_\_

Other \_\_\_\_\_ Apt \_\_\_\_\_ F/S Townhouse \_\_\_\_\_ Condo \_\_\_\_\_ Fire Damage (R / C ) \_\_\_\_\_

New Bldg. Outside Dimensions \_\_\_\_\_ District \_\_\_\_\_ Land Lot (s) \_\_\_\_\_

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

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

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

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

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

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

Occupancy Type per NFPA 101 \_\_\_\_\_ O/Load per NFPA 101 \_\_\_\_\_ LSC Year \_\_\_\_\_

(FMO use only)

Construction Type per Building Code \_\_\_\_\_ Serving alcohol  Yes  No State tenant  Yes  No

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

(List code section)

Building Completely Sprinklered:  Yes  No Type \_\_\_\_\_ Req. by Code  Yes  No \_\_\_\_\_

Supervised System  Yes  No Req. by Code Section \_\_\_\_\_ (List code section)

Other fire protection system(s) \_\_\_\_\_ Construction Cost \$ \_\_\_\_\_

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

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

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

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

Person Responsible for Plans \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

24 Hour Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

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

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

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

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

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

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

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

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

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

Fire Marshal's Office Comments \_\_\_\_\_

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

FMO Bldg.

Certificate of Occupancy Required   New Construction Only, O.C.G.A. 25-2-13:  Yes  No

Letter of Completion Required

Special Inspections Required

**PERMIT #**

## Fire Marshal's Office Requirements

Call Fire Marshal's Office (770) 528-8310 for 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:

Required Information	Pass / Fail	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 all dimensions		Show all door, window and wall locations & Furniture Layout for the tenant space	
Each room USE must be labeled on the plans (all areas)		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. Submit one (1) additional set for projects requiring Health Department (770-435-7815) and Water & Sewer (770-419-6312) approval, i.e., Restaurants, Swimming Pools/Bathhouses, Hair Salons, Car Washes, Laundries, Septic Tanks etc.

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

### 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; free standing 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.
- **Zoning approval is mandatory on all permits.**

In addition to the above requirements, the following steps are **mandatory before issuance of a Permit for a free standing 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. (770-528-2134)  
Grading #: \_\_\_\_\_
- Water and Sewer Fees paid. (770-419-6327)  
Water / Sewer #: \_\_\_\_\_
- 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)
- 2 Complete Sets of Plans on separate CDs in PDF Format
- Cobb County Code Compliance Bond and Georgia Business License #: \_\_\_\_\_
- Erosion Control Certification (See [gaswcc.georgia.gov](http://gaswcc.georgia.gov)) #: \_\_\_\_\_
- State Contractor License: Type \_\_\_\_\_ # \_\_\_\_\_

\*\*\*\*\*  
**Zoning Department Use Only**

**Comments** \_\_\_\_\_

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