

City of Fort Valley 204 West Church Street Fort Valley, Georgia 31030 www.fortvalley.org				Commercial/Industrial Building Permit Application	
☐ Building Shell ☐ Interior Buildout ☐ Alteration/ Addition		Date: ____ / ____ / ____ Permit No. _____ Estimated Cost of Construction (Labor and Materials): \$ _____			
JOB SITE ADDRESS:		Lot/Suite #:		PROJECT NAME:	
Use Classification:		Map and Parcel #:		Zoning District:	
Description of Work : _____ _____					
Property Owner	Name: _____			Phone: _____ Email: _____	
	Address: _____			State: _____ Zip: _____	
General Contractor	Name: _____			Phone: _____	
	GA License Number: _____			Email: _____	
	Address: _____			State: _____ Zip: _____	
Building Height: _____		Total Occupancy: _____ persons		Contact Person: _____	
Building Area: _____		Sprinklered: ☐ yes ☐ no		Phone: _____	
Flood Zone: ☐ yes ☐ no		Fire Alarm: ☐ yes ☐ no		Email: _____	
Total Heated Sq. Ft.: _____			Total Unheated Sq. Ft.: _____		
Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the International Building Codes.					
Signature of Applicant : _____				Date: _____	
FOR OFFICE USE ONLY		Code Official Signature: _____			
Construction Type:		Occupancy:		LDP Required: ☐ yes ☐ no	
	Sq. Footage	Valuation Multiplier	Valuation \$		
Heated					
Unheated					
TOTAL					
Administrative Fee:	Building Permit Fee:	Plan Review Fee:	CO Fee:	Total Fee:	
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	

Commercial/Industrial Permit Application Checklist

The following list of documentation is required before a permit will be issued for residential construction. **Incomplete forms will not be processed and will delay permit issuance.** Please return this form with all permit application submittals. All documents must be legible.

- _____ Completed building permit application
- _____ Contractor licensing documentation (state license card, business license)
- _____ Completed trade permit application
- _____ Subcontractor licensing documentation (state license card, business license)
- _____ GSWCC Level 1A certification (Blue Card)
- _____ Six (6) sets of scaled construction drawings (see Plan Submittal Format document)
- _____ Site plan: scaled lot drawing with a scaled footprint of structure and any other structure located on property, show building limitations, setback requirements, and erosion sediment control.
- _____ One (1) copy set of GSWCC approved ESC plans for initial, intermediate and final phases. (applicable for primary and secondary permit holders)
- _____ Land Disturbance Permit and verification of NOI and payment
- _____ Verification of 911 addressing
- _____ Verification of water/sewer connections as applicable
- _____ Septic permit (if applicable)
- _____ Recorded deed of property
- _____ Recorded plat of property
- _____ Proof of taxes paid on property

Project Address: _____

Applicant Name: _____

Received by: _____

Date: _____



Commercial and Industrial Plan Review and Permitting Procedures

1. Written application for building permit and all applicable trades should be filled out completely along with a detail description of work to be permitted.
2. Four (4) paper sets of plans showing:
 - A. Professionally designed drawings bearing the seal and handwritten signature of the responsible engineer and/or architect registered in the State of Georgia for the following:
 - a. New or existing building and structure with Assembly, Educational, Institutional and Multi-family residential occupancy classification; and any new or existing single story building or structure with a floor area greater than 5,000 square feet; (O.C.G.A. 43-4-14(b)(3)(4))
 - b. Non-structural interior construction within an existing building that has been designed by a registered architect may bear the seal and signature of a registered interior designer certifying that plans and specifications as submitted are in compliance with the applicable current building codes. (O.C.G.A. 43-4-14(b)(5))
 - B. One (1) digital set should be provided on disc. The four sets of paper drawings should be submitted on bound ARCH D (24x36) paper.
3. When fire suppression systems are required, please submit three (3) sets of stamped and sealed sprinkler plans for review.
4. New and existing building or structure with occupancy classifications of Assembly, Educational, Institutional, or Multi-family Residential which are defined as Title 25 projects will be required to submit construction documents to the State Fire Marshal's office.
5. A pre-construction meeting with the Building Inspector will be scheduled after plans have been reviewed, application approved, and all applicable fees have been collected. During the meeting the Building Inspector will return two (2) sets of plans and issue the Building Permit to the Contractor.
6. Construction should not begin until Contractor has been issued the Building Permit.



Plan Submittal Format

1. Drawings shall contain a cover page, site plan, structural, architectural, life safety, electrical, plumbing, mechanical sheets as applicable to the project.
2. When required, drawing shall bear the direct applied seal (adhesive applied seals are prohibited) of a professional engineer or architect registered in the state of Georgia with corresponding handwritten signature and date of signature. (O.C.G.A. 43-4-14)
3. Each sheet of submitted construction drawings which indicates a status other than "For Construction" shall be considered incomplete and cannot be authorized for issuance of a building permit. (Georgia State Board of Registration for Professional Engineers and Land Surveyors Rule 180-12-02)
4. Provide the following information and criteria for all new building projects on the cover sheet:
 - Project Name
 - Project Address
 - Occupancy Group
 - Calculated Occupancy Load
 - Type of Construction
 - Sprinklered or Unsprinklered
 - Number of Stories
 - Building Height and Building Code Height Limit
 - New Building Area per Floor
 - New Basement Area
 - New Mezzanine Area
 - New Canopy-Porch-Balcony Area
 - Total New Building Area
 - Existing Building Area
 - Total Building Area (new and existing)

5. Provide the following information and criteria for all interior finish projects on the cover sheet:

- Project Name
- Project Address
- Occupancy Group
- Calculated Occupancy Load
- Type of Construction
- Sprinklered or Unsprinklered
- Floor Level of Tenant Suite
- Modified Interior Area per Floor
- Modified Basement Area
- New or Modified Mezzanine Area
- Total Modified Interior Area

6. Provide a list of applicable codes that apply to the project on the cover sheet.

7. Provide a key plan of the entire building which indicates the area of construction and/or the tenant suite location for each applicable floor level.

8. Indicate street address for each building, tenant suite, and/or structure of the project in the title block of each drawing included on the covers sheet.

9. Provide on the cover sheet a complete index of all submitted drawings.

10. Indicate on the cover sheet the name, email address and phone number of the designer-of-record for each discipline. (Engineer, Architect, Interior Designer, etc.)

11. Each set of drawings shall include (as applicable) the following sheets:

- Cover
- Site – 3 phase ESC, landscape, parking, striping, etc.
- Life Safety – travel distances, egress, paths of travel, etc.
- Structural – foundation footprint and details, soils, compaction, calculations, etc.
- Architectural – floor plans, schedules, elevations, details, etc.
- Electrical – panel schedules, riser diagrams, calculations, power, lighting, low voltage/data
- Mechanical – schematics, details, diagrams, calculations, etc.
- Plumbing – water and sewer details, riser diagrams, calculations, etc.
- Fire Alarm – device locations, panel schedule, calculations, etc.
- Fire Suppression – head details and locations, calculations, standpipe, FDC site location, etc.